

GORDON COUNTY BOARD OF COMMISSIONERS
COPIER BID

Company Name: _____

Authorized Proposer: _____ Date _____

Where is the location of your service organization assigned to handle this account.

Is the service location servicing this account owned and a part of your Company? _____

On a different page describe the method of collecting the number of copies used on a monthly basis.

The vendor is to indicate if the proposed copier complies with the specifications listed for each copier level. (see individual Copier Level Bid Sheets)

Pricing – a monthly lease price (both 36 and 48 months) shall be quoted on each level of copier specified. Additionally, if specified features, such as: using copier as network printer, G3 Fax, etc. can be optional on the specified machine then list the cost associated with each feature. Each copier may be ordered with one or more of the features specified or with no features. If features are eliminated in the ordering process the cost of said feature will adjusted in arriving at a final lease price.

THE COUNTY Expects: **The vendor to invoice the County** – on one invoice per month - **detailing individual copier charges. The County will NOT accept individual invoices per copier. Terms are 60 day payments unless early pay discount are applied by the vendor. The County will pay contractor within 15 days if contractor accepts American Express as payment and does not impose fees or misc. charges for accepting American Express.**

Upon termination of awarded contract: **The County expects the vendor to remove vendor supplied copiers at no charge to the county.**

The lease charge is to include all parts, labor, service charge, maintenance, initial set up, training and toner – no misc charges or fuel surcharges or other charges shall be charged in addition to the stated lease charge.

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The prices are to include 150,000 copies/prints/scans black and white per month total for all leased copiers. If the total of all copies/prints/scans for all copiers is less than or equal to 150,000 copies in any one month – then no per page copy overage charge will apply for black & white copies.

Please specify how many types of toner cartridges will be required with your bid for all copiers. ____

Black & White Copy Overage Charge _____ per page

Color Charge _____ per page

Staples Cost _____

Maximum time to respond to a service call _____

Provide References of at least 3 **current** customers for each level of copier bid. References shall have company, contact name, address, and phone number.

**GORDON COUNTY BOARD OF COMMISSIONERS
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BID SHEET

Level I – Copier

Copier being bid _____

Minimum Specifications:

	Comply
Color and Black & White Copier	_____
Minimum 50 Copies per minute Black & White	_____
Estimated toner yield black 35,000 images @ 6% coverage	_____
Minimum 35 Copies per minute Color	_____
Estimated toner yield Color 25,000 images @ 6% coverage	_____
Minimum Copy Resolution 1200 x 600	_____
Minimum paper size 5.5"x8.5"	_____
Maximum paper size 11"x17"	_____
Minimum 500 sheet document feeder	_____
Minimum Duty Cycle 80,000 pages per month	_____
Paper weights handled 17lb to 32lb	_____
Minimum 50 sheet stack bypass	_____
Minimum 2GB memory	_____
Scanning Resolution 600 x 600	_____
Ability to store scanned documents in network folders	_____
Address Book of a minimum of 100 addresses	_____
Two 500 page paper cassettes 20lb paper	_____
Option Paper capacity 2500 page 20lb paper	_____
Installed fax capability (G3)	_____
Installed Scan capability to popular formats such as TIFF, JPEG, PDF	_____
Ability to Scan-to- email/desktop/FTP	_____
Minimum 40 ipm scanning speed	_____
Finisher/Stapler – 50 sheet letter 30 legal & 8.5x17	_____
Ability to be used as a network printer	_____
Shrink 8.5x14 to 8.5x11	_____
Shrink 8.5x17 to 8.5x11	_____
Cabinet	_____

Lease Charges Monthly	36 month	48 month
Basic Copier	_____	_____
Memory	_____	_____
Duplex	_____	_____
Fax (G3)	_____	_____
Scan, storage and e-mail capability	_____	_____
Staple Capability	_____	_____
Collate	_____	_____
Network Printer Capability	_____	_____
Ability to Shrink Copies	_____	_____
Cabinet	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Total	_____	_____

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BID SHEET

Level II – Copier

Copier being bid _____

Minimum Specifications:

	Comply
Color and Black & White Copier	_____
Minimum 35 Copies per minute Black & White	_____
Estimated toner yield black 35,000 images @ 6% coverage	_____
Minimum 25 Copies per minute Color	_____
Estimated toner yield Color 25,000 images @ 6% coverage	_____
Minimum Copy Resolution 1200 x 600	_____
Minimum paper size 5.5"x8.5"	_____
Maximum paper size 11"x17"	_____
Minimum 500 sheet document feeder	_____
Minimum Duty Cycle 80,000 pages per month	_____
Paper weights handled 17lb to 32lb	_____
Minimum 50 sheet stack bypass	_____
Minimum 2GB memory	_____
Scanning Resolution 600 x 600	_____
Ability to store scanned documents in network folders	_____
Address Book of a minimum of 100 addresses	_____
Two 500 page paper cassettes 20lb paper	_____
Option Paper capacity 2500 page 20lb paper	_____
Installed fax capability (G3)	_____
Installed Scan capability to popular formats such as TIFF, JPEG, PDF	_____
Ability to Scan-to- email/desktop/FTP	_____
Minimum 40 ipm scanning speed	_____
Finisher/Stapler – 50 sheet letter 30 legal & 8.5x17	_____
Ability to be used as a network printer	_____
Shrink 8.5x14 to 8.5x11	_____
Shrink 8.5x17 to 8.5x11	_____
Cabinet	_____

Lease Charges Monthly	36 month	48 month
Basic Copier	_____	_____
Memory	_____	_____
Duplex	_____	_____
Fax (G3)	_____	_____
Scan, storage and e-mail capability	_____	_____
Staple Capability	_____	_____
Collate	_____	_____
Network Printer Capability	_____	_____
Ability to Shrink Copies	_____	_____
Cabinet	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
 Total	 _____	 _____

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Level III – Copier

Copier being bid _____

Minimum Specifications:

Black & White Copier	Comply
Minimum 50 Copies per minute Black & White	_____
Estimated toner yield 56,000 images @ 6% coverage	_____
Minimum paper size 5.5"x8.5"	_____
Maximum paper size 11"x17"	_____
Minimum Copy Resolution 1200 x 600	_____
Minimum 500 sheet document feeder	_____
Minimum Duty Cycle 100,000 pages per month	_____
Paper weights handled 17lb to 32lb	_____
Minimum 50 sheet stack bypass	_____
Features -----	_____
Minimum Two 500 page paper cassettes 20lb paper	_____
Option Paper capacity 2500 page 20lb paper	_____
Minimum 2GB memory	_____
Two sided output automatically – no manual re-feeding(duplex)	_____
Collater	_____
Installed fax capability (G3)	_____
Installed Scan capability to popular formats such as TIFF, JPEG, PDF	_____
Scanning Resolution 600 x 600	_____
Ability to store scanned documents in network folders	_____
Ability to Scan-to- email/desktop/FTP	_____
Address Book of a minimum of 100 addresses	_____
Minimum 50 ipm scanning speed	_____
Finish/Stapler – 50 sheet letter 30 legal & 8.5x17	_____
Ability to be used as a network printer	_____
Shrink 8.5x14 to 8.5x11	_____
Shrink 8.5x17 to 8.5x11	_____
Cabinet	_____

Lease Charges Monthly	36 month	48 month
Basic Copier	_____	_____
Memory	_____	_____
Duplex	_____	_____
Fax (G3)	_____	_____
Scan, storage and e-mail capability	_____	_____
Staple Capability	_____	_____
Collate	_____	_____
Network Printer Capability	_____	_____
Ability to Shrink Copies	_____	_____
Cabinet	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Total	_____	_____

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Level IV – Copier

Copier being bid _____

Minimum Specifications:

Black & White Copier	Comply
Minimum 35 Copies per minute Black & White	_____
Estimated toner yield 20,000 images @ 6% coverage	_____
Minimum paper size 5.5"x8.5"	_____
Maximum paper size 11"x17"	_____
Minimum Copy Resolution 1200 x 600	_____
Minimum 500 sheet document feeder	_____
Minimum Duty Cycle 60,000 pages per month	_____
Paper weights handled 17lb to 32lb	_____
Minimum 50 sheet stack bypass	_____
Features -----	_____
Minimum Two 250 page paper cassettes	_____
Minimum 1GB memory	_____
Two sided output automatically – no manual re-feeding(duplex)	_____
Collater	_____
Installed fax capability (G3)	_____
Installed Scan capability to popular formats such as TIFF, JPEG, PDF	_____
Scanning Resolution 600 x 600	_____
Ability to store scanned documents in network folders	_____
Ability to Scan-to- email/desktop/FTP	_____
Address Book of a minimum of 200 addresses	_____
Minimum 30 ipm scanning speed	_____
Finish/Stapler – 50 sheet letter 30 legal & 8.5x17	_____
Ability to be used as a network printer	_____
Shrink 8.5x14 to 8.5x11	_____
Shrink 8.5x17 to 8.5x11	_____
Cabinet	_____

Lease Charges Monthly	36 month	48 month
Basic Copier	_____	_____
Memory	_____	_____
Duplex	_____	_____
Fax (G3)	_____	_____
Scan, storage and e-mail capability	_____	_____
Staple Capability	_____	_____
Collate	_____	_____
Network Printer Capability	_____	_____
Ability to Shrink Copies	_____	_____
Cabinet	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
 Total	 _____	 _____

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Level V – Copier

Copier being bid _____

Minimum Specifications:

	Comply
Black & White Copier	_____
Minimum 20 Copies per minute Black & White	_____
Estimated toner yield 15,000i images @ 6% coverage	_____
Minimum paper size 5.5"x8.5"	_____
Maximum paper size 8.5"x14"	_____
Minimum Copy Resolution 1200 x 600	_____
Minimum 50 sheet document feeder	_____
Minimum Duty Cycle 40,000 pages per month	_____
Paper weights handled 17lb to 32lb	_____
Minimum 50 sheet stack bypass	_____
Features -----	_____
Minimum Two 250 page paper cassettes	_____
Minimum .5 GB memory	_____
Two sided output automatically – no manual re-feeding(duplex)	_____
Collater	_____
Installed fax capability (G3)	_____
Installed Scan capability to popular formats such as TIFF, JPEG, PDF	_____
Scanning Resolution 600 x 600	_____
Ability to store scanned documents in network folders	_____
Ability to Scan-to- email/desktop/FTP	_____
Address Book of a minimum of 100 addresses	_____
Minimum 20 ipm scanning speed	_____
Finish/Stapler – 50 sheet letter 30 legal & 8.5x14	_____
Ability to be used as a network printer	_____
Shrink 8.5x14 to 8.5x11	_____
Cabinet	_____

Lease Charges Monthly	36 month	48 month
Basic Copier	_____	_____
Memory	_____	_____
Duplex	_____	_____
Fax (G3)	_____	_____
Scan, storage and e-mail capability	_____	_____
Staple Capability	_____	_____
Collate	_____	_____
Network Printer Capability	_____	_____
Ability to Shrink Copies	_____	_____
Cabinet	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
 Total	 _____	 _____

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List and define Exceptions/Deviation to this bid:

**GORDON COUNTY BOARD OF COMMISSIONERS
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Acceptance of Terms of this Agreement

Company:

Contact Person:

Address:

City/State/Zip:

Telephone: _____ Fax: _____

E-mail: _____

Authorized Signature _____ Title: _____

Name Printed: _____ Date: _____

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

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NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

STATE OF _____ COUNTY OF _____

I _____, being first duly sworn, depose and say that;

He is _____ of _____, the proposer that has submitted the attached proposal;

He or she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal; Such proposal is genuine and is not a collusive or sham proposal; Neither the said proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other proposer, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person to fix the price or prices in the attached proposal or of any other proposer, or to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Gordon County Board of Commissioners or any person interested in the proposed contract; and

The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Proposer: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

Subscribed and sworn to me this _____ day of _____, 20__.

NOTARY PUBLIC: _____

Commission Expires: _____