



**INVITATION TO BID: COPIER SERVICES
FOR HUNTSVILLE-MADISON COUNTY PUBLIC LIBRARY**

The Board of Directors of the Huntsville Madison County Public Library (referred to as “the Library” in this ITB) is accepting sealed bids for leasing copier equipment for the following locations:

Downtown Huntsville Library
915 Monroe Street
Huntsville, AL 35801

Bailey Cove Branch Library
1409 Weatherly Plaza
Huntsville, AL 35803

North Huntsville Branch Library
3011 Sparkman Drive
Huntsville, AL 35810

Monrovia Branch Library
254 Allen Drake Drive
Huntsville, AL 35806

ITB OVERVIEW

ITB Title:	Copier Services for Huntsville-Madison County Public Library
Timeline:	ITB Issuance March 29, 2021
Bid Submission Due:	April 23, 2021, 2:00 p.m.
Anticipated Start of Service:	May 24, 2021
Contract Period:	Three years with no automatic renewal

The ITB information is available at <https://hmcpl.org/copierbid>.

SCOPE OF WORK

Location	Number of Machines
Downtown Huntsville Library	6
Bailey Cove Branch Library	1
North Huntsville Branch Library	1
Monrovia Branch Library	1

The equipment quoted must meet or exceed the attached specifications, including the following:

- Lease period must be 36 months
- Maintenance rates and volumes must not be tied into the lease. They must be changeable to match current or expected volumes at the Library's request and cause no extension to the lease duration.
- Installation and unlimited training must be included at no cost to the Library.
- On-site service must be provided Monday-Friday with a 3-4 hour response window.
- Three references of local businesses that have leased copier equipment from the vendor.
- 95% up time on all machines and the Library has the right to request a replacement at no additional cost.
- Bidder must agree to provide loaner devices on an as needed basis for service related issues that cannot be resolved within (72) hours at no additional cost.
- Maintenance and toner should be included in the monthly cost.
- Bidder must provide multiple options for placing service calls, ordering supplies, check service call status, and meter readings (Remote or Manual).
- Bidder must be authorized dealer if not manufacturer.
- Overages must be billed quarterly.
- Bidder must exclusively maintain the equipment and service contracts for the lease term, equipment or service contracts cannot be sold to 3rd party leasing companies.
- Overage rates must remain set for the duration of the contract.
- The Library is opening 1 new Library Branch later in 2021 and may need additional Copiers; such copiers should be added at the same cost as any comparable copier in use with usage estimated by the Library.

There are four copiers that have a coin receptacle attached that are owned by the library. There is one that is a Jamex, 2 that are Advanced Technologies, Inc. machines and one from Coinco Coin Acceptors. These coin-ops may need specific cables furnished by you to connect to your copiers.

The Library is open 7 days a week with varying hours in the different locations.

Prices quoted shall be delivered prices, exclusive of all federal or state excise, sales and manufacturer's taxes. The Huntsville Madison County Public Library is tax exempt.

Pricing must be listed on the attached Bid Pricing Form. Additional information may be attached as needed.

PROJECT SPECIFICATIONS AND DETAILED REQUIREMENTS

Refer to the Copier List.

REFERENCES

Bidders must provide 3 references of firms or companies where similar copier services are currently being provided. Contact names and numbers must be listed.

QUESTIONS

Any questions concerning this ITB shall be submitted by email to Ray Kemp at rkemp@hmcpl.org. The Library will post on our website at www.hmcpl.org/copierbid a written response in the form of an addendum for each question requiring clarification or interpretation of the specifications. It is the responsibility of the bidder to look for addendums. The Library will not be responsible for any other explanation of the specifications.

Questions submitted must provide at a minimum, the following information:

- Bidder's name and contact information
- Question clearly stated
- Specific reference to applicable ITB section(s)

RATING CRITERIA

The contract will be awarded to the bidder submitting the most responsive and responsible bid consistent with the specifications and requirements detailed in the ITB.

The following qualifications of a bidder will be considered by the Library:

1. Ability, capacity and skill to perform the contract and provide the service required within the time specified, without delay or interference;
2. Character, integrity, reputation, judgment, experience and efficiency
3. Quality of performance of previous contracts or services

All bids will be rated on the following scale:

- | | |
|--|-----|
| ○ Cost | 40% |
| ○ Company Qualifications and Experience (including reference checks) | 30% |
| ○ Availability and Capacity of Company to Perform the Work | 30% |

BID DELIVERY INSTRUCTIONS

In order to fully respond to the ITB, each bidder must include:

- Signed Bid Pricing Form-Copier Equipment
- 3 References
- 1 original and 1 print copy of the complete bid

Failure to include any of the required deliverables listed above or to comply with ITB specifications may result in the response being disqualified or receiving a lower rating.

Bids are to be mailed or delivered to Cindy Hewitt, Huntsville-Madison County Public Library, PO Box 443, Huntsville, AL 35804, or 915 Monroe Street, Huntsville, AL 35801. The words "Sealed Bid—Copiers" must be on the outside of the envelope.

Bids must be received by 2:00 p.m. on Friday, April 23, 2021. The bids will be opened at 2:00 p.m. in the Board Room located on the third floor of the Downtown Library, 915 Monroe Street. Late bids will not be accepted or considered. The Library will not be responsible for any carrier's failure to deliver a bid.

The Library reserves the right to reject any and all bids. The Library also reserves the right to implement all or portions of the bid.

For further information, please contact Ray Kemp at 256-532-5958, or by email at rkemp@hmcpl.org.

HUNTSVILLE-MADISON COUNTY PUBLIC LIBRARY

INVITATION TO BID SUMMARY

ITB TITLE: Copier Services for Huntsville Madison County
Public Library
BID DUE: 2:00 p.m., Friday, April 23, 2021
“Sealed Bid—Copiers” must be printed on
outside of envelope
BID OPENING: 2:00 p.m., Friday, April 23, 2021
Library Board Room, 3rd Floor Administrative
Office
Huntsville-Madison County Public Library

ADDRESSES:

Mailing address:
Cindy Hewitt
Huntsville-Madison County Public Library
P.O. Box 443
Huntsville, AL 35804

Delivery address:
Cindy Hewitt
Huntsville-Madison County Public Library
915 Monroe Street
Huntsville, AL 35801

PLEASE SUBMIT ONE (1) ORIGINAL BID

AND

ONE (1) PRINT COPY OF COMPLETE BID

All bids must be signed on the Bid Pricing Form-Copier Equipment and include three (3) References.

Copier List

	Machine#							
Admin	1	Color Copier/Printer/Scanner						
		45ppm Color or Black and White						
RICOH MP 5503		Doc Feed						
		Stapler						
		2 paper drawers						
		Scan to desktop-scan to email						
		Multiple "Address Books"						
		Multiple users can add addresses without administrator aid						
		Post Script Print Driver						
		Document storage on device						
		Confidential and open to public						
		Print reservation and forms reservation						
		Duplex						
		Must meet or exceed the specifications of the Ricoh MP 5503						
		Used machine is acceptable						
		Used Equipment must perform up to the Library's standards						
		Vendor must replace used equipment (at no cost to the Library) with like machine						
		if used machine does not perform up to the Library's standards						
		2,200 B/W, 750 Color copies per month						
		Finisher						
Admin	2	Color Copier/Printer/Scanner/Fax						
		45ppm Color or Black and White						
RICOH MP 4504ex		Doc Feed						
		Stapler						
		4 paper drawers						
		Scan to desktop-Scan to email						
		Multiple "Address Books"						
		Multiple users can add addresses without administrator aid						
		Post Script Print Driver						
		Document storage on device						
		Confidential and open to public						
		Print reservation and forms reservation						
		Auto Booklet Maker						
		Duplex						
		Must be a new Machine						
		Must meet or exceed the specifications of the Ricoh MP C 4504ex						
		5,000 B/W, 1,500 Color copies per month						
		Finisher						
Information & Business Center	3	Color Copier/Printer/Scanner/Fax						
Coin-op		45ppm Color or Black and White						
JAMEX		Doc Feed						
		Stapler						
RICOH MP 4504ex		4 paper drawers						
		Scan to desktop-scan to email						
		Multiple "Address Books"						
		Multiple users can add addresses without administrator aid						
		Post Script Print Driver						
		Document storage on device						

		Confidential and open to public				
		Print reservation and forms reservation				
		Duplex				
		Must be a new machine				
		Must meet or exceed the specifications of the Ricoh MP C 4504ex				
		10,000 B/W, 1,500 Color copies per month				
Information & Business Center	4	Color Copier/Printer/Scanner				
Coin-op		30ppm Color or Black and White				
ADVANCED TECHNOLOGIES		Doc Feed				
		2 paper drawers				
RICOH MP C3003		Duplex				
		Must meet or exceed the specifications of the Ricoh MP C3003				
		Used machine is acceptable				
		Used Equipment must perform up to the Library's standards				
		Vendor must replace used equipment (at no cost to the Library) with like machine				
		if used machine does not perform up to the Library's standards				
		10,000 B/W, 1,800 Color				
Special Collections	5	Color Copier/Printer/Scanner				
Coin-op		30ppm Color or Black and White				
ADVANCED TECHNOLOGIES		Doc Feed				
		2 paper drawers				
RICOH MP C3003		Duplex				
		Must meet or exceed the specifications of the Ricoh MP C3003				
		New or Used machine				
		Used Equipment must perform up to the Library's standards				
		2,500 B/W, 1,000 Color				
		Finisher				
Bailey Cove Branch	6	Color Copier/Printer/Scanner				
Coin-op		30ppm Color or Black and White				
COINCO		Doc Feed				
		2 paper drawers				
RICOH MP C3003		Duplex				
		Must meet or exceed the specifications of the Ricoh MP C3001				
		Must have a new Machine				
		4,000 B/W, 2,000 Color				
North Huntsville	7	Color Copier/Printer/Scanner/Fax				
		31ppm Color or Black and White				
RICOH MP C307		Doc Feed-single pass				
		1 paper drawer				
		Duplex				
		Must meet or exceed the specifications of the Ricoh MP C307				
		Used machine acceptable				
		Used Equipment must perform up to the Library's standards				
		3,000 B/W, 500 Color				

Monrovia Branch	8	Color Copier/Printer/Scanner/Fax						
		31ppm Color or Black and White						
RICOH MP C307		Doc Feed-single pass						
		1 paper drawer						
		Duplex						
		Must meet or exceed the specifications of the Ricoh MP C307						
		Must have a new Machine						
		3,000 B/W, 750 Color						
Downtown-Youth Services	9	Color Copier/Printer/Scanner/Fax						
		31ppm Color or Black and White						
RICOH MP C307		Doc Feed-single pass						
		1 paper drawer						
		Duplex						
		Must meet or exceed the specifications of the Ricoh MP C307						
		Used machine acceptable						
		Used Equipment must perform up to the Library's standards						
		1,600 B/W, 1,000 Color						

Huntsville-Madison County Public Library-Bid Pricing Form-Copier Equipment									
Machine 1-Downtown Huntsville Library-Administration					Machine 6-Bailey Cove Branch Library				
Color Copier/Printer/Scanner					Color Copier/Printer/Scanner				
36 Month lease, Monthly rate		\$			36 Month lease, Monthly rate		\$		
Usage Allowance 1,500 B/W, 500 Color					Usage Allowance 4,000 B/W, 2,000 Color				
Machine 2-Downtown Huntsville Library-Administration					Machine 7-North Huntsville Library				
Color Copier/Printer/Scanner/Fax					Color Copier/Printer/Scanner				
36 Month lease, Monthly rate		\$			36 Month lease, Monthly rate		\$		
Usage Allowance 8,000 B/W, 2,000 Color					Usage Allowance 3,000 B/W, 500 Color				
Machine 3 -Downtown Huntsville Library-Information & Business Center					Machine 8-Monrovia Public Library				
Color Copier/Printer/Scanner/Fax					Color Copier/Printer/Scanner				
36 Month lease, Monthly rate		\$			36 Month lease, Monthly rate		\$		
Usage Allowance 15,000 B/W, 2,500 Color					Usage Allowance 3,000 B/W, 500 Color				
Machine 4-Downtown Huntsville Library-Information & Business Center					Machine 9-Downtown Huntsville Library-Youth Services				
Color Copier/Printer/Scanner					Color Copier/Printer/Scanner				
36 Month lease, Monthly rate		\$			36 Month lease, Monthly rate		\$		
Usage Allowance 2,000 B/W, 300 Color					Usage Allowance 500 B/W, 1,600 Color				
Machine 5-Downtown Huntsville Library-Special Collections									
Color Copier/Printer/Scanner									
36 Month lease, Monthly rate		\$							
Usage Allowance 2,000 B/W, 1,100 Color									
					Bidder: _____				
					Address: _____				
					Phone: _____ Fax: _____ Date: _____				
					Name (type or print): _____				
					Signature: _____				
					Comments: _____				