

April 5, 2018

INVITATION TO BID

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:

Main Library (6) Machines
915 Monroe Street
Huntsville, AL 35801

Bailey Cove Branch Library (1) Machine
1409 Weatherly Plaza
Huntsville, AL 35803

Eleanor Murphy Branch Library (1) Machine
7910 Charlotte Drive
Huntsville, AL 35802

Bessie K Russell Branch Library (1) Machine
3011-C Sparkman Drive
Huntsville, AL 35810

Monrovia Branch Library (1) Machine
254 Allen Drake Drive
Huntsville, AL 35806

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

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.

Bid Opening Date: Thursday, April 26, 2018

Bids are to be mailed or delivered to Laurel Best, Huntsville Madison County Public Library, P.O. 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 2:00PM on Thursday, April 26, 2018, the bids will be opened at 2:00PM in the Board Room located on the third floor of the Main 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. Failure to comply with specifications for bidding will result in a bid's rejection. The Library reserves the right to terminate without cause, any award made as a result of this bid solicitation by providing a 30-day letter of cancellation notification to the successful bidder.

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:

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

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

	Machine#								
Admin	1	Color Copier/Printer/Scanner/Fax							
		45ppm Color or Black and White							
		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 C4503 or the MP C 4504ex							
		8,000 B/W, 2,000 Color copies per month							
		Finisher							
Admin	2	Color Copier/Printer/Scanner							
		45ppm Color or Black and White							
		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 C4501							
		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							
		1,500 B/W, 500 Color copies per month							
		Finisher							
Reference	3	Color Copier/Printer/Scanner/Fax							
Coin-op		45ppm Color or Black and White							
JAMEX		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					
		Duplex					
		Must be a new machine					
		Must meet or exceed the specifications of the Ricoh MP C4503 or the MP C 4504ex					
		15,000 B/W, 2,500 Color copies per month					
Reference	4	Color Copier/Printer/Scanner					
Coin-op		30ppm Color or Black and White					
ADVANCED TECHNOLOGIES		Doc Feed					
		2 paper drawers					
		Duplex					
		Must meet or exceed the specifications of the Ricoh MP C3001					
		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					
		2,000 B/W, 300 Color					
Special Collections	5	Color Copier/Printer/Scanner					
Coin-op		30ppm Color or Black and White					
ADVANCED TECHNOLOGIES		Doc Feed					
		2 paper drawers					
		Duplex					
		Must meet or exceed the specifications of the Ricoh MP C3001					
		New or Used machine					
		Used Equipment must perform up to the Library's standards					
		2,000 B/W, 1,100 Color					
		Finisher					
Bailey Cove Branch	6	Color Copier/Printer/Scanner					
Coin-op		30ppm Color or Black and White					
COINCO		Doc Feed					
		2 paper drawers					
		Duplex					
		Must meet or exceed the specifications of the Ricoh MP C3001					
		Must have a new Machine					
		4,000 B/W, 2,000 Color					
Eleanor Murphy	7	Color Copier/Printer/Scanner/Fax					
		31ppm Color or Black and White					
		Doc Feed-single pass					
		1 paper drawer					
		Duplex					

		Must meet or exceed the specifications of the Ricoh MP C305-SPF or MP C307					
		Used machine acceptable					
		Used Equipment must perform up to the Library's standards					
		2,000 B/W, 300 Color					
Bessie K Russell	8	Color Copier/Printer/Scanner/Fax					
		31ppm Color or Black and White					
		Doc Feed-single pass					
		1 paper drawer					
		Duplex					
		Must meet or exceed the specifications of the Ricoh MP C305-SPF or MP C307					
		Used machine acceptable					
		Used Equipment must perform up to the Library's standards					
		3,000 B/W, 500 Color					
Monrovia Branch	9	Color Copier/Printer/Scanner/Fax					
		31ppm Color or Black and White					
		Doc Feed-single pass					
		1 paper drawer					
		Duplex					
		Must meet or exceed the specifications of the Ricoh MP C305-SPF or MP C307					
		Must have a new Machine					
		3,000 B/W, 500 Color					
Main-Circulation	10	Color Copier/Printer/Scanner/Fax					
		31ppm Color or Black and White					
		Doc Feed-single pass					
		1 paper drawer					
		Duplex					
		Must meet or exceed the specifications of the Ricoh MP C305-SPF or MP C307					
		Used machine acceptable					
		Used Equipment must perform up to the Library's standards					
		500 B/W, 1,600 Color					

