



Request for Proposal (RFP)

City of Conway

Digital Copier/Printer/Scanner

July 2008

Request for Proposal (RFP)
Digital Copier, Printer, Scanner

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Proposal times and location:

Sealed proposal will be accepted until:	10:00 a.m. July 9, 2008
Opening of sealed bids:	10:00 a.m. July 9, 2008
Declaration of winning bid:	Within 30-days of Bid Opening
Location of bid process:	City of Conway Mayor's Office 1201 Oak Street Conway, AR 72032

Proposals to be received in sealed envelope marked:

Sealed Proposal for Digital Copier

Contact:

Lloyd Hartzell
Chief Information Officer
(501) 513-3521
E-mail: Lloyd.Hartzell@cityofconway.org

Proposal Instructions

Sealed proposals will be received by the City of Conway, 1201 Oak Street, Conway, AR 72032, up to the hour of 10:00 a.m. (1000 hours) on July 9, 2008. The bids will be opened at 10:00 a.m. (1000 hours) on July 9, 2008 and reviewed prior to final declaration of winning bid within 30-days.

The bid must include all standard and optional equipment (or equivalents) listed in the bid specifications. The vendor shall guarantee the bid price for the specified equipment for at least thirty days after bid opening.

The City of Conway reserves the right to reject any or all bids or accept any presented which meet or exceed these specifications and which they deem to be in the best interest of the City, and are not necessarily bound to accept the low bid.

Each bidder shall specify the maximum price for specified equipment. The state sales tax shall be shown as a separate item and calculated in the equipment total.

Terms of sale: Equipment purchase shall consist of written Purchase Order from the City of Conway with NET-30 Day terms.

Each bidder shall specify the maximum delivery time for specified equipment and shall be delivered to City of Conway, City Attorney's Office (Guy W. Murphy Building), at 1234 Main Street, Conway, AR 72032.

Bidder must be an authorized equipment dealer with the necessary valid state and local licenses and/or certificates to conduct business as regulated by the State of Arkansas and the local county, or city government.

Equipment provided will be factory new – no used, refurbished, or demonstration equipment will be accepted.

All exceptions to these specifications shall be listed on the provided Exceptions to Specifications form and any bid submitted without exceptions will be required to meet every detail of these specifications, regardless of cost to the bidder.

In addition to the completion of required provided bid forms, the bidder must provide a specification sheet indicating all equipment and options included.

Bid Form

TO: City of Conway
1201 Oak Street
Conway, AR 72032

We hereby propose to furnish to you, City of Conway, a digital copier, printer, scanner as specified in the attached bid specifications. We also certify that the equipment provided will be factory new and without flaws or damage. The prices shown below shall be valid for at least 30-days of bid opening at which time City of Conway may enter into a contractual agreement for equipment purchase. Said purchase shall consist of written Purchase Order from the City of Conway with NET-30 Day terms:

Brand: _____

Model: _____

Cost: \$ _____

Arkansas State Sales Tax: \$ _____

Total equipment Bid Price: \$ _____

Explain what is included in service contract
(ie toner, drums, parts, labor, response time) _____

Delivery Date: _____

Authorized Dealer Name: _____

Address of Dealer: _____

Name of Sales Representative: _____

Phone Number: _____

E-Mail Address: _____

Dealer Authorized Signature: _____

Equipment Specifications

Digital Copier, Printer, Scanner

Minimum of 40 ppm copying, scanning, and printing	Comply	Exception
Network compatibility including NIC card and related equipment	Comply	Exception
10-100 Base T network capabilities	Comply	Exception
Minimum of 512 MB Ram	Comply	Exception
Minimum of 40 GB hard drive	Comply	Exception
Paper handling to include two (2) 500 capacity drawers	Comply	Exception
Large capacity drawer 3,000 sheets	Comply	Exception
100 page DSPF document feeder	Comply	Exception
Bypass feeder	Comply	Exception
Duplex capability	Comply	Exception
Magnification from 25% to 400%	Comply	Exception
Stapling capability up to 50 sheets	Comply	Exception
2 hole paper punch	Comply	Exception
3 hole paper punch	Comply	Exception
Print drivers compatible with Windows XP	Comply	Exception
Print drivers compatible with Windows Vista	Comply	Exception
Print drivers compatible with Windows 2003	Comply	Exception
Print drivers compatible with Mac	Comply	Exception
PM schedule per copies (Please Specify number of copies & cost per copy)	Comply	Exception

Printer management software (Please Specify name & version)	Comply	Exception

Current up-to-date version of printer management software	Comply	Exception

Mono or dual component (Please Specify) (Customer prefers Mono)	Comply	Exception
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Faxing capabilities	Comply	Exception
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Network faxing capabilities	Comply	Exception
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Full network scanning capabilities	Comply	Exception
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Color scanning capabilities	Comply	Exception
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Scan to desktop	Comply	Exception
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Scan to folder	Comply	Exception
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Scan to email	Comply	Exception
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TWAIN Compliant drivers	Comply	Exception
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OCR capability and related software (Please Specify name & version)	Comply	Exception
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Current up-to-date version of OCR software	Comply	Exception
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Specify compression format

Specify scan resolutions

Please specify any energy saving features,
