



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

May 24, 2012

The Town of Simsbury is seeking Request for Bids on one (1) digital printer/copier/scanner and related maintenance and support services and agreements. Copier will be located at Simsbury Town Offices, located at 933 Hopmeadow Street, Simsbury, Connecticut.

The submission requirements for this Request for Bids are detailed below under Section A. Please submit an original and one copy of your response. Any submission shall constitute an irrevocable offer for sixty (60) calendar days following the deadline of its submission. Reference to a certain number of days in this Request for Bid shall mean business days unless otherwise specified.

Please submit an original and one copy of your Proposal in a sealed envelope to the Contact person shown below no later than **10:00 a.m. on June 5, 2012.** (Please note that a Adobe Acrobat version of the RFB is available on the Town of Simsbury web site, under the Finance Department. All responses to this Request for Bid shall be submitted to:

Town of Simsbury, Connecticut
933 Hopmeadow Street
Simsbury, Connecticut
Attention: Ms. Mary Ann Harris
Director, Financial Services

Questions regarding the RFP may be directed by email to:

rbazzano@simsbury-ct.gov
Richard Bazzano
Manager, Computer Services

Section A.

The Town of Simsbury has established the following minimum features for a digital copier:

- 1) Networkable – 10/100/1000Mbps Ethernet supports
- 2) 55 PPM or above
- 3) Black & white printing to desktops and/or network storage
- 4) Full Color Scanning
- 5) Scan to .PDF, .tiff, JPEG, and other file formats
- 6) Stapling feature to support 50 sheets of paper
- 7) 1000 sheet Finisher
- 8) Capability to support 3000 sheets of paper
- 9) Contain 2/3 whole punch unit
- 10) Dual scan document processor to support 150 sheets of paper
- 11) Multipurpose Tray
- 12) Estimated volume of 11,000 impression per month
- 13) 1GB RAM
- 14) Hard Drive **not** to be included

Bid Response

Each Bid response must contain the following information to be considered.

- 1) Total purchase price
- 2) Maintenance charges, including/excluding services, products and supplies
- 3) Impression charges on monthly bases
- 4) Delivery and installation charges, if applicable
- 5) Copier Training schedule and topics
- 6) Trade-in credit amount for 1 (one) Kyocera 5530 digital copier with DF-610 3000 sheet finisher, with Print and Scan Systems, 2/3 hole Punch unit, and Booklet folder.