

**GORDON COUNTY BOARD OF COMMISSIONERS
COPIER BID SHEET**

Bid Sheet

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 or methods 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 bid. (See Minimum Features Sheet 3.1 and 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 and equipment such as a cabinet, Fax capability and additional paper capacity it will be required to cost 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.

Each copier must have an external tag identifying the device and a telephone number to order toner, staples or report a problem.

The duty cycles pages per month will be a closely evaluated.

Memory – The vendor is to recommend the amount of memory for each copier. If after installation the recommended memory cannot perform adequately – it will be responsibility of the vendor to upgrade the memory at no extra charge.

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 both Black / White and Color) – no misc charges or fuel surcharges or other charges shall be charged in addition to the stated lease charge. Overage charges shall be invoiced on a monthly basis, showing the usage of each copier for the month. .

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The prices are to include 125,000 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 125,000 copies in any one month – then no per page copy overage charge will apply for black & white copies.

Vendor may submit multiple bids for the same level copier specified.

Black & White Copy Overage Charge _____ per page

Color Charge _____ per page

Staples Cost _____ per _____

Maximum time to respond to a service call _____

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

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BID SHEET

**Level I – Color Copier – High Speed
Copier being bid**

Copier Make and Model Bid _____

Minimum Specifications:

	Comply Y/N
Color, Black & White Copier	
Minimum 55 Copies per minute Black & White	_____
Minimum 50 Copies per minute Color	_____
Minimum Copy Resolution 1200 x 600	_____
Minimum paper size 5.5"x8.5"	_____
Maximum paper size 11"x17"	_____
Minimum Duty Cycle 40,000 pages per month	_____
Paper weights handled 17lb to 32lb	_____
Minimum 50 sheet stack bypass	_____
Minimum two 500 page paper cassettes 20lb paper	_____
Minimum 40 ipm scanning speed	_____
Shrink 8.5x14 to 8.5x11	_____
Shrink 8.5x17 to 8.5x11	_____

Lease Charges Monthly

	36 month	48 month
Basic Copier with above capabilities and recommend memory	_____	_____
Memory _____ recommended		
Explain (below) conditions where the recommended memory may not be large enough		

Cost Mgmt and Department – User Tracking	_____	_____
Fax (G3)	_____	_____
Option Paper capacity 2500 page 20lb paper	_____	_____
Cabinet	_____	_____
Finishers		
List features & Cost of various Finishers available		
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____

Total _____

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BID SHEET

Level II – Color Copier – Medium Speed

Copier Make and Model Bid _____

Minimum Specifications:

	Comply Y/N	
Color, Black & White Copier		
Minimum 30 Copies per minute Black & White		
Minimum 25 Copies per minute Color		
Minimum Copy Resolution 1200 x 600		
Minimum paper size 5.5"x8.5"		
Maximum paper size 11"x17"		
Minimum Duty Cycle 28,000 pages per month		
Paper weights handled 17lb to 32lb		
Minimum 50 sheet stack bypass		
Two 500 page paper cassettes 20lb paper		
Minimum 40 ipm scanning speed		
Shrink 8.5x14 to 8.5x11		
Shrink 8.5x17 to 8.5x11		

Lease Charges Monthly	36 month	48 month
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Basic Copier with above capabilities and recommend memory	_____	_____
Memory _____ Recommended		
Explain (below) conditions where the recommended memory may not be large enough		

Cost Mgmt and Department – User Tracking	_____	_____
Fax (G3)	_____	_____
Option Paper capacity 2500 page 20lb paper	_____	_____
Cabinet	_____	_____

Finishers

List features & Cost of various Finishers available

_____	_____	_____
_____	_____	_____
_____	_____	_____

Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____

Total	_____	_____
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Level III – Copier Black & White High Speed

Copier Make and Model Bid _____

Minimum Specifications:

	Comply	Y/N
Black & White Copier	_____	_____
Minimum 65 Copies per minute Black & White	_____	_____
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 110,000 pages per month	_____	_____
Paper weights handled 17lb to 32lb	_____	_____
Minimum 50 sheet stack bypass	_____	_____
Scanning Resolution 600 x 600	_____	_____
Minimum 50 ipm scanning speed	_____	_____
Shrink 8.5x14 to 8.5x11	_____	_____
Shrink 8.5x17 to 8.5x11	_____	_____

Lease Charges Monthly	36 month	48 month
Basic Copier with above capabilities and recommend memory	_____	_____
Memory _____ Recommended		
Explain (below) conditions where the recommended memory may not be large enough		

Cost Mgmt and Department – User Tracking	_____	_____
Fax (G3)	_____	_____
Option Paper capacity 2500 page 20lb paper	_____	_____
Cabinet	_____	_____

Finishers		
List features & Cost of various Finishers available		
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____

Total	_____	_____
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Level IV – Copier Black & White Medium Speed

Copier Make and Model Bid _____

Minimum Specifications:

		Comply Y/N
Black & White Copier		_____
Minimum 45 Copies per minute Black & White		_____
Estimated toner yield 50,000 images @ 6% coverage		_____
Minimum paper size 5.5"x8.5"		_____
Maximum paper size 11"x17"		_____
Minimum Copy Resolution 1200 x 600		_____
Minimum Duty Cycle 75,000 pages per month		_____
Paper weights handled 17lb to 32lb		_____
Minimum 50 sheet stack bypass		_____
Minimum Two 500 page paper cassettes 20lb paper		_____
Scanning Resolution 600 x 600		_____
Minimum 50 ipm scanning speed		_____
Shrink 8.5x14 to 8.5x11		_____
Shrink 8.5x17 to 8.5x11		_____

	36 month	48 month
Lease Charges Monthly		
Basic Copier with above capabilities and recommend memory	_____	_____
Memory _____ Recommended		
Explain (below) conditions where the recommended memory may not be large enough		

Cost Mgmt and Department – User Tracking	_____	_____
Fax (G3)	_____	_____
Option Paper capacity 2500 page 20lb paper	_____	_____
Cabinet	_____	_____
Finishers		
List features & Cost of various Finishers available		
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____

Total	_____	_____
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Level V – Copier Black & White

Copier Make and Model Bid _____

Minimum Specifications:

	Comply Y/N
Black & White Copier	_____
Minimum 30 Copies per minute Black & White	_____
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 15,000 pages per month	_____
Paper weights handled 17lb to 32lb	_____
Minimum 50 sheet stack bypass	_____
Minimum Two 250 page paper cassettes	_____
Scanning Resolution 600 x 600	_____
Minimum 30 ipm scanning speed	_____
Shrink 8.5x14 to 8.5x11	_____
Shrink 8.5x17 to 8.5x11	_____

	36 month	48 month
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Basic Copier with above capabilities and recommend memory	_____	_____
Memory Recommended _____		
Explain (below) conditions where the recommended memory may not be large enough		

Cost Mgmt and Department – User Tracking	_____	_____
Fax (G3)	_____	_____
Option Paper capacity of _____ pages 20lb paper	_____	_____
Cabinet	_____	_____
Finishers		
List features & Cost of various Finishers available		
_____	_____	_____
_____	_____	_____
_____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Total	_____	_____

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Level VI – Copier Black & White

Copier Make and Model 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 12,000 pages per month	_____	
Paper weights handled 17lb to 32lb	_____	
Minimum 50 sheet stack bypass	_____	
Minimum Two 250 page paper cassettes	_____	
Scanning Resolution 600 x 600	_____	
Minimum 20 ipm scanning speed	_____	
Shrink 8.5x14 to 8.5x11	_____	

	36 month	48 month
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Basic Copier with above capabilities and recommend memory	_____	_____
Memory Recommended _____		
Explain (below) conditions where the recommended memory may not be large enough		

Cost Mgmt and Department – User Tracking	_____	_____
Fax (G3)	_____	_____
Option Paper capacity of _____ pages 20lb paper	_____	_____
Cabinet	_____	_____

Finishers		
List features & Cost of various Finishers available		
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____

Total	_____	_____
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BID SHEET

Level VII – Color Copier

Copier Make and Model Bid _____

Minimum Specifications:

	Comply Y/N	
Color, Black & White Copier		
Minimum 25 Copies per minute Black & White		
Estimated toner yield black 35,000 images @ 6% coverage		
Minimum 20 Copies per minute Color		
Minimum paper size 5.5"x8.5"		
Maximum paper size 11"x17"		
Minimum Duty Cycle 9,000 pages per month		
Paper weights handled 17lb to 32lb		
Minimum 50 sheet stack bypass		
One 500 page paper cassettes 20lb paper		
Minimum 40 ipm scanning speed		
Shrink 8.5x14 to 8.5x11		
Shrink 8.5x17 to 8.5x11		

Lease Charges Monthly	36 month	48 month
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Basic Copier with above capabilities and recommend memory	_____	_____
Memory _____ Recommended		
Explain (below) conditions where the recommended memory may not be large enough		

Cost Mgmt and Department – User Tracking	_____	_____
Fax (G3)	_____	_____
Option Paper capacity of _____ pages 20lb paper	_____	_____
Cabinet	_____	_____

Finishers

List features & Cost of various Finishers available

_____	_____	_____
_____	_____	_____
_____	_____	_____

Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____

Total	_____	_____
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List and define Exceptions/Deviation to this bid (additional sheets may be used):
(The absence of deviation on this sheet indicates your bids meets or exceeds the requirements defined in this document and the Minimum Features in 3.1)