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MAYOR

CITY OF BIRMINGHAM

FINANCE DEPARTMENT

PURCHASING DIVISION

P-100 CITY HALL
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March 23, 2015

J. THOMAS BARNETT, JR.
FINANCE DIRECTOR

RON NICKEL
PURCHASING AGENT

WILLIAM E. CAFFEE
ASSISTANT PURCHASING AGENT

INVITATION TO BID #15-16

Sealed bids for copiers for a period of one (1) year and month to month thereafter upon mutual agreement of both parties for the City of Birmingham will be received by the Purchasing Agent, P-100 First Floor City Hall, Birmingham, Alabama until 2:00 p.m., May 13, 2015, at which time and place they will be publicly opened and read.

Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at www.birminghamal.gov (go to link titled **Bidding Opportunities**), or by visiting the Purchasing Office at the address shown above, or by calling (205) 254-2265, fax (205) 254-2484 and requesting a copy be mailed to you. Any addenda will be available on the internet. Bidder is responsible for checking the website for addenda until the bid opening date. Addenda will be mailed to only those vendors who were provided a copy in person or by mail.

A **mandatory** pre-bid conference to review and discuss the service required will be held at 10:00 a.m., April 15, 2015, in the City Council Chambers, Third Floor City Hall Birmingham, Alabama. Anyone who wishes to submit a bid must attend the mandatory pre-bid conference scheduled for April 15, 2015. This conference, which will be conducted for all potential bidders, will be crucial for a thorough understanding of the work to be performed. **ATTENDANCE WILL BE MANDATORY.** Any bid received from a contractor who did not attend the pre-bid conference will not be considered for award.

Bids are to be submitted **on the bid form provided** and all quotations are to be f.o.b. Birmingham, Alabama delivered.

It is required for any contract exceeding \$10,000.00 that the bidder submits with his bid either a certified check, a cashier's check, or a bid bond payable to the City of Birmingham in the amount of \$500.00. In order for any bid award to be considered that exceeds \$10,000.00, it must be accompanied by an acceptable bid bond or check. Bid bond checks will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of award. Should the successful bidder fail to accept the award, the bid bond or check shall be forfeited.

The City follows a policy of nondiscrimination. No contractor with the City should discriminate on the basis of race, sex, religion or national origin. Failure by the Vendor to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the City deems appropriate.

No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.

The City reserves the right to reject any or all bids submitted, in whole or in part, and to waive any informalities.

Bids must be submitted in a sealed envelope marked, "SEALED BID - COPIERS - 2:00 P.M. 05/13/15" Bids may be hand delivered to P-100 First Floor City Hall, Birmingham, Alabama or mailed to City of Birmingham, P.O. Box 11295, Birmingham, Alabama. 35202-1295. **(DO NOT MAIL BIDS TO ROOM P-100 FIRST FLOOR CITY HALL)**. However bids sent by any express carrier (Federal Express, UPS, Airborne, etc.) must be shipped to 710 North 20th Street, Birmingham, AL 35203, and specify delivery to Room P-100 First Floor City Hall.

It is the bidder's responsibility to make sure that his bid is in the possession of the Purchasing Agent on or before 2:00 p.m., May 13, 2015. Bids received after this time will not be considered.

cl
Attachment
BN 03/27/15


W. E. Caffee, Assistant Purchasing Agent

GENERAL

The City of Birmingham is seeking bids for the rental of digital optics copiers for present and future needs. The City intends to award to the lowest priced responsive, responsible bid on an individual line item basis or in any combination of items that would be in the best interest of the City.

The proposed contract for the placement of copiers on an as needed basis shall extend for a minimum time frame of one (1) year with a month to month extension thereafter, at the prices originally bid, upon mutual agreement of both parties. This extension phase is not to exceed twenty-four (24) months. Prior to the end of the first year or during the extension phase of this contract, the successful bidder shall give the City an advanced thirty (30) days written notice if they wish to terminate the contract. The life of this contract shall exist with the provision that no price increase in the original bid prices shall be allowed.

Municipalities are not liable for sales tax: reference Code of Alabama Section 40-23-4. Costs normally considered pass through costs (property tax, use tax, delivery charge, insurance for rental/lease equipment, copier tax etc.) to the customer by the provider must be included in any fee proposed (Code of Alabama Section 40-12-222). For the purchase of personal property, the City's policy is to apply a local preference option, as allowed by State of Alabama Code, Section 41-16-50, in determining the low bidder.

All bids submitted are to be f.o.b. City of Birmingham, Alabama, delivered.

All bids submitted must include brochures, catalogs, and/or specification sheets that will adequately demonstrate that the copier being bid will meet or exceed the required specifications. Documentation submitted by the bidder must address all the features/functions called for in the specifications. It is the bidder's responsibility to demonstrate the item bid meets the required bid specification.

The contract shall become effective from the date noted in the Notification of Award letter which will be mailed to the successful bidder(s).

The basic term of the copier rental will be one (1) year, renewable annually for a second and third year upon mutual agreement of both parties. Any rental for a term greater than one (1) year requires a "Funding Out" or "Non-appropriation of Funds" clause. At the end of the third year, the contract may be extended on a month to month basis upon mutual agreement of both parties. No increase in price will be allowed during the term of the contract. **Third party financing is not acceptable.**

The City will issue purchase order(s) to the successful bidder for the goods and/or services (bid items) that are the subject of the bid. Unless otherwise agreed in a writing that is signed by both parties, the entire agreement between the City and the successful bidder concerning the bid items is comprised of the terms, conditions, specifications and requirements stated in (a) the contemplated purchase order(s), (b) this Invitation to Bid and Specifications and (c) your bid (collectively, the "Contract Requirements"). These writings supersede all former proposals, offers, negotiations, representations or agreements, either written or oral, concerning the provision of vendor's goods and/or services. By acceptance of the City's purchase order(s), the successful vendor agrees to abide by and perform its responsibilities related to the bid items in compliance with the Contract Requirements.

Successful bidders(s) shall not assign this contract to any other party without prior written approval of the City of Birmingham. Contract shall not be assigned to an unsuccessful bidder who was rejected because he was not a responsive or responsible bidder.

The City's standard payment terms are net 30 days from acceptance. Exception may be allowed for discounted early payment, such as 2% net 30 days. The City will not consider any bids requiring C.O.D payments.

Any questions concerning these specifications should be addressed to Charles Lindsey, Purchasing Division, phone (205) 254-2269. FAX: (205) 254-2484, between the hours of 8:00 a.m. & 3:00 p.m. CST Monday through Friday.

Failure to adhere to any or all terms, conditions and specifications as set forth in the contract may result in the immediate termination of the contract. Should termination occur; the holder of the contract may be declared a "non-responsible vendor". This declaration may result in the rejection of any future bids submitted by the vendor for a period of time to be determined by the City.

Bids may be solicited for the product included in this contract where an immediate/emergency need exists, including large quantities. The decision of the Purchasing Agent as to what constitutes a biddable situation shall be final and shall not be construed as a breach of contract.

Bidder shall carry general liability insurance (either primary or a combination of primary and umbrella coverage) with limits of not less than \$1,000,000.00 total with a maximum of \$300,000.00 for each occurrence and shall include, but not be limited to, personal injury, property damage, vandalism, property loss and theft. Bidder shall also carry automobile insurance with limits of not less than \$1,000,000.00 bodily injury per occurrence, \$1,000,000.00 property damage or combined single limit of \$1,000,000.00. Bidder shall be covered with workmen's compensation to meet minimum statutory requirements. Such policies shall name the City of Birmingham, its officers, agents and employees as an additional insured and shall contain an endorsement providing that the City will be not less than thirty (30) days notice in writing prior to cancellation, expiration or change of coverage provided by said policies. Insurance shall be through companies authorized to do business in the State of Alabama. Certificate of insurance must be presented to the City prior to commencement of any work. The City's bid number must appear on any/all copies of the certificate(s) of insurance.

Vendor shall defend, indemnify, and hold harmless the City of Birmingham, and its agents, employees and officials (hereinafter the "Indemnitees") from and against all demands, actions, damages, judgments, expenses (including but not limited to attorneys' fees, expert fees, court costs, and other litigation costs), losses, and claims (including those for bodily injury, sickness, disease or death, or to injury to, destruction or loss of use of tangible property) (collectively hereinafter "Claims") by any third parties (including any employee, subcontractor or representative of the Vendor, hereafter a "Vendor Representative") that arises out of, relates to, results from, or is attributable to any of the following: (a) Vendor's performance or failure to perform its obligations hereunder; (b) any conditions in or about the work sites that the Vendor or any Vendor Representative may encounter; or (c) the use or occupancy of the work sites by Vendor and any Vendor Representatives. This indemnification obligation includes Claims that are caused in part by the negligence of an Indemnitee(s); provided nothing herein shall obligate Vendor to indemnify any of the Indemnitees for Claims resulting from the sole negligence or from the willful misconduct of the Indemnitees.

Successful vendor ("Vendor") warrants that it has inspected or will inspect the work sites before performing the services and work contemplated hereunder ("services"). Vendor further warrants that it has not identified any condition or hazard that will prevent it from performing the services in a manner that does not endanger persons or property. Vendor is exclusively responsible for performing the services in a safe manner that does not put at risk the safety of persons (including its own employees or representative) or endanger property. Vendor shall take all reasonable precautions for the safety thereof and shall provide all reasonable protection to prevent damage, injury or loss to: (i) all its employees and all other persons who may be affected by the services; (ii) all the services and all materials and equipment to be incorporated therein, whether in storage on or off the work sites or under the care, custody or control of the Vendor or any of its subcontractors; and (iii) other property at the work sites or adjacent thereto. Vendor further agrees to comply with all provisions and requirements set forth in applicable laws, ordinances, rules, regulations and orders of any public authority having jurisdiction over safety of persons or property or to protect them from damage, injury or loss.

Vendor (and its employees, agents and any subcontractors) shall not discriminate on the basis of race, color, national origin, or sex in the performance of the services contemplated hereunder. Failure by the Vendor to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the City deems appropriate.

Vendor acknowledges and agrees that, consistent with federal law and City's public policy, it will encourage disadvantaged business enterprise (DBE) participation to the extent permitted by law. A "disadvantaged business enterprise" is a for-profit small business concern (i) at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and (ii) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it. In accordance with federal law, a "socially and economically disadvantaged individual" includes African-Americans, Hispanic Americans, Native Americans, Asian-Americans, women, and any additional groups designated as socially and economically disadvantaged by the federal Small Business Administration.

Contract award to purchase the materials covered in this bid document shall be construed under and governed by the laws of the state of Alabama and each party hereto irrevocably agrees to be subject to the jurisdictions of the courts of the State of Alabama.

Successful bidder acknowledges and agrees that the City has the right to deduct from total amount of consideration to be paid, if any, to the successful bidder under this agreement all unpaid, delinquent, or overdue license fees, taxes, fines, penalties and other amounts due the City from the successful bidder.

The City of Birmingham must have a copy of the successful bidder's current City of Birmingham business license prior to formal award of contract. Each bidder may submit a copy of his/her license along with his/her bid. However, bidder must provide a copy of his/her current business license no later than seven (7) working days of receipt of notice of intent to award. Failure to submit the requested information will result in the notice of intent to award being revoked.

Any bidder who is not currently set up as a vendor in the City of Birmingham vendor file will be required to submit a completed W-9 tax form prior to any award. The W-9 tax form may be submitted with your bid or no later than seven (7) working days of receipt of notice of intent to award.

Each bidder is to extend prices and provide a total for the bid being submitted. In order for any bid award to be considered that exceeds \$10,000.00 your bid must have been accompanied by an acceptable bid bond, certified check or cashier's check in the amount of \$500.00 payable to the City of Birmingham. Bid bond checks will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of award. Should the successful bidder fail to accept the award, the bid bond or check shall be forfeited.

Successful Vendor (located in the State of Alabama or located outside of the State of Alabama, but employs one or more employees within the State of Alabama) represents and warrants that it does not knowingly employ, hire for employment, or continue to employ an "unauthorized alien", as defined by the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 (H.B.56) of the Alabama Legislature, as amended from time to time (the "Act") and that, during the performance of this contract, Vendor shall participate in the E-Verify program as required under the term of the Act. Vendor agrees to comply with all applicable provisions of the Act. As a condition for the award of any contract, Vendor shall provide documentation establishing that the Vendor is enrolled in the E-Verify program, or a signed, written statement that the Vendor does not have a presence (office or employees) in the State of Alabama. Vendor may submit applicable documentation with his/her bid or no later than seven (7) working days of receipt of notice of intent to award.

SPECIFIC

All equipment must be delivered in no more than 15 working days from receipt of purchase order. Persistent failure to meet this requirement will be considered grounds for termination of contract.

At any time during the term of the contract awarded equipment is discontinued or becomes unavailable for placement for whatever reason; the bidder shall supply an equal or better replacement model for the duration of the contract at the bid price. The City must review and approve any proposed replacement model(s). Any proposed substitute must be new and currently produced equipment. No used or remanufactured equipment will be considered acceptable.

For rentals, equipment placed under this bid must function and perform in an acceptable manner for the duration of the contract. Excessive downtime due to repair/maintenance will be considered grounds to have equipment replaced with like equipment at vendor's cost. City reserves the right to terminate the rental upon thirty (30) days written notice to the vendor for cause. The City considers more than six (6) service calls (operator caused service call excluded) in any three month period unacceptable.

Only bids from factory authorized distributors will be considered eligible for award of order and a stock of replacement parts as well as factory trained technicians (must be trained to service machine bid) must be located in Jefferson County or the corporate City limits of Birmingham. Service response time must be no more than four hours from time of request for service or as noted elsewhere in the bid specification. Failure to meet the response time requirement on more than 4 occasions during any twelve (12) month period shall be grounds for termination of contract.

City reserves the right to have an on-site demonstration of copier bid prior to any placement.

For the purpose of this bid, all digital equipment that is to be networked shall come complete with any and all items necessary for connection to the City's network. The City's client environment consists of Windows 7/8 and the network environment is Microsoft Server 2008/2012 and TCP/IP. Successful bidder(s) must coordinate the delivery of any copier with the user/ordering department to make sure the electrical requirements (plug, voltage, amperage etc.) are present prior to delivery and the Information Management Services Department (IMS) to ensure a data line is available for connection to the network, a phone line is available for fax connection, an IMS technician is on-site at the time of delivery to ensure the copier is properly installed, connected and fully functional before the copier technician leaves the premises.

All copiers that contain hard drives must have an encrypted data overwrite feature with a three (3) times overwrite (or better) or a user removable hard drive feature. This shall be included as part of the base bid price. Successful bidder(s) must notify the Information Management Services department (IMS) of their scheduled pick up of any copier to ensure the memory is cleaned and provide a certificate of cleaning or the hard drive is removed and destroyed prior to the copier leaving the City site.

Power protection requirement: All digital copiers placed in service under this contract must be equipped with an external surge protection device (line conditioner) at no additional cost to the City; this is in addition to any internal surge protection that the copier may already have. The surge protection device must have a lifetime warranty on itself and also a warranty that provides for repair or replacement of the protected equipment in the event of damage due to power problems. In addition to surge protection, the device must provide high frequency line noise filtering. Network lines must be verified to CAT5e standard or higher. If applicable, phone/fax lines shall also be protected and incorporate a wideband DSL filter.

Rental copiers are to be bid as a base monthly payment with no copies included with a per copy cost for each copy made. Copy cost is to include all supply costs except for paper and staples. Maintenance of copier is to be included in the base price or per copy cost and must include "ALL" items of cost related to the maintenance of the equipment. Bid price must include "ALL" costs related to the rental of the equipment. Costs normally considered as pass through costs to the customer by the vendor must be included in the bid price (Code of Alabama Section 40-12-222). Absolutely **NO** additional costs will be allowed or paid during the term of the contract.

Copy volumes for each copier specified are for evaluation purposes only. The City will only pay the base rate plus the copy cost for the number of copies made each month.

Bid price must include delivery, installation, all start up supplies (except paper), and pick-up costs for rental machines.

Any copier bid must be new except for copiers with a copy speed of 80 cpm or greater. For copiers rated at 80 cpm and greater, the City will consider copiers newly remanufactured by the factory (original manufacturer) which carry a new copier warranty. Vendor must provide a written statement for each remanufactured copier placed to the effect that the copier has been remanufactured by the original manufacturer and a new copier warranty statement for each copier.

The City may require new only on selected copiers in the 80 cpm and greater category. The specification for those items will specifically state to bid new only.

For all full color copiers with a copy speed of 40 full color copies/minute or greater, the copier must have a minimum speed rating on 80 lb glossy and heavy stock of approximately one half the rated speed for standard color copies. Example: A 40 CPM full color copier should be rated at 20 CPM for 80 lb glossy and heavy stock. A 50 CPM full color copier should be rated at 25 CPM for 80 lb glossy or heavy stock. Paper weight capacity from the paper drawers for 50 full color copies/minute print shop/production machine to be 110 lb index.

The City reserves the right to have a demonstration on any machine and observe its performance. Any machine that does not perform at or near its rated speed may be declared as not meeting specifications and rejected from the bid.

Bidders are also asked to bid a box of staples for those machines that use them. The City makes no guarantee as to the number of boxes of staples (if any) the City will purchase and will not be a factor of award.

For bid purposes, the following are clarifications of terms:

1. Electronic sorting – allows multiple sorted sets to be produced automatically (does not require machine to offset stack each set.)
2. Offset stack sorting – allows multiple sorted sets to be produced automatically and separates each set by offset stacking of each stack produced. Image rotation does not meet this requirement.
3. Multi-output tray finisher – finisher must provide more than one output tray to receive copies, prints or fax output.
4. High Capacity Tray/Deck – a unit, generally attached to the side of the main copier, that holds 2500 or greater sheets of paper above what the main copier holds. Note: There is currently one (1) office that may choose this option. The extra capacity pages that are being run are 8.5” x 11”.

Sample Bid Form:

As previously stated; the City will only pay the base rate plus the copy cost for the number of copies made each month. The volumes provided are for bid purposes only. To calculate the bid, multiply the per copy cost times the provided volume and add that total to the monthly rental rate.

Description	Make/Model	Cost per copy	Price per month
20 CPM Digital Copier	Sharp 2050		\$ 55.26
		\$0.0079 X 2000 copies/mo	\$ 15.80
Box of staples	\$	Total	\$ 71.06

SPECIFICATIONS FOR BLACK AND WHITE COPIERS:

At a minimum, all copiers shall have the following specifications

Type:	Console/free standing
Process:	Dry Toner
Originals:	Sheets, books
Original size:	11"x 17" Maximum
Copy size:	11"x 17" Maximum
Optics:	Digital Scanning
Platen:	Stationary
Scan/Copy Resolution:	600 x 600 DPI / 600 x 600 DPI
Duplex:	Automatic 1:2, 2:2, 2:1
Reduction/Enlargement:	Zoom lens for reduction and enlargement: 25% - 400% in 1% increments

BASE SPECIFICATIONS FOR 20 CPM DIGITAL COPIER

Copy Speed:	20 cpm minimum (letter size)
Document Feeder:	Stack feed automatic document feeder
Digital Memory:	16 MB upgradeable or better
Paper System:	Must have at least two active paper trays or cassettes with ability to accommodate 8 ½" X 11", 8 ½" X 14" and 11" X 17", with a total capacity of at least 500 sheets
Features:	Auto-magnification, auto-exposure, auto paper selection, auto-cassette (tray) switching, Image shift, job interrupt, book copy, border erase.
Copy Volume:	2,000 copies per month

SPECIFICATIONS FOR 20 CPM DIGITAL COPIER WITH FINISHER

Same as base specification except with finisher (Automatic online stapler with offset stacking)

SPECIFICATIONS FOR 20 CPM DIGITAL COPIER WITH FINISHER AND NETWORK FEATURES

Same as base specification except with finisher, Windows PC Network print & scan (email, desktop, folder)

SPECIFICATIONS FOR 20 CPM DIGITAL COPIER WITH FINISHER, NETWORK FEATURES AND FAX

Same as base specification except with finisher, Windows PC Network Printing, scanning (email, desktop, folder) and LanFax

BASE SPECIFICATIONS FOR 25 CPM DIGITAL COPIER

Copy Speed:	25 cpm minimum (letter size)
Document Feeder:	Auto stack feed (RADF or single pass duplex scan ADF)
Digital Memory:	32 MB upgradeable or better
Finisher:	Online automatic stapler, with offset stack sorting
Paper System:	Must have at least two active paper trays or cassettes with ability to feed and copy 8 ½" X 11", 8 ½" X 14" and 11" X 17", with a total capacity of at least 1000 sheets with a 50 sheet bypass tray
Features:	Auto-magnification, auto-exposure, auto paper selection, margin shift, job interrupt, book copy
Copy Volume:	3000 copies per month

SPECIFICATION FOR 25 CPM DIGITAL COPIER WITH NETWORK FEATURES

Same as base specification except with Windows PC Network printing, scanning (email, desktop, folder) and multi-output tray finisher

SPECIFICATION FOR 25 CPM DIGITAL COPIER WITH NETWORK FEATURES AND FAX

Same as base specification except with Windows PC Network print & scan (email, desktop, folder), multi-output tray finisher and LanFax

BASE SPECIFICATIONS FOR 30 CPM DIGITAL COPIER

Copy Speed:	30 cpm minimum (letter size)
Document Feeder:	Auto stack feed (RADF or single pass duplex scan ADF)
Finisher:	Automatic online stapler with offset stacking
Digital Memory:	32 MB upgradeable or better
Paper System:	Must have at least two active paper trays or cassettes with ability to feed 8 ½" X 11", 8 ½" X 14" and 11" X 17", with a total capacity of at least 1000 sheets with 100 sheet bypass tray
Features:	Auto-magnification, auto-exposure, auto paper selection, auto cassette (tray) switching, image rotation, book copy, batch document or job build.
Copy Volume:	5000 copies per month

SPECIFICATIONS FOR 30 CPM DIGITAL COPIER WITH NETWORK FEATURES

Same as base specification except with multi-output tray finisher, Windows PC Network print & scan (email, desktop, folder)

SPECIFICATIONS FOR 30 CPM DIGITAL COPIER WITH NETWORK FEATURES AND FAX

Same as base specification except with multi-output tray finisher, Windows PC Network printing, scanning (email, desktop, folder), LanFax (33.6 Kbps)

BASE SPECIFICATIONS FOR 35 CPM DIGITAL COPIER

Copy Speed:	35 cpm minimum (letter size)
Document Feeder:	Auto stack feed (RADF or single pass duplex scan ADF)
Finisher:	Automatic online stapler with offset stacking
Digital Memory:	64MB upgradeable or better
Paper System:	Must have at least three active online paper trays or cassettes with ability to feed 8 ½" X 11", 8 ½" x 14" and 11" X 17", with a total capacity of at least 1,500 sheets with 100 sheet bypass tray
Features:	Auto-magnification, auto-exposure, auto paper selection, auto cassette (tray) switching, margin shift, job interrupt, book copy, photo mode, job programming, cover insertion, batch document or job build, image rotation
Copy Volume:	7500 copies per month

SPECIFICATIONS FOR 35 CPM DIGITAL COPIER WITH AUTOMATIC 3 HOLE PUNCH

Same as base specification except with 3 hole punch

SPECIFICATIONS FOR 35 CPM DIGITAL COPIER WITH AUTOMATIC 3 HOLE PUNCH AND NETWORK FEATURES

Same as base specification except with multi-output tray finisher, multi-tasking controller, 40 GB hard drive or better, Windows PC Network print & scan (email, desktop, folder) and automatic 3 hole punch.

SPECIFICATIONS FOR 35 CPM DIGITAL COPIER WITH AUTOMATIC 3 HOLE PUNCH, NETWORK FEATURES AND FAX

Same as base specification except with multi-output tray finisher, multi-tasking controller, 40 GB hard drive or better, Windows PC Network print & scan (email, desktop, folder), automatic 3 hole punch and LanFax (33.6 Kbps)

BASE SPECIFICATIONS FOR 45 CPM DIGITAL COPIER

Copy Speed:	45 cpm minimum (letter size)
Document Feeder:	Automatic stack feed (RADF or single pass duplex scan ADF)
Finisher:	Automatic online stapler with offset stacking
Digital Memory:	100MB upgradeable or better
Paper System:	Must have at least three active online paper trays or cassettes with ability to feed 8 ½" X 11", 8 ½" X 14" and 11" X 17", with a total capacity of at least 3000 sheets with 100 sheet by pass tray
Features:	Auto-magnification, auto paper selection, auto-cassette (tray) switching margin shift, job interrupt, book copy, photo mode, cover/sheet insertion, job programmable, batch document or job build; image rotation
Copy Volume:	35,000 copies per month

SPECIFICATIONS FOR 45 CPM DIGITAL COPIER WITH NETWORK FEATURES

Same as base specification except with multi-output tray finisher, Windows PC Network print & scan (email, desktop, folder), multi-tasking controller, 40 GB hard drive or better, page stamp (date, page, text), and document filing/storage with print on demand (50 files / 1000 pages)

SPECIFICATIONS FOR 45 CPM DIGITAL COPIER WITH NETWORK FEATURES AND FAX

Same as base specification except with multi-output tray finisher, Windows PC Network print & scan (email, desktop, folder), multi-tasking controller, and 40 GB hard drive or better, page stamp (date, page, text), and document filing/storage with print on demand (50 files / 1000 pages) and LanFax (33.6 Kbps)

BASE SPECIFICATIONS FOR 50 CPM DIGITAL COPIER

Copy Speed:	50 CPM minimum (letter size)
Controller:	Embedded
Digital Memory	1 GB RAM plus 40 GB HDD or better
Document Feeder:	Automatic stack feed (RADF or single pass duplex scan ADF)
Paper System:	Must have at least three active paper trays or cassettes with ability to accommodate 8 ½" X 11", 8 ½" X 14" and 11" X 17", with a total capacity of at least 4,000 sheets with 50 sheet bypass tray.
Finisher:	Automatic online stapler with offset stacking
Features:	Auto-magnification, auto paper selection, auto cassette (tray) switching, margin shift, job interrupt, book copy, photo mode, cover/sheet insertion, job programmable, batch document or job build, image rotation
Copy Volume:	10,000 copies per month

SPECIFICATIONS FOR 50 CPM DIGITAL COPIER WITH NETWORK FEATURES

Same as base specification except with multi-output tray finisher, Windows PC Network print & scan (email, desktop, folder), multi-tasking controller, page stamp (date, page, text), and document filing/storage with print on demand (50 files / 1000 pages)

SPECIFICATIONS FOR 50 CPM DIGITAL COPIER WITH NETWORK FEATURES AND FAX

Same as base specification except with multi-output tray finisher, Windows PC Network print & scan (email, desktop, folder), multi-tasking controller, page stamp (date, page, text), and document filing/storage with print on demand (50 files / 1000 pages) and LanFax (33.6 Kbps)

BASE SPECIFICATIONS FOR 55 CPM DIGITAL COPIER

Copy Speed:	55 cpm minimum (letter size)
Controller:	Integrated multi-tasking and 40 GB hard drive or better
Document Feeder:	Automatic stack feed (RADF or single pass duplex scan ADF)
Paper System:	Must have at least three active paper trays or cassettes with ability to accommodate 8 ½" X 11", 8 ½" X 14" and 11" X 17", with a total capacity of at least 3,000 sheets with 100 sheet bypass tray, 16 lb to 110 lb index via paper tray and bypass
Finisher:	Automatic online 50 sheet multi-position stapler with offset stacking
Features:	Auto-magnification, auto-exposure, auto paper selection, auto-cassette (tray) switching, margin shift, job interrupt, book copy, border erase, cover/sheet insertion, job programming, photo mode, page stamp (date, page, text), document filing/storage with print on demand, copy onto tabs, batch document or job build, image rotation.
Copy Volume:	35,000 copies per month

SPECIFICATIONS FOR 55 CPM DIGITAL COPIER WITH NETWORK FEATURES

Same as base except with multi-output tray finisher, Windows PC Network print & scan (email, desktop, folder)

SPECIFICATIONS FOR 55 CPM DIGITAL COPIER WITH NETWORK FEATURES AND FAX

Same as base except with multi-output tray finisher, Windows PC Network print & scan (email, desktop, folder) and LanFax (33.6 Kbps)

BASE SPECIFICATIONS FOR 60 CPM DIGITAL COPIER

Copy Speed:	60 cpm minimum (letter)
Document Feeder:	Automatic stack feed (RADF or single pass duplex scan ADF)
Paper System:	Must be capable of holding 8 ½" X 11", 8 ½" X 14", 11" X 17", minimum of three active paper trays, minimum total capacity of 3,000 sheets, 100 sheet bypass tray, 16 lb to 110 lb index via paper tray and bypass
Finisher:	Automatic online 50 sheet multi-position stapler with offset stacking
Features:	Editing, job programs, interrupt, photo mode, copy control; cover/sheet insertion, auto-exposure, auto paper selection, auto tray switching, margin shift, edge to edge copying, message display for operation and jam, batch document or job build, image rotation, page stamp (date, page, text) document filing/storage with print on demand, copy on tabs
Copy Volume:	45,000 copies per month

SPECIFICATIONS FOR 60 CPM DIGITAL COPIER WITH NETWORK FEATURES

Same as base except with multi-output tray finisher, Windows PC Network print & scan (email, desktop, folder)

SPECIFICATIONS FOR 60 CPM DIGITAL COPIER WITH NETWORK FEATURES AND FAX

Same as base except with multi-output tray finisher, Windows PC Network print & scan (email, desktop, folder) and LanFax (33.6 Kbps)

BASE SPECIFICATIONS FOR 70 CPM DIGITAL COPIER WITH NETWORK FEATURES

Copy Speed:	70 cpm minimum (letter)
Controller:	Integrated multi-tasking and 40 GB hard drive or better
Document Feeder:	Automatic stack feed (RADF or single pass duplex scan ADF)
Paper System:	At least 3 active paper trays or cassettes to accommodate 8 ½" X 11", 8 ½" X 14" and 11" X 17" with a total capacity of at least 3000 sheets, 100 sheet bypass tray, 16 lb to 110 lb index via paper tray or bypass
Features:	Automatic magnification, auto-exposure, auto paper selection, auto-cassette (tray) switching, cover/sheet insertion, book copy, margin shift, job programmable, batch document or job build, image rotation, document filing/storage with print on demand (200 files / 2000 pages), copy on tabs, page stamp (date, page, text) Windows Network print & scan (email, desktop, folder)
Finisher:	Multi-output tray finisher, automatic online 50 sheet multi-position stapler with offset stacking
Copy Volume:	30,000 copies per month

SPECIFICATIONS FOR 70 CPM DIGITAL COPIER WITH NETWORK FEATURES AND FAX

Same as base except with LanFax (33.6 Kbps)

SPECIFICATIONS FOR 70 CPM DIGITAL COPIER WITH NETWORK FEATURES, FAX AND EXTRA PAPER CAPACITY

Same as base except with LanFax (33.6 Kbps) and minimum 2500 sheet extra capacity tray/deck

BASE SPECIFICATIONS FOR 75 CPM DIGITAL COPIER WITH NETWORK FEATURES

Copy speed:	75 CPM minimum (letter)
Controller:	Integrated multi-tasking, 1 GB RAM plus 40 GB Hard drive or better
Document Feeder:	Automatic stack feed (RADF or single pass duplex scan ADF)
Finisher:	Multi-output tray, automatic online 50 sheet multi-position stapler with offset stacking
Paper System:	At least three active paper trays or cassettes to accommodate 8 ½" X 11", 8 ½" X 14" and 11" X 17", with a total capacity of at least 4,000 sheets, 50 sheet bypass tray, 16 lb to 110 lb index via paper tray or bypass
Features:	Auto magnification, auto exposure, auto-paper selection, auto cassette (tray) switching cover/sheet insertion, margin shift, job programming, batch document or job build, image rotation, document filing/storage with print on demand (200 files, 2000 pages), copy on tabs, Windows network print & scan (email, desktop, folder)
Copy Volume:	30,000 copies per month

SPECIFICATIONS FOR 75 CPM DIGITAL COPIER WITH NETWORK FEATURES AND FAX

Same as base except with LanFax (33.6 Kbps)

SPECIFICATIONS FOR 75 CPM DIGITAL COPIER WITH NETWORK FEATURES, FAX AND EXTRA PAPER CAPACITY

Same as base except with LanFax (33.6 Kbps) and minimum 2500 sheet extra capacity tray/deck

BASE SPECIFICATIONS FOR 85 CPM DIGITAL COPIER WITH NETWORK FEATURES

Copy speed:	85 cpm
Controller:	Integrated multi-tasking and 64 GB hard drive or better
Document Feeder:	Automatic stack feed (RADF or single pass duplex scan ADF)
Finisher:	Multi-output tray with automatic online 50 sheet multi-position stapler and automatic 2 & 3 hole punch
Paper System:	At least three active paper trays or cassettes to accommodate 8 ½" X 11", 8 ½" X 14" and 11" X 17", with a total capacity of at least 3,600 sheets, 100 sheet bypass tray
Paper Weights:	For originals - 13 to 32 lbs., for copies 17 lb to 110 lb index
Features:	Auto magnification, auto exposure, auto-paper selection, auto cassette (tray) switching cover/sheet insertion, margin shift, job programming, copy control, batch document or job build, page stamp (date, page, text), image rotation, document filing/storage with print on demand (200 files, 2000 pages), copy on tabs, Windows network print & scan (email, desktop, folder)
Copy Volume:	30,000 copies per month

SPECIFICATIONS FOR 85 CPM DIGITAL COPIER WITH NETWORK FEATURES AND FAX

Same as base except with LanFax (33.6 Kbps)

SPECIFICATIONS FOR 85 CPM DIGITAL COPIER WITH NETWORK FEATURES, FAX AND EXTRA PAPER CAPACITY

Same as base except with LanFax (33.6 Kbps) and minimum 2500 sheet extra capacity tray/deck

BASE SPECIFICATIONS FOR 85 CPM DIGITAL PRODUCTION COPIER WITH NETWORK FEATURES

Copy speed:	85 cpm
Controller:	Integrated multi-tasking and 64 GB hard drive or better
Document Feeder:	Automatic stack feed (RADF or single pass duplex scan ADF)
Finisher:	Multi-output tray with automatic online 100 sheet multi-position stapling, online centerfold 8.5 x 11 and 11 x 17 saddle stitch stapling and automatic 2 and 3 hole punch
Paper System:	At least three active paper trays or cassette to accommodate 8 ½" X 11", 8 ½" X 14" and 11" X 17", with a total capacity of at least 3600 sheets, 100 sheet bypass tray
Paper Weights:	For originals - 13 to 32 lbs., for copies 17 lb to 110 lb index
Features:	Auto magnification, auto exposure, auto-paper selection, auto cassette (tray) switching cover/sheet insertion, margin shift, job programming, copy control, batch document or job build, page stamp (date, page, text), image rotation, document filing/storage with print on demand (200 files, 2000 pages), copy on tabs, Windows PC network print & scan (email, desktop, folder)
Copy Volume:	50,000 copies per month

SPECIFICATIONS FOR 85 CPM DIGITAL PRODUCTION COPIER WITH NETWORK FEATURES AND FAX

Same as base except with LanFax (33.6 Kbps)

SPECIFICATIONS FOR 85 CPM DIGITAL PRODUCTION COPIER WITH NETWORK FEATURES, FAX AND EXTRA PAPER CAPACITY

Same as base except with LanFax (33.6 Kbps) and minimum 2500 sheet extra capacity tray/deck

BASE SPECIFICATIONS FOR 95 CPM DIGITAL COPIER WITH NETWORK FEATURES	
Copy speed:	95 cpm minimum (letter)
Controller:	Integrated multi-tasking and 80 GB hard drive or better
Scan/Copy Resolution:	600 X 600 dpi / 600 X 600 dpi
Document Feeder:	Automatic stack feed (RADF or single pass duplex scan ADF)
Paper Weight:	Originals - 17 lb bond - 90 lb index; copies - 17 lb bond - 110 lb index
Finisher:	Multi-output tray with automatic online 100 sheet multi-position stapler with offset stacking
Paper System:	At least four active online paper trays or cassettes to accommodate 8 ½" X 11", 8 ½" X 14" and 11" X 17", with a total capacity of at least 4000 sheets, 100 sheet bypass tray
Features:	Auto-cassette (tray) switching, cover/sheet insertion, margin shift, job programming, interrupt, copy control, automatic paper selection, automatic magnification, batch document or job build, page stamp (date, page, text) image rotation, document filing/storage with print on demand (200 files, 2000 pages), copy on tabs, Windows PC network print & scan (email, desktop, folder)
Copy Volume:	90,000 copies per month
SPECIFICATIONS FOR 95 CPM DIGITAL COPIER WITH NETWORK FEATURES AND FAX	
Same as base except with LanFax (33.6 Kbps)	
SPECIFICATIONS FOR 95 CPM DIGITAL PRODUCTION COPIER WITH NETWORK FEATURES, FAX AND EXTRA PAPER CAPACITY	
Same as base except with LanFax (33.6 Kbps) and minimum 2500 sheet extra capacity tray/deck	

BASE SPECIFICATIONS FOR 95 CPM DIGITAL PRODUCTION COPIER WITH NETWORK FEATURES	
Copy speed:	95 cpm minimum (letter)
Controller:	Integrated multi-tasking and 80 GB hard drive or better
Scan/Copy Resolution:	600 X 600 dpi / 600 X 600 dpi
Document Feeder:	Automatic stack feed (RADF or single pass duplex scan ADF)
Paper Weight:	Originals - 17 lb bond - 90 lb index; copies - 17 lb bond - 110 lb index
Finisher:	Multi-output tray with automatic online 100 sheet multi-position stapling with offset stacking, online centerfold 8.5 x 11 and 11 x 17 saddle stitch stapling, automatic 2 and 3 hole punch
Paper System:	At least four active online paper trays or cassettes to accommodate 8 ½" X 11", 8 ½" X 14" and 11" X 17", with a total capacity of at least 4000 sheets, 100 sheet bypass tray
Features:	Auto-cassette (tray) switching, cover/sheet insertion, margin shift, job programming, interrupt, copy control, automatic paper selection, automatic magnification, batch document or job build, page stamp (date, page, text) image rotation, document filing/storage with print on demand (200 files, 2000 pages), copy on tabs, Windows PC network print & scan (email, desktop, folder)
Copy Volume:	90,000 copies per month
SPECIFICATIONS FOR 95 CPM DIGITAL PRODUCTION COPIER WITH NETWORK FEATURES AND FAX	
Same as base except with LanFax (33.6 Kbps)	
SPECIFICATIONS FOR 95 CPM DIGITAL PRODUCTION COPIER WITH NETWORK FEATURES, FAX AND EXTRA PAPER CAPACITY	
Same as base except with LanFax (33.6 Kbps) and minimum 2500 sheet extra capacity tray/deck	

BASE SPECIFICATIONS FOR 105 CPM DIGITAL COPIER WITH NETWORK FEATURES	
Copy speed:	105 cpm letter, 59 legal, 49 ledger
Controller:	Integrated (embedded) copy/print controller or better
Scan/Copy/Print Resolution:	600 X 600 dpi / 600 X 600 dpi / 1200 x 1200 dpi
Document Feeder:	Automatic stack feeder (RADF or single pass duplex scan ADF), 100 sheet minimum, 11 – 34 lb bond (simplex), 14 – 28 lb bond (duplex)
Finisher:	Multi-output tray with automatic online 100 sheet multi-position stapling with offset stacking, and 3000 sheet minimum tray capacity
Paper System:	At least three active paper trays or cassettes to accommodate 8 ½" X 11", 8 ½" X 14" and 11" X 17", with a total capacity of at least 4,000 sheets, 100 sheet bypass tray
Paper Weights:	16 – 40 lb bond, 50 – 80 lb cover, 90 – 110 lb index
Features:	Auto magnification, auto paper selection, cover/sheet insertion, margin shift, transparency interleaving, photo mode, copy controller, job programming, interrupt, copy on tabs, Windows PC network print & scan (email, desktop, folder)
Copy Volume:	150,000 copies per month
SPECIFICATIONS FOR 105 CPM DIGITAL COPIER WITH NETWORK FEATURES, CENTER-FOLD AND SADDLE-STITCH	
Same as base except with online centerfold 8.5 x 11 and 11 x 17 saddle stitch stapling	

BASE SPECIFICATIONS FOR 105 CPM DIGITAL PRODUCTION COPIER WITH NETWORK FEATURES	
Copy speed:	105 cpm letter, 59 legal, 49 ledger
Controller:	Integrated (embedded) copy/print controller or better
Scan/Copy/Print Resolution:	600 X 600 dpi / 600 X 600 dpi / 1200 x 1200 dpi
Document Feeder:	Automatic stack feeder (RADF or single pass duplex scan ADF), 100 sheet minimum with capacity to feed 11 – 34 lb originals
Finisher:	Multi-output tray with automatic online 100 sheet multi-position stapling with offset stacking and 2 - 3 hole punch capability, and 3000 sheet minimum tray capacity
Paper System:	At least four active paper trays or cassettes to accommodate 8 ½" X 11", 8 ½" X 14" and 11" X 17", with a total capacity of at least 7000 sheets with capacity to feed 16 – 40 lb bond, 50 – 80 lb cover, 90 – 110 lb index (simplex) and 100 sheet bypass tray with capacity to feed up to 140 lb index
Features:	Auto magnification, auto paper selection, cover/sheet insertion, margin shift, transparency interleaving, photo mode, copy controller, job programming, interrupt, copy on tabs, page stamp (date, page, text), batch document or job build, Windows PC network print & scan (email, desktop, folder)
Copy Volume:	100,000 copies per month
SPECIFICATIONS FOR 105 CPM DIGITAL PRODUCTION COPIER WITH NETWORK FEATURES, CENTER-FOLD AND SADDLE-STITCH	
Same as base except with online centerfold 8.5 x 11 and 11 x 17 saddle stitch stapling	

SPECIFICATIONS FOR FULL COLOR COPIERS:

At a minimum, full color copiers should have the following features:

Type:	Console/free standing copier
Process:	Dry toner
Original size:	11" x 17" Maximum
Copy size:	11" x 17" Maximum
Optics:	Digital
Platen:	Stationary
Multiple copies:	1 – 999
Magnification:	Zoom lens for reduction and enlargement: 25% - 400% in 1% increments
Duplex:	Automatic, 1:2, 2:2, 2:1

BASE SPECIFICATIONS FOR 20 CPM FULL COLOR DIGITAL COPIER

Copy Speed:	20 full color letter size copies per minute minimum, black and white copies at rated color speed or faster
Paper Feed:	Active online two paper tray system with trays for 8 ½" X 11", 8 ½" X 14" and 11" X 17". Tray capacity of 500 sheets per tray with 100 sheet bypass tray
Controller:	Integrated multi-tasking with 40 GB hard drive or better
Scan/Copy Resolution:	600 X 600 dpi / 600 X 600 dpi
Document Feeder:	Automatic stack feed, 50 sheets
Finisher:	Automatic online stapler with offset stacking
Features:	Auto paper selection, make overhead transparencies, copy control, interrupt, erase, margin shift, photo mode, book copy
Copy Volume:	4000 copies/month (3500 B & W, 500 color)

SPECIFICATIONS FOR 20 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES

Same as base except with PCL5c/PCL6 Network print & scan (email, desktop, folder), scan image formats (PDF, TIFF, JPEG)

SPECIFICATIONS FOR 20 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES AND FAX

Same as above except with LanFax (33.6Kbps), Stand alone fax is not acceptable.

BASE SPECIFICATIONS FOR 25 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES

Copy Speed:	25 full color letter size copies per minute minimum, black and white copies at rated color speed or faster
Functions:	Copy, print, PCL5c/PCL6 network print & scan (email, desktop, folder), scan image formats (PDF, TIFF, JPEG)
Paper Feed:	Active online two paper tray system with trays for 8 ½" X 11", 8 ½" X 14" and 11" X 17", tray capacity of 500 sheets per tray with 100 sheet bypass tray
Controller:	Integrated multi-tasking with 40 GB hard drive or better
Scan/Copy/Print Resolution:	600 X 600 dpi / 600 X 600 dpi / 600 X 600 dpi
Document Feeder:	Automatic stack feed, 50 sheets
Finisher:	Automatic online stapler with offset stacking
Features:	Auto paper selection, auto tray switching, auto magnification selection, auto color, make overhead transparencies, electronic auditor, interrupt, erase, margin shift, photo mode, book copy, tab-paper insertion
Copy Volume:	5000 copies/month (4500 B & W, 500 color)

SPECIFICATIONS FOR 25 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES AND FAX

Same as base except with LanFax (33.6 Kbps), stand alone fax is not acceptable, and automatic 3 hole punch

BASE SPECIFICATIONS FOR 30 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES	
Copy Speed:	30 full color letter size copies per minute minimum, black and white copies at rated color speed or faster
Functions:	Copy, print, PCL5c/PCL6 network print & scan (email, desktop, folder), scan image formats (PDF, TIFF, JPEG)
Paper Feed:	Active online dual 500 sheet x 2 cassettes or four active 500 sheet paper tray system with trays for 8 1/2" x 11", 8 1/2" x 14" and 11" x 17" with total of 2000 sheets capacity with 50 sheet bypass tray.
Controller:	Integrated multi-tasking with 40 GB hard drive or better
Document Feeder:	Automatic stack feed, 50 sheets
Scan/Copy/Print Resolution:	600 X 600 dpi / 600 X 600 dpi / 600 X 600 dpi
Finisher:	automatic online stapler with offset stacking
Features:	Auto paper selection, auto tray switching, auto magnification selection, auto-color selection, make overhead transparencies, electronic auditor, interrupt, erase, margin shift, photo mode, book copy, tab-paper insertion
Copy Volume:	5000 copies/month (4500 B & W, 500 color)
SPECIFICATIONS FOR 30 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES AND FAX	
Same as base except with LanFax (33.6 Kbps), stand alone fax is not acceptable, and automatic 3 hole punch	
BASE SPECIFICATIONS FOR 35 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES	
Copy Speed:	35 full color letter size copies per minute minimum, black and white copies at rated color speed or faster
Functions:	Copy, print, PCL5c/PCL6 network print & scan (email, desktop, folder), scan image formats (PDF, TIFF, JPEG)
Paper Feed:	Two active online paper tray system with trays for 8 1/2" X 11", 8 1/2" X 14" and 11" X 17", tray capacity of 500 sheets per tray with 100 sheet bypass tray
Controller:	Integrated multi-tasking with 40 GB hard drive or better
Document Feeder:	Auto stack feed, 100 sheets (RADF or single pass duplex scan ADF)
Scan/Copy/Print Resolution:	600 X 600 dpi / 600 X 600 dpi / 600 X 600 dpi
Finisher:	Multi-output tray with automatic online stapler with offset stacking
Features:	Auto paper selection, auto tray switching, auto magnification selection, auto-color selection, make overhead transparencies, copy control, interrupt, erase, margin shift, photo mode, book copy, tab-paper insertion, cover pages, insert pages
Copy Volume:	7000 copies/month (6250 B & W, 750 color)
SPECIFICATIONS FOR 35 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES AND FAX	
Same as base except with LanFax (33.6 Kbps), stand alone fax is not acceptable, and automatic 3 hole punch	
SPECIFICATIONS FOR 35 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES	
Same as base except with <u>four</u> active paper trays.	
SPECIFICATIONS FOR 35 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES AND FAX	
Same as base except with <u>four</u> active paper trays, LanFax (33.6 Kbps), stand-alone fax is not acceptable, and automatic 3 hole punch	
BASE SPECIFICATIONS FOR 35 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES	
Same as base except with <u>four</u> active paper trays and 80 GB hard drive or better.	
SPECIFICATIONS FOR 35 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES AND FAX	
Same as base except with LanFax (33.6 Kbps), stand alone fax is not acceptable, <u>four</u> active paper trays and 80 GB hard drive or better.	

BASE SPECIFICATIONS FOR 40 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES	
Copy Speed:	40 full color letter size copies per minute minimum. Black and white copies at rated color speed or faster
Functions:	Copy, print, PCL5c/PCL6 network print & scan (email, desktop, folder), scan image formats (PDF, TIFF, JPEG)
Paper Feed:	Active online four 500 sheet paper tray system with trays for 8 ½" X 11", 8 ½" X 14" and 11" X 17", one 2000 sheet paper drawer with capacity to feed up to 110 lb index and 100 sheet bypass tray with capacity to feed up to 110 lb index and 80 lb glossy
Controller:	Integrated multi-tasking with 80 GB hard drive or better
Scan/Copy/Print Resolution:	600 X 600 dpi / 600 X 600 dpi / 600 X 600 dpi
Document Feeder:	Automatic stack feed, 100 sheet capacity
Finisher:	Automatic online multi-position 50 sheet stapler with offset stacking
Features:	Auto paper selection, auto tray switching, auto magnification selection, auto color selection, make overhead transparencies, copy control, interrupt, erase, margin shift, photo mode, book copy, tab-paper insertion, cover pages, insert pages
Copy Volume:	6000 copies/month (4000 B & W, 2000 color)
SPECIFICATIONS FOR 40 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES AND FAX	
Same as base except with LanFax (33.6 Kbps), stand alone fax is not acceptable.	

BASE SPECIFICATIONS FOR 50 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES	
Copy Speed:	50 full color letter size copies per minute minimum. Black and white copies at rated color speed or faster
Functions:	Copy, print, PCL5c/PCL6 network print & scan (email, desktop, folder), scan image formats (PDF, TIFF, JPEG)
Paper Feed:	Active online three paper tray system with trays for 8 ½" X 11", 8 ½" X 14" and 11" X 17" with a total capacity of 2000 sheets, 100 sheet bypass tray with capacity to feed 14 lb bond up to 140 lb index
Controller:	Integrated multi-tasking processor with 1 GB RAM and 60 GB hard drive or better
Scan/Copy/Print Resolution:	600 X 600 dpi / 600 X 600 dpi / 600 X 600 dpi
Standard Interfaces:	10 Base T/100 Base TX Ethernet, USB 2.0
Document Feeder:	Automatic stack feed, 100 sheet capacity, RADF or single pass duplex scan ADF
Finisher:	Multi-output tray with automatic online multi-position 50 sheet stapler with offset stacking
Features:	Auto paper selection, auto tray switching, auto magnification selection, auto color selection, make overhead transparencies, copy control, interrupt, erase, margin shift, photo mode, book copy, tab-paper insertion, cover pages, insert pages
Copy Volume:	7500 copies/month (4000 B & W, 3500 color)
SPECIFICATIONS FOR 50 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES AND FAX	
Same as base except with LanFax (33.6 Kbps)	

BASE SPECIFICATIONS FOR 55 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES	
Copy Speed:	55 full color letter size copies per minute minimum. Black and white copies at rated color speed or faster
Functions:	Copy, print, PCL5c/PCL6 network print & scan (email, desktop, folder), scan image formats (PDF, TIFF, JPEG)
Paper Feed:	Active online three paper tray system with trays for 8 ½" X 11", 8 ½" X 14" and 11" X 17" with a total capacity of 2000 sheets, 100 sheet bypass tray with capacity to feed 14 lb bond up to 140 lb index
Controller:	Integrated multi-tasking with 1200 MB RAM and 300 GB hard drive or better
Scan/Copy/Print Resolution:	600 X 600 dpi / 600 X 600 dpi / 600 X 600 dpi
Standard Interfaces:	10 Base T/100 Base TX Ethernet, USB 2.0
Document Feeder:	Automatic stack feed, 100 sheet capacity, RADF or single pass duplex scan ADF
Finisher:	Multi-output tray with automatic online multi-position 100 sheet stapler with offset stacking
Features:	Auto paper selection, auto tray switching, auto magnification selection, auto color selection, make overhead transparencies, copy control, interrupt, erase, margin shift, photo mode, book copy, tab-paper insertion, cover pages, insert pages
Copy Volume:	7500 copies/month (4000 B & W, 3500 color)
SPECIFICATIONS FOR 55 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES AND FAX	
Same as base except with LanFax (33.6 Kbps)	

BASE SPECIFICATIONS FOR 70 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES	
Copy Speed:	70 full color letter size copies per minute minimum, Black and white copies at rated color speed or faster
Functions:	Copy, print, PCL5c/PCL6 network print & scan (email, desktop, folder), scan image formats (PDF, TIFF, JPEG)
Paper Feed:	Three paper tray system with trays for 8 ½" X 11", 8 ½" X 14" and 11" X 17" with a total capacity of 2000 sheets, 100 sheet bypass tray with capacity to feed 14 lb bond up to 110 lb cover
Controller:	Integrated multi-tasking with 1400 MB RAM and 300 GB hard drive or better
Scan/Copy/Print Resolution:	600 X 600 dpi / 600 X 600 dpi / 600 x 600 dpi
Standard Interfaces:	10 Base T/100 Base TX Ethernet, USB 2.0
Document Feeder:	Automatic stack feed, 100 sheet capacity, RADF or single pass duplex scan ADF
Finisher:	Multi-output tray with automatic online multi-position 100 sheet stapler with offset stacking
Features:	Auto paper selection, auto tray switching, auto magnification selection, auto color selection, make overhead transparencies, copy control, interrupt, erase, margin shift, photo mode, book copy, tab paper insertion, cover pages, insert pages
Copy Volume:	7500 copies/month (2000 B & W, 5500 color)
SPECIFICATIONS FOR 70 CPM FULL COLOR DIGITAL COPIER WITH NETWORK FEATURES AND FAX	
Same as base except with LanFax (33.6 Kbps)	

SPECIFICATIONS FOR FULL COLOR DIGITAL PRINT SHOP/PRODUCTION COPIERS

Type:	Console/free standing
Process:	Dry Toner
Originals:	Sheets, books
Original size:	13"x 19" Maximum
Copy size:	13"x 19" Maximum
Optics:	Digital Scanning
Platen:	Stationary
Scan/Print – Copy Resolution:	200 x 200, 300 x 300, 400 x 400, 600 x 600 DPI / 2400 x 2400 DPI
Duplex:	Automatic 1:2, 2:2, 2:1
Reduction/Enlargement:	Zoom lens for reduction and enlargement: 25% - 400% in 1% increments
Accounting	Standard Accounting (Copy, Print, Scan, Fax, Email)
Repair response time	Repair response time for Print Shop/Production copiers must be 2 hours or less

SPECIFICATIONS FOR 50 CPM FULL COLOR DIGITAL PRINT SHOP/PRODUCTION COPIER WITH NETWORK FEATURES, HIGH CAPACITY TRAY AND COLOR SERVER SOFTWARE	
Copy Speed:	50 cpm minimum (letter size), black and white copies at rated color speed or faster
Document Feeder:	Stack feed automatic document feeder
Digital Memory:	2 GB Ram or better, 80 GB HDD or better
Paper System:	Must have at least four active paper trays or cassettes with ability to accommodate 8 ½" X 11", 8 ½" X 14" and 11" X 17" with capacity to feed up to 110 lb index from trays and a total capacity of at least 3000 sheets and with High Capacity Tray with an oversize tray that can hold 13" x 19" paper with blowers and feeders in the tray to aid feeding of heavy stocks that holds at least 2,000 sheets based on 20 lb bond paper
Features:	Auto paper selection, auto tray switching, auto magnification selection, auto color selection, make overhead transparencies, copy control, interrupt, erase, margin shift, photo mode, book copy plus Xerox Integrated Fiery®, or equal Color Server front end with imposition software and the ability to match an offset press color product or other color copier product.
Finisher:	1 & 2 multi-position stapler (left & right corner, top, side etc.), offset stacking, sort/collate, de-curling, tab-paper insertion, cover pages, insert pages, inline fold booklet maker that runs coated and non-coated stocks with the ability to produce saddle stitched book up to 25 sheets based on 20 lb bond paper.
Network Features	Windows PC Network print & scan (email, desktop, folder), LanFax (33.6 Kbps)
Copy Volume:	30,000 copies per month

SPECIFICATIONS FOR 70 CPM FULL COLOR DIGITAL PRINT SHOP/PRODUCTION COPIER WITH NETWORK FEATURES, HIGH CAPACITY TRAY(S) AND COLOR SERVER SOFTWARE	
Copy Speed:	70 cpm minimum (letter size), black and white copies at rated color speed or faster
Document Feeder:	Stack feed automatic document feeder
Digital Memory:	2 GB Ram or better, 80 GB HDD or better
Paper System:	Must have at least three active paper trays or cassettes with ability to accommodate 8 ½" X 11", 8 ½" X 14", 11" X 17" and up to 13" x 19" with capacity to feed up to 110 lb index from trays and a total capacity of at least 4500 sheets and with blowers and feeders in the tray(s) to aid feeding of heavy stocks.
Features:	Auto paper selection, auto tray switching, auto magnification selection, auto color selection, make overhead transparencies, copy control, interrupt, erase, margin shift, photo mode, book copy plus Xerox Integrated Fiery®, Creo®, Konica Minolta or equal Color Server front end with imposition software and the ability to match an offset press color product or other color copier product.
Finisher:	1 & 2 multi-position stapler (left & right corner, top, side etc.), offset stacking, sort/collate, de-curling, tab-paper insertion, cover pages, insert pages, inline fold booklet maker that runs coated and non-coated stocks with the ability to produce saddle stitched book up to 50 sheets (200 pages) based on 20 lb bond paper.
Network Features	Windows PC Network print & scan (email, desktop, folder), LanFax (33.6 Kbps)
Copy Volume:	30,000 copies per month

SPECIFICATIONS FOR 85 CPM FULL COLOR DIGITAL PRINT SHOP/PRODUCTION COPIER WITH NETWORK FEATURES, HIGH CAPACITY TRAY AND COLOR SERVER SOFTWARE	
Copy Speed:	85 cpm minimum (letter size), black and white copies at rated color speed or faster
Document Feeder:	Stack feed automatic document feeder
Digital Memory:	2 GB Ram or better, 80 GB HDD or better
Paper System:	Must have at least three active paper trays or cassettes with ability to accommodate 8 ½" X 11", 8 ½" X 14" and 11" X 17" and up to 13" x 19" with capacity to feed up to 110 lb index from trays, a total capacity of at least 4500 sheets and with blowers and feeders in the tray(s) to aid feeding of heavy stocks.
Features:	Auto paper selection, auto tray switching, auto magnification selection, auto color selection, make overhead transparencies, copy control, interrupt, erase, margin shift, photo mode, book copy plus Xerox Integrated Fiery®, Creo®, Konica Minolta or equal Color Server front end with imposition software and the ability to match an offset press color product or other color copier product.
Finisher:	1 & 2 multi-position stapler (left & right corner, top, side etc.), offset stacking, sort/collate, de-curling, tab-paper insertion, cover pages, insert pages, inline fold booklet maker that runs coated and non-coated stocks with the ability to produce saddle stitched book up to 50 sheets (200 pages) based on 20 lb bond paper.
Network Features	Windows PC Network print & scan (email, desktop, folder), LanFax (33.6 Kbps)
Copy Volume:	30,000 copies per month

BID FORM

W. E. Caffee
 Assistant Purchasing Agent
 Birmingham, AL

Submitted below is my firm bid for lease (rental) of copiers for the City of Birmingham for a period of one (1) year and month to month thereafter in accordance with your Invitation to Bid and specifications dated May 2, 2012. Prices quoted are f.o.b. Birmingham, AL, and I am bidding in exact accordance with the specifications except as listed below.

Description	Make/Model	Cost per copy	Price per month
20 CPM Digital Copier			\$
		\$ X 2000 copies/mo	\$
		Total	\$
20 CPM Digital Copier with finisher			\$
Box of staples	\$	\$ X 2000 copies/mo	\$
		Total	\$
20 CPM Digital Copier with finisher and network features			\$
		\$ X 2000 copies/mo	\$
		Total	\$
20 CPM Digital Copier with finisher and network features and LanFax			
		\$ X 2000 copies/mo	
		Total	
25 CPM Digital Copier with finisher			\$
Box of staples	\$	\$ X 3000 copies/mo	\$
		Total	\$
25 CPM Digital Copier with finisher and network features			\$
Box of staples	\$	\$ X 3000 copies/mo	\$
		Total	\$
25 CPM Digital Copier with finisher and network features and LanFax			\$
Box of staples	\$	\$ X 3000 copies/mo	\$
		Total	\$
30 CPM Digital Copier with finisher			\$
Box of staples	\$	\$ X 5000 copies/mo	\$
		Total	\$
30 CPM Digital Copier with finisher and network features			\$
Box of staples	\$	\$ X 5000 copies/mo	\$
		Total	\$
30 CPM Digital Copier with finisher and network features and LanFax			
Box of staples	\$	\$ X 5000 copies/mo	
		Total	
35 CPM Digital Copier with finisher			\$
Box of staples	\$	\$ X 7500 copies/mo	\$
		Total	\$

BID FORM

Description	Make/Model	Cost per copy	Price per month
35 CPM Digital Copier with finisher and 3 hole punch			\$
Box of staples	\$	X 7500 copies/mo	\$
		Total	\$
35 CPM Digital Copier with finisher with 3 hole punch and network features			\$
Box of staples	\$	X 7500 copies/mo	\$
		Total	\$
35 CPM Digital Copier with finisher with 3 hole punch and network features and LanFax			\$
Box of staples	\$	X 7500 copies/mo	\$
		Total	\$
45 CPM Digital Copier with finisher			\$
Box of staples	\$	X 35000 copies/mo	\$
		Total	\$
45 CPM Digital Copier with multi-output tray finisher, network features multi-tasking controller, 40 GB hard drive, page stamp, document filing/storage with print on demand			\$
Box of staples	\$	X 35000 copies/mo	\$
		Total	\$
45 CPM Digital Copier with multi-output tray finisher, multi-tasking controller, 40 GB hard drive, page stamp, document filing/storage with print on demand, network features and LanFax			\$
Box of staples	\$	X 35000 copies/mo	\$
		Total	\$
50 CPM Digital Copier with finisher			\$
Box of staples	\$	X 10000 copies/mo	\$
		Total	\$
50 CPM Digital Copier with multi-output tray finisher, multi-tasking controller, 40 GB hard drive, page stamp, document filing/storage with print on demand and network features			\$
Box of staples	\$	X 10000 copies/mo	\$
		Total	\$
50 CPM Digital Copier with multi-output tray finisher, multi-tasking controller, 40 GB hard drive, page stamp, document filing/storage with print on demand, network features LanFax			\$
Box of staples	\$	X 10000 copies/mo	\$
		Total	\$

BID FORM

Description	Make/Model	Cost per copy	Price per month
55 CPM Digital Copier with finisher			\$
Box of staples	\$	\$ X 35000 copies/mo	\$
		Total	\$
55 CPM Digital Copier with multi-output tray finisher and network features			\$
Box of staples	\$	\$ X 35000 copies/mo	\$
		Total	\$
55 CPM Digital Copier with multi-output tray finisher and network features and LanFax			\$
Box of staples	\$	\$ X 35000 copies/mo	\$
		Total	\$
60 CPM Digital Copier with finisher			\$
Box of staples	\$	\$ X 45000 copies/mo	\$
		Total	\$
60 CPM Digital Copier with multi-output tray finisher and network features			\$
Box of staples	\$	\$ X 45000 copies/mo	\$
		Total	\$
60 CPM Digital Copier with multi-output tray finisher, network features and LanFax			\$
Box of staples	\$	\$ X 45000 copies/mo	\$
		Total	\$
70 CPM Digital Copier with finisher, network print & scan			\$
Box of staples	\$	\$ X 30000 copies/mo	\$
		Total	\$
70 CPM Digital Copier with finisher, network print & scan and LanFax			\$
Box of staples	\$	\$ X 30000 copies/mo	\$
		Total	\$
70 CPM Digital Copier with finisher, network print & scan, LanFax and high capacity tray/deck			\$
Box of staples	\$	\$ X 30000 copies/mo	\$
		Total	\$
75 CPM Digital Copier with finisher, network print & scan			\$
Box of staples	\$	\$ X 30000 copies/mo	\$
		Total	\$
75 CPM Digital Copier with finisher, network print & scan and LanFax			\$
Box of staples	\$	\$ X 30000 copies/mo	\$
		Total	\$
75 CPM Digital Copier with finisher, network print & scan, LanFax and high capacity tray/deck			\$
Box of staples	\$	\$ X 30000 copies/mo	\$
		Total	\$

BID FORM

Description	Make/Model	Cost per copy	Price per month
85 CPM Digital Copier with finisher, stapler, hole punch, network print & scan			\$
Box of staples	\$	\$ X 30000 copies/mo	\$
		Total	\$
85 CPM Digital Copier with finisher, stapler, hole punch, network print & scan and LanFax			\$
Box of staples	\$	\$ X 30000 copies/mo	\$
		Total	\$
85 CPM Digital Copier with finisher, stapler, hole punch, network print & scan, LanFax and high capacity tray/deck			\$
Box of staples	\$	\$ X 30000 copies/mo	\$
		Total	\$
85 CPM Digital Production Copier with finisher, stapler, online centerfold, saddle stitch, hole punch, network print & scan			\$
Box of staples	\$	\$ X 50000 copies/mo	\$
		Total	\$
85 CPM Digital Production Copier with finisher, stapler, online centerfold, saddle stitch, hole punch, network print & scan and LanFax			\$
Box of staples	\$	\$ X 50000 copies/mo	\$
		Total	\$
85 CPM Digital Production Copier with finisher, stapler, online centerfold, saddle stitch, hole punch, network print & scan, LanFax and high capacity tray/deck			\$
Box of staples	\$	\$ X 50000 copies/mo	\$
		Total	\$
95 CPM Digital Copier with finisher, network print & scan			\$
Box of staples	\$	\$ X 90000 copies/mo	\$
		Total	\$
95 CPM Digital Copier with finisher, network print & scan and LanFax			\$
Box of staples	\$	\$ X 90000 copies/mo	\$
		Total	\$
95 CPM Digital Copier with finisher, network print & scan, LanFax and high capacity tray			\$
Box of staples	\$	\$ X 90000 copies/mo	\$
		Total	\$

BID FORM

Description	Make/Model	Cost per copy	Price per month
95 CPM Digital Production Copier with finisher, stapler online centerfold, saddle stitch and 2 & 3 hole punch and network print & scan			\$
Box of staples	\$	X 90000 copies/mo	\$
		Total	\$
95 CPM Digital Production Copier with finisher, stapler online centerfold, saddle stitch, 2 & 3 hole punch, network print & scan and LanFax			\$
Box of staples	\$	X 90000 copies/mo	\$
		Total	\$
95 CPM Digital Production Copier with finisher, online centerfold, saddle stitch, 2 & 3 hole punch network print & scan, LanFax and high capacity tray			\$
Box of staples	\$	X 90000 copies/mo	\$
		Total	\$
105 CPM Digital Copier with finisher (auto-stapling, offset stacking), network print & scan			\$
Box of staples	\$	X 150,000 copies/mo	\$
		Total	\$
105 CPM Digital Copier with finisher (auto-stapling, offset stacking), online center fold, saddle stitch and network print & scan			\$
Box of staples	\$	X 150,000 copies/mo	\$
		Total	\$
105 CPM Digital Production Copier with finisher (stapler/stacker, 2 & 3 hole punch) and network print & scan			\$
Box of staples	\$	X 100,000 copies/mo	\$
		Total	\$
105 CPM Digital Production Copier with Finisher (stapler/stacker, 3 hole punch, center fold, saddle stitch) and network print & scan			\$
Box of staples	\$	X 100,000 copies/mo	\$
		Total	\$

BID FORM

Color Copiers

20 CPM Digital Full Color/20 B & W Copier with finisher			\$
Box of staples	\$	\$	X 3500 B & W/mo
		\$	X 500 color/mo
		Total	\$
20 CPM Digital Full Color/20 B & W Copier with finisher and PCL5c/PCL6 Network print & scan (email, desktop, folder), scan image formats (PDF, TIFF, JPEG)			\$
Box of staples	\$	\$	X 3500 B & W/mo
		\$	X 500 color/mo
		Total	\$
20 CPM Digital Full Color/20 B & W Copier with finisher and PCL5c/PCL6 Network print & scan (email, desktop, folder), scan image formats (PDF, TIFF, JPEG) and LanFax			\$
Box of staples	\$	\$	X 3500 B & W/mo
		\$	X 500 color/mo
		Total	\$
25 CPM Digital Full Color/25 B & W Copier with finisher and network print & scan			\$
Box of staples	\$	\$	X 4500 B & W/mo
		\$	X 500 color/mo
		Total	\$
25 CPM Digital Full Color/25 B & W Copier with finisher with 3 hole punch, network print & scan and LanFax			\$
Box of staples	\$	\$	X 4500 B & W/mo
		\$	X 500 color/mo
		Total	\$
30 CPM Digital Full Color/30 B & W Copier with finisher and network print & scan			\$
Box of staples	\$	\$	X 4500 B & W/mo
		\$	X 500 color/mo
		Total	\$
30 CPM Digital Full Color/30 B & W Copier with finisher with 3 hole punch, network print & scan and LanFax			\$
Box of staples	\$	\$	X 4500 B & W/mo
		\$	X 500 color/mo
		Total	\$

BID FORM

Description	Make/Model	Cost per copy	Price per month
35 CPM Digital Full Color/35 B & W Copier with finisher and network print & scan			\$
Box of staples	\$	X 6250 B & W/mo	\$
note: 1000 sheet capacity		X 750 color/mo	\$
		Total	\$
35 CPM Digital Full Color/35 B & W Copier with finisher with 3 hole punch network print & scan and LanFax			\$
Box of staples	\$	X 6250 B & W/mo	\$
note: 1000 sheet capacity		X 750 color/mo	\$
		Total	\$
35 CPM Digital Full Color/35 B & W Copier with finisher, network print & scan and 4 active paper trays			
Box of staples	\$	X 4000 B & W/mo	
note: 2000 sheet capacity		X 6000 color/mo	
		Total	
35 CPM Digital Full Color/35 B & W Copier with finisher with 3 hole punch network print & scan, LanFax and 4 active paper trays			
Box of staples	\$	X 4000 B & W/mo	
note: 2000 sheet capacity		X 6000 color/mo	
		Total	
35 CPM Digital Full Color/35 B & W Copier with finisher, network print & scan, 4 active paper trays and 80 GB hard drive or better			
Box of staples	\$	X 4000 B & W/mo	
note: 2000 sheet capacity		X 6000 color/mo	
		Total	
35 CPM Digital Full Color/35 B & W Copier with finisher with 3 hole punch network print & scan, LanFax, 4 active paper trays and 80 GB hard drive or better			
Box of staples	\$	X 4000 B & W/mo	
note: 2000 sheet capacity		X 6000 color/mo	
		Total	
Box of staples	\$	X 2000 B & W/mo	\$
		X 10000 color/mo	\$
		Total	\$
40 CPM Digital Full Color/40 B & W Copier with finisher and network print & scan			\$
Box of staples	\$	X 2000 B & W/mo	\$
		X 10000 color/mo	\$
		Total	\$

BID FORM

Description	Make/Model	Cost per copy	Price per month
40 CPM Digital Full Color/40 B & W Copier with finisher, network print & scan and LanFax			\$
Box of staples	\$	X 2000 B & W/mo	\$
		X 10000 color/mo	\$
		Total	\$
50 CPM Digital Full Color/50 B & W Copier with finisher and network print & scan			\$
Box of staples	\$	X 3000 B & W/mo	\$
		X 10000 color/mo	\$
		Total	\$
50 CPM Digital Full Color/50 B & W Copier with finisher and network print & scan and LanFax			\$
Box of staples	\$	X 3000 B & W/mo	\$
		X 10000 color/mo	\$
		Total	\$
55 CPM Digital Full Color/55 B & W Copier with finisher and network print & scan			\$
Box of staples	\$	X 4000 B & W/mo	\$
		X 12000 color/mo	\$
		Total	\$
55 CPM Digital Full Color/55 B & W Copier with finisher and network print & scan and LanFax			\$
Box of staples	\$	X 4000 B & W/mo	\$
		X 12000 color/mo	\$
		Total	\$
70 CPM Digital Full Color/70 B & W Copier with finisher and network print & scan			\$
Box of staples	\$	X 2500 B & W/mo	\$
		X 15000 color/mo	\$
		Total	\$
70 CPM Digital Full Color/70 B & W Copier with finisher and network print & scan and LanFax			\$
Box of staples	\$	X 2500 B & W/mo	\$
		X 15000 color/mo	\$
		Total	\$

BID FORM

COLOR PRINT SHOP/PRODUCTION COPIER

50 CPM full color digital print shop / production copier with high capacity tray and color server software			\$
Box of staples	\$	\$ X 10,000 B & W/mo	\$
		\$ X 20,000 color/mo	\$
		Total	\$
70 CPM full color digital print shop / production copier with high capacity tray and color server software			\$
Box of staples	\$	\$ X 10,000 B & W/mo	\$
		\$ X 20,000 color/mo	\$
		Total	\$
85 CPM full color digital print shop / production copier with high capacity tray and color server software			\$
Box of staples	\$	\$ X 10,000 B & W/mo	\$
		\$ X 20,000 color/mo	\$
		Total	\$

I hereby certify that we do not discriminate in employment of our personnel against any persons on account of race, creed, color, sex, or national origins, and acknowledge and agree that the City encourages minority – and women – owned business participation to the maximum extent possible. This policy includes Historically Underutilized Business Enterprises such as architectural firms, engineering firms, investment banking firms, other professional service providers, and construction contractors as part of the City's business, economic and community revitalization programs.

EXCEPTIONS TO SPECIFICATIONS: (use extra pages if necessary)

Bidder acknowledges receipt of _____ addenda
(addenda numbers)

This page must be returned with bid.

Date of Bid

Name (Print legibly or Type)

Company

Title

Street Address

Signature

City State Zip

Tax ID Number

Post Office Box

E-Mail Address

City State Zip

Telephone Number

Terms of Payment

Fax Number

Delivery Date

IF AVAILABLE, PLEASE SUBMIT COPY OF CURRENT CITY OF BIRMINGHAM BUSINESS LICENSE WITH THIS BID.

INDICATE THE FOLLOWING ADDRESSES IF DIFFERENT FROM ABOVE:

- 1. BID AWARD NOTICE ADDRESS**
- 2. PURCHASE ORDER ADDRESS**
- 3. REMITTANCE ADDRESS (and NAME if different than above)**