



Robertson County Tennessee  
*Jody Stewart, Finance Director*  
*Finance Department*  
523 South Brown Street, Springfield, TN 37172  
(615) 384-0202 Fax (615) 384-0237

POST DATE: **7/27/2017**

**Copy Machine Lease - New Equipment**

Sealed bids must be received by: **8/9/2017 at 10:00 AM**

Robertson County Finance Office  
523 South Brown Street  
Springfield, TN 37172

**THE OUTSIDE OF THE ENVELOPE MUST BE MARKED WITH THE BIDDER'S COMPANY NAME, ITEM BID, TIME OF BID OPENING, DATE OF BID OPENING, BID NO. 1364 AND MUST BE MARKED "SEALED BID, DO NOT OPEN."**

Bids are opened and read aloud to the public at the Robertson County Finance Office, 523 S. Brown Street, Springfield, TN 37172 immediately after the bid receipt deadline. Each vendor may submit more than one bid provided each bid meets the stated specifications. Each bid must be submitted in a separate sealed envelope with the appropriate notation on the outside. All bids must be signed by an authorized agent and submitted on the prescribed forms. Submission of bids by telegraph, telephone, or other electronic means is strictly prohibited. Any brand name called for in the bid specifications is provided as a reference only. Alternate brand name items offered for bid must be equivalent as to function, basic design, type and quality of material, method of construction, and any required dimensions. Bidder must attach a letter of exception to specifications.

For assistance with technical / product information contact Cheryl Moon, Purchasing, Finance at (615)384-0202. For assistance with bid procedures contact Cheryl Moon, Robertson County Finance Office at (615) 384-0202 or by email: [cmoon@robcofn.org](mailto:cmoon@robcofn.org).

**Note: Robertson County reserves the right to reject any or all bids, to waive any technicalities or informalities, and to accept any bid deemed in the best interest of the County. All bids will be considered in accordance with Title VI and without regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit the performance of duty.**

**BID SCHEDULE: #1364**

Robertson County (the County) is accepting sealed bids for the following:

**2017 COPY MACHINE LEASE - NEW EQUIPMENT**

Please submit a bid based on the following and attached specifications:

This following bid is submitted for thirty-five (35) units based on the minimum copier specifications stated in Exhibit 'A', with exceptions as noted, plus the estimated annual copy volume below. Bidder attests by submission of this bid, the units included in the pricing below either meet or exceed the minimum specifications as stated in Exhibit 'A'.

Copy Type	Estimated Annual Volume	Average Volume per Month	Base Rate Per Copy	Monthly Charge
Black & White	1,700,000	141,667		\$
Color	31,000	2,584		\$

Equipment Lease	60 Month Total Lease Payment	Monthly Lease Payment
35 Pieces of Equipment - Exhibit 'A'	\$	\$

**LUMP SUM MONTHLY CONTRACT CHARGE (BW + Color + Lease) \$ \_\_\_\_\_**

**Bid Authorization and Non-Collusion Affidavit**

The agent of the bidding firm hereby certifies to the best of his/her knowledge and belief that this bid proposal to Robertson County, Tennessee has not been prepared in collusion with any other seller of similar products. The agent also certifies that the prices, terms and conditions of said bid proposal have not been communicated by the undersigned, nor by any employee or agent of the bidding firm, to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said bid. The agent further states that no official or employee of Robertson County Government has promised any personal financial or other beneficial interest, either directly or indirectly in order to influence award of this bid.

\_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature, Title (Owner/ Corporate Officer)

Printed Name \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone No \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_

**BID SCHEDULE: #1364**

Robertson County (the County) is accepting sealed bids for the following:

**2017 COPY MACHINE LEASE - NEW EQUIPMENT**

Equipment

All equipment shall be new and meet the specifications approved by each department for each location stated in Exhibit 'A'. All exceptions to the minimum specifications must be noted. Any substitutions must be noted and be equal or superior in operational design or function. All Optional Add-on equipment must be noted on Exhibit 'A'. Equipment lease cost shall include full maintenance on all equipment, all parts and supplies, excluding paper and staples. Do not include any Optional Add-on pricing in the Monthly Equipment Cost.

Bid Award & Commencement

It is the intent of the County to award this bid provided satisfactory bid pricing is submitted. If awarded, the award shall go to one Vendor. If awarded, a duly signed and authorized original Lease Agreement shall be provided to the awarded Bidder for acceptance. If awarded, the commencement date will be established by the first day of the month after all equipment is operational. The contract shall expire 12 months after the commencement date. (Approximately October, 1, 2017 through September 30, 2018.)

Contract Agreement & Terms to Include

Each Bidder must submit a sample of their current Lease Agreement with the bid for review by our Attorney. Any Lease Agreement signed by Robertson County must include statements to this effect:

Contract Period: Initial term is 12 months, plus four (4) twelve (12) month renewal periods (total of 60 Months). All renewal periods are dependent upon available and appropriated funding.

Either party may cancel this contract for non-performance with a sixty (60) day written notice.

No additional notification shall be required to discontinue automatic renewal of this Agreement beyond sixty (60) consecutive months.

Customer's data shall be rendered unusable and inaccessible by "scrubbing" all data devices with software designed for the express purpose of rendering data useless before equipment/units are removed from the customer's premises. A Certificate of Data Removal shall be provided for each unit. No Exceptions.

Submission of a bid is prima facie evidence the Bidder is willing and authorized to enter into a Contract Agreement with Robertson County with the addition of the above statements if awarded this bid.

Cost shall be fixed for the duration of the original contract period and all renewal periods for the original equipment bid. No increase in base rate, equipment rate, lease interest rate, or rate per copy shall be allowed for any original equipment.

The County shall be able to add new or used equipment, exchange, or delete equipment with an adjustment to the monthly payment within the contract period. The addition of new or used equipment may also include an increase in the AMV copies allotted.

## **BID SCHEDULE: #1364**

Robertson County (the County) is accepting sealed bids for the following:

### **2017 COPY MACHINE LEASE - NEW EQUIPMENT**

If awarded, the terms of any Agreement will continue to apply as long as the Agreement has not reached its sixtieth (60th) consecutive month. Any continuation of this agreement on a Month-to-Month basis beyond the sixtieth (60th) month shall require an express written agreement between both parties. If agreed in writing, lease of Equipment in Place may continue on a Month-to-Month basis with all parts, service and training obligations remaining intact except all charges for Equipment shall be reduced to zero. No further payments shall be due for any Equipment in Place at the end of the initial sixty (60) months. Any written Month-to-Month agreement shall address overages and notice of cancellation within its content. Furthermore, continuation on a Month-to-Month basis shall not be interpreted as a renewal of the initial Contract Period.

#### Contract Payments

A single, combined monthly invoice shall be provided for all units included under this agreement and shall be billed by printed invoice dated the 15<sup>th</sup> day of each month for the current month's billing. The invoice shall be paid by the 30<sup>th</sup> day after receipt of invoice. Robertson County is a timely payer, therefore, no late charges, penalties or interest shall be allowed, applied, permitted or billed on this or any renewal contract. Submission of a bid is prima facie evidence the Bidder agrees with and shall adhere to these billing stipulations.

#### Overage Charges

Copy count overages shall be calculated using the actual yearly beginning and ending equipment meter readings, less service copies. Overages shall be paid at the regular base rate for that type of copy and be billed one time annually on the 15<sup>th</sup> day of the month following the last day of each contract period and paid by the 30<sup>th</sup> day from invoice. If the total annual copies printed, less maintenance copies, is less than the contracted AMV (Average Monthly Volume) billed, those copies shall be rolled forward and may be subtracted from any future overages. The Vendor shall provide a list of all initial meters upon installation and provide the count of all maintenance copies annually.

#### Meters

Bidder shall include and provide device specific, cumulative print/scan tracking for the entire equipment fleet, and provide customer with access to an online lease administrator. Meter readings shall be provided by the County when no other source for the meter information is available.

#### Service

On-site service to be provided within four (4) hours of request during working hours: Monday through Friday between 8:30 AM to 4:30 PM. Successful Bidder agrees to keep all equipment in excellent condition and replace any machine that no longer provides excellent service or requires repeat service calls for the same issue.

**BID SCHEDULE: #1364**

Robertson County (the County) is accepting sealed bids for the following:

**2017 COPY MACHINE LEASE - NEW EQUIPMENT**

Training

Successful Bidder shall be responsible for installation, connectivity, equipment settings, special programming, initial training and future training required to insure skilled operation and utilization of the installed equipment features.

Bidder Response - Exhibit 'A'

Bidder's must respond in the designated area for each unit in Exhibit 'A' and provide the following information, including notations for any exceptions to the minimum specifications:

Recommended Model - Bidder must include a brochure for each recommended model bid.

Volume Rating - The total monthly volume capability of the recommended equipment.

BW PPM - The speed at which the copier produces uninterrupted BW prints.

Optional Add-ons - Include item number and price for any requested optional equipment. Bidder must include a brochure or spec sheet for each optional item bid.

Model meets specifications - Checking where indicated equals a 'Yes' response.

Energy Star Rated - Checking where indicated equals a 'Yes' response. Bidder must include energy consumption and annual cost of operation data literature.

First Copy Out – Number of seconds to produce and eject the first printed BW page of a job.

Monthly Cost of Equipment - Provide a monthly price based on a sixty (60) month lease for the unit as specified. Do not include Optional Add-on items in this price.

Return of Equipment.

Data removal is required by the Vendor and must be performed at the time of equipment collection while the equipment is at our location. A Certificate of Data Removal is required for each unit. No exceptions. Upon expiration of the Contract period or any other written agreements, the Vendor must promptly remove the equipment from our premises at their cost and expense. The equipment shall be made available and excepting normal wear and tear, in good condition. The Vendor is solely responsible for removing all Customer data from any and all digital storage devices, hard drives or other electronic mediums prior to removing or allowing the removal of the equipment from our premises for any reason. All traces of Customer data shall be 'scrubbed' with software designed for the purpose of rendering any previously stored data unobtainable and inaccessible.

EOE & Drug Free

All Bidders must include statements attesting to their company's Equal Opportunity Employer status and Drug-Free Workplace policy.

**BID SCHEDULE: #1364**

Robertson County (the County) is accepting sealed bids for the following:

**2017 COPY MACHINE LEASE - NEW EQUIPMENT**

General Liability, Motor Vehicle, & Workers Compensation Insurance

Proof of adequate coverage in each area is required. Bidder must submit with the bid, a copy of their current ACCORD Certificate of Insurance showing all coverages in force and expiration dates. A new certificate with current coverages shall be required with each twelve (12) month renewal period.

W-9

Bidder must submit a completed IRS Form W-9 with bid documents.

Service Sub-Contractors

If the Service & Maintenance Contract provider is not the Bidder, the Service Sub-Contractor must comply with the same requirements as the Bidder and provide proof of the same. Bidder remains responsible for the satisfactory performance of repairs, parts, labor, training and digital services expected and expressly stated herein. All Sub-Contractors are subject to approval by the Robertson County Financial Management Committee (Finance Committee).

Service Sub-Contractor contact information (if not the Bidder):

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Department	<b>Animal Control</b>
Physical Location	Office, W. County Farm Rd

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Must be desktop size.

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department

Physical Location

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

w/ Cabinet

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input style="width: 100%;" type="text"/>	Model meets specifications?
Volume Rating: <input style="width: 100px;" type="text"/> BW PPM: <input style="width: 100px;" type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input style="width: 100%; height: 40px;" type="text"/>	First Copy Out: <input style="width: 100px;" type="text"/> seconds
	Monthly Equipment Cost: \$ <input style="width: 150px;" type="text"/>

Department	<b>Assessor of Property</b>
Physical Location	RCOB 2nd Floor

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department	<b>Building &amp; Grounds</b>
Physical Location	RCOB Ground Floor/ Maintenance

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

w/ Cabinet  
Scan BW & Color up to 11x17

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department

Physical Location

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input style="width: 100%;" type="text"/>	Model meets specifications?
Volume Rating: <input style="width: 100px;" type="text"/> BW PPM: <input style="width: 100px;" type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input style="width: 100%; height: 40px;" type="text"/>	First Copy Out: <input style="width: 100px;" type="text"/> seconds
	Monthly Equipment Cost: \$ <input style="width: 150px;" type="text"/>

Department

Physical Location

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

w/ Cabinet

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department

Physical Location

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Internal Staple Finisher  
 Minimum of 3 Trays Required  
 Single Pass Duplexing Preferred  
 Programming for special 8.5 x 14 paper required.

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department

Physical Location

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Internal Staple Finisher  
 Minimum of 3 Trays Required  
 Single Pass Duplexing Preferred  
 Programming for special 8.5 x 14 paper required.

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department	<b>County Clerk</b>
Physical Location	Bookkeeping/Misc

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

w/ Cabinet  
Programming for Special Paper Required

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department	<b>County Clerk</b>
Physical Location	Motor Vehicle

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department	<b>County Mayor</b>
Physical Location	Courthouse, Room 108

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Cabinet required.

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department	<b>Elections Administration</b>
Physical Location	RCOB 1st Floor, Room 137

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Internal Staple Finisher  
Scan BW & Color up to 11 x 17

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department

Physical Location

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Internal Staple Finisher  
Paper Bank preferred.

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department

Physical Location

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Internal Staple Finisher  
Paper Bank preferred.

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department

Physical Location

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Paper Bank Preferred  
Single Pass Duplex Preferred

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department	<b>General Sessions</b>
Physical Location	Judicial Commissioner / near Sheriff Booking

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Must be desktop size.

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department

Physical Location

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

w/ Cabinet

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input style="width: 100%;" type="text"/>	Model meets specifications?
Volume Rating: <input style="width: 100px;" type="text"/> BW PPM: <input style="width: 100px;" type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input style="width: 100%; height: 40px;" type="text"/>	First Copy Out: <input style="width: 100px;" type="text"/> seconds
	Monthly Equipment Cost: \$ <input style="width: 150px;" type="text"/>

Department	<b>General Sessions</b>
Physical Location	Juvenile Clerk / Youth Services Office/ 2nd Floor

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Paper Bank Preferred  
 Singel Pass Duplex Doc Feeder Preferred  
 Programming for Special Paper Required

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department	<b>General Sessions</b>
Physical Location	YSO & Probation - 3rd Floor

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department	<b>General Sessions Clerk</b>
Physical Location	Clerk - Desktop - 2nd floor

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Must be desktop size.

The AMV of this machine will likely double in volume due to increased PPM speed requested.

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department	<b>General Sessions Clerk</b>
Physical Location	Clerk - Main Copier - 2nd Floor

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Internal Staple Finisher  
 Minimum of 3 Trays Required  
 Single Pass Duplex Doc Feeder  
 Preferred  
 Programming for special 8.5 x 14 paper  
 required.

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department	<b>Health Department</b>
Physical Location	CC Clinic

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department

Physical Location

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Internal Staple Finisher

Optional Add-ons:  
2,000 Sheet Tandem Drawer  
3,000 Sheet Tandem Drawer

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department	<b>Highway Department</b>
Physical Location	Front Office

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Internal Staple Finisher  
Paper Bank Preferred

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department

Physical Location

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input style="width: 100%;" type="text"/> Volume Rating: <input style="width: 100px;" type="text"/> BW PPM: <input style="width: 100px;" type="text"/> Optional Add-ons (Item w/ price): <input style="width: 100%; height: 40px;" type="text"/>	Model meets specifications? Energy Star Rated? First Copy Out: <input style="width: 100px;" type="text"/> seconds Monthly Equipment Cost: \$ <input style="width: 100px;" type="text"/>
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Department	<b>Planning &amp; Zoning</b>
Physical Location	RCOB 2nd Floor, Room 216

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Scan BW & Color up to 11 x 17  
 Paper Bank Preferred  
 One 11 x 17 tray.  
 Minimum of three trays.

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department	<b>Register of Deeds</b>
Physical Location	RCOB, 2nd Floor, Room 211

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

PROGRAMMING FOR AUTO-REVERSE  
B&W PRINTING

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department	<b>Sanitation</b>
Physical Location	Main Office, W. County Farm Rd

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department	<b>Sheriff</b>
Physical Location	Sheriff - CID

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

w/ Cabinet

Optional Add-on:  
Networked Fax

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department	<b>Sheriff</b>
Physical Location	Sheriff - Records

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Internal Staple Finisher w/ Hole Punch

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department

Physical Location

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Internal Staple Finisher w/ Hole Punch

Scan to USB drive (required)

Single Pass Duplex preferred

Optional Add-on:  
Networked Fax

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department	<b>Sheriff - Jail</b>
Physical Location	Jail - Booking

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Internal Staple Finisher w/ Hole Punch

Optional Add-ons:  
 Large Capacity Paper Feeder (4,000+ sheets)  
 Tandem Tray 3,000 Sheet Capacity (would replace additional trays)

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department	<b>Sheriff - Jail</b>
Physical Location	Jail - Medical

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Desktop size required.

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department	<b>Sheriff - Jail</b>
Physical Location	Jail - NCIC

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

Optional Add-ons:  
 2,000 sheet Large Capacity Tray  
 3,000 sheet Large Capacity Tray  
 4,000 sheet LC Feeder Tray

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>

Department	<b>Trustee's Office</b>
Physical Location	RCOB 1st Floor

**Model type required:**

PPM Speed

**Average Monthly Volume:**

Black & White

Color

**Paper Requirements:**

Standard Trays

Additional Trays

Total Sheet Capacity

By Pass Capacity

Auto Doc Feed Capacity

Max Paper Size

**Color Printing:**

**Finishing:**

Finisher size

Stapler

2/3 Hole Punch

**Other features:**

Document Server

Auto Reduce Enlarge

Sort

Book Copy

Auto Duplex

**Notes:**

w/ Cabinet

**Requires dedicated phone line:**

Scan Fax

**Requires internet/ network connection:**

Scan to Email

Networked Printer

**Bidder Response:**

Recommended Model <input type="text"/>	Model meets specifications?
Volume Rating: <input type="text"/> BW PPM: <input type="text"/>	Energy Star Rated?
Optional Add-ons (Item w/ price): <input type="text"/>	First Copy Out: <input type="text"/> seconds
	Monthly Equipment Cost: \$ <input type="text"/>