



Opportunity in every direction.

Office of the Purchasing Director

TO: ALL VENDORS
FROM: LINDA E. JONES, CPPB
DATE: March 16, 2021
RE: Request for Bid

The City of Waycross, Georgia will receive sealed bids until 9:00 a.m., Thursday,
April 1, 2021

For : 1 – Color Copier

As specified in the attached specifications.

The city reserves the right to accept or reject any or all bids, to waive formalities and technicalities, to make an award in the best interest of the City and to make an award item by item unless otherwise stipulated by the bidder. Bidder must comply with all Federal, State and Local Laws.

Factors to be considered in making this award, if awarded, will be prices, quality, and references. The City will be the sole judge of the weights given these factors.

Bids will be opened and read aloud in the conference room at City Hall, on the second floor – 417 Pendleton Street, Waycross, Georgia, on the hour and date specified above. No bids will be accepted after bid opening time. No faxed or emailed bids will be accepted.

**BIDS SHOULD BE MAILED TO: CITY OF WAYCROSS, PURCHASING DIRECTOR
P. O. DRAWER 99
WAYCROSS, GEORGIA 31502-0099**

**OR HAND DELIVERED TO: CITY HALL – PURCHASING DEPARTMENT
(PRIOR TO OPENING) 417 PENDLETON STREET, ROOM 201
WAYCROSS, GEORGIA 31501**

BID ENVELOPE SHOULD BE MARKED: Bid # FY 21-18 Color Copier

The city has provided a quote sheet for your convenience. All blank spaces shall be completed and returned with your bid package. Prices quoted shall be firm prices and remain firm until delivery is made. If awarded, the City will place an order with the successful bidder within 60 (sixty) days after bid opening.

**CITY OF WAYCROSS
REQUEST FOR BID
FY21-18
March 16, 2021**

SCOPE

The City of Waycross is accepting bids from Office Equipment Vendors until **9:00 a.m., Thursday, April 1, 2021** for the 3 year lease purchase (\$1.00 buyout) of one new model color copy machine.

REQUIREMENTS

- The purchase must include all supplies and service excluding paper and staples.
- Three (3) year Governmental Lease Purchase with \$1.00 buyout. City will own the machines at the end of the lease.
- Lease must be with awarded bidder. No 3rd party leasing.
- Agreement will contain a “Funding Out” clause as part of the agreement (i.e. if adequate funding is not provided for any of the budget years, the agreement will be voided).
- Should a machine not perform satisfactorily it will be replaced at our discretion and at no additional cost with a like machine that will accomplish the needs of that department.
- No hidden cost, fees, charges or taxes of any sort to be included. Bidder will list all any and all charges that pertain to this agreement.
- Machines awarded a maintenance contract must include all service and supplies excluding paper and staples.
- Complete color brochure with specifications must be included with bid.
- Multiple proposals may be submitted.
- Must state on quote sheet if bidding a machine that has been awarded a Georgia State Wide Contract, GSA Contract or any other Co-Op Bid Award. Include Contract #
- If you are bidding other than specified include any items or requirements that you do not meet specifications on with detail.
- Include 5 other government agencies with contact names and numbers as a reference that you are doing business with.

MINIMUM SPECIFICATIONS:**New Model Only****Yearly average number of copies: BW 80,000 and Color 1500 (estimate)**

- **Canon Image Runner Advance C5760 or an acceptable alternate**
- Print up to 60 ppm (BW/Color, 8.5"x11"). Print up to 12"x18". Scan up to 270 ipm (300 dpi) (BW, color, duplex). 6,350 sheet maximum paper capacity. Ships standard with 200-sheet Single Pass Duplexing Automatic Document Feeder, 2 x 550-sheet Paper Cassettes, Envelope Feeder Attachment, UFR II/PCL/PS Printing, Direct PDF/XPS Printing, Color Universal Send with PDF High Compression, Encrypted PDF, Digital Signature PDF (Device and User Signature), Trace and Smooth PDF, Searchable PDF/XPS, OOXML (Scan to PPT and Word), Universal Login Manager (Requires Download), uniFLOW Online Express, Access Management System, HDD Data Erase, Data Encryption (FIPS-140-2), IP Sec, Encrypted Secure Print, Secure Watermark, Web Browser, Single Pass Duplexing Automatic Document Feeder, Color Image Reader, Ethernet 1000Base-T/100Base-TX/10Base-T, USB 2.0/3.0 High Speed Connectivity, Wifi Connectivity, Remote Operator's Software Kit, Color Network ScanGear and Drum Units.
- **HIGH CAPACITY CASSETTE FEEDING UNIT-**
Provides an additional 2,450 sheets of LTR sized paper input capacity. 14lb. Bond up to 140lb. Index (256 gsm) within the footprint of the main unit. Compatible with iR ADV C5500i series, iR ADV DX C5700i series/DX 6000i.
- **2/3 HOLE PUNCHER UNIT-A1**
Installs inside the finisher.
- For iR ADV 65xx, C75xx, 8585: Must be sold with the Staple Finisher V-2 or Booklet Finisher V-2.
- For iR ADV C55xx/45xx, DX C57xx/DX 47xx, iR ADV DX 6000i: Must be sold with Staple Finisher-Y1 or Booklet Finisher-Y1.
- **STAPLE FINISHER-Y1**
Provides 2-tray, 3,250-sheet output capacity, corner and double stapling of up to 50 sheets, and supports Staple-free Stapling and Staple On Demand. Includes 1 staple cartridge (5,000 staples).
- **BUFFER PASS UNIT-L1**
Required with Staple Finisher-Y1 (0613C002) or Booklet Finisher-Y1 (0614C002).
- **SUPER G3 FAX BOARD-AS2**
- Enables the user to send and receive fax documents. Documents that have been created in applications can also be sent directly from a user's computer via a network using the Canon Fax Driver supplied with the Super G3 Fax Board-AS2.
- **ESP NEXT GEN PCS POWER FILTER (120V/20A) XG-PCS-20D**

- 120V /20 Amp (60Hz, single phase, 3 wire with dedicated ground). Includes one NEMA 5-20R pigtail, two NEMA 5-20R receptacles, Ethernet and modem ports, and LCD Event Monitor. Includes ESP's Lifetime Protection Guarantee, which safeguards connected equipment and provides coverage for power related "Acts of God"- for life. Should the ESP filter fail and the Canon hardware is damaged by an electrical transient, ESP will reimburse for parts replacement, travel and labor at CSA cost, up to full value replacement.
- For iR 5050/5055/5065/5075 & iR ADV C5500 Series/C5255/C5250/C5051/C5045/6500 series/6200 series/8500 series/ 8200 series/6000 series/C7500 series/C7000 series/8085/8095/8105 & iR ADVANCE DX C5700/6700/C7700/8700 series & imagePRESS Lite C165 - also requires ESP Next Gen PCS Power Filter (120V/15A) XG-PCS-15D (1972V064). For Océ BLM200 Booklet Maker/RTM6240 Rotator Module - also requires ESP XG-PCS-15D 120V/20A NEXT GEN POWER FILTER 1972V064.
- INSTALL PAK DX C5750I / C5760I
- MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM

PROPOSAL SHEET COLOR COPIER

TOTAL PURCHASE PRICE \$ _____ 36 MONTHLY PAYMENTS OF \$ _____

SERVICE CONTRACT B/W COST \$ _____ TO BE BILLED QUARTERLY
SERVICE CONTRACT COLOR COST \$ _____ TO BE BILLED QUARTERLY

MAKE _____ MODEL _____

(If Applicable) State/Federal/Co-Op Name Contract #

Service Area _____ (City)
Service Response Time _____

Bids must be mailed or hand delivered to the Purchasing Department at City Hall, 417 Pendleton Street, Waycross, Georgia 31051. Envelope must be marked FY21-18 Copier. All questions are to be directed to Linda Jones, Purchasing Director @ 912-287-2956. ljones@waycrossga.com

Name of Company

Authorized Signature Date

Memo To: Waycross Journal Herald
From: Linda Jones, Purchasing Director
Date: March 12, 2021
Subject: Public Notice – Classified Ad

Please run the following ad in your paper on Wednesday, March 17, 2021. Please run the ad on the classified ad page under the heading Public Notice.

The City of Waycross will receive sealed proposals from Office Equipment Vendors for the purchase of:

1 – New Model Networked Color Copier

Bids will be accepted until **9:00 a.m., Thursday, April 1, 2021**
Bid packets may be obtained from the Purchasing Department,
2nd floor, City Hall, 417 Pendleton Street, Waycross, Georgia 31501.
912-287-2956 or www.waycrossga.com

Linda Jones, Purchasing Director

C: Channel 10
Web Site