



# Town of Merrimack, New Hampshire

6 Baboosic Lake Rd · Merrimack, NH 03054 · [www.merrimacknh.gov](http://www.merrimacknh.gov)

June 14, 2023

## **REQUEST FOR BID DIGITAL MULTI-FUNCTION COLOR COPIER**

Bids will be received by the Town of Merrimack until 2:00 PM (local time) on Wednesday, June 28, 2023 for providing a new digital color copier for the Building & Health Department, in accordance with the enclosed detailed bid specifications and following conditions.

The proposed copier shall be comparable to a Konica Minolta Bizhub C450i copier/printer/scanner/fax.

The bid shall be submitted on the Bid Form furnished herewith and shall exclude state and federal taxes not applicable to municipalities. The bid price shall be quoted F.O.B., Town of Merrimack, Fire Department, 432 Daniel Webster Hwy., Merrimack, NH 03054. Indicate on the Bid Form the manufacturer and model number of the proposed copier, and submit complete descriptive literature with each bid. Time required for delivery shall be indicated on the Bid Form.

A bidder may submit more than one bid. For example, if you do not have a 45-color cpm copier, you may want to submit bids on both a 35-color cpm copier and a 55-color cpm copier that otherwise satisfies our copier specifications. However, each bid should be submitted on a separate Bid Form, and all proposed machines shall include scanning, faxing, and printing functions. The Town is interested in the best combination of cost, speed, durability, and functionality.

The Town will purchase with the copier a one-year maintenance contract, which shall: provide on-site labor, parts, and all related supplies (toner, developer, etc.) except paper and staples; commence immediately upon delivery; and be based on 50,000 black and white copies and 20,000 color copies during the contract period. The cost of the proposed maintenance contracts shall be indicated separately on the Bid Form. If possible, indicate the applicable costs should the Town renew the maintenance contracts for a second or third year.

Our award will be based on copier and maintenance cost and on the Town's evaluation of the proposed copiers and the bidder's maintenance service, which may include demonstrations and discussions with current users. Therefore, bidders shall identify on the Bid Form two customers, who are currently using digital color copiers of the same manufacture as proposed, and two customers to whom maintenance service has been provided for at least three years.

The Town reserves the right to reject any or all bids, to waive irregularities in the bids, and to accept the bid which best serves the interest of the Town.

Bids may be faxed or mailed and marked clearly "Digital Multi-Function Color Copier", shall include the bid form furnished, and be mailed to the Town of Merrimack Finance Department, 6 Baboosic Lake Rd, Merrimack, NH 03054 or faxed to (603) 424-0516 by the time specified above when they will be read aloud.

*It is the bidder's responsibility to confirm the bid is received by the Finance Department by the date and time specified.*

The Town of Merrimack's Purchasing Policy is available on the Town's website: [http://www.merrimacknh.gov/town/departments/finance/bid\\_opportunities](http://www.merrimacknh.gov/town/departments/finance/bid_opportunities), a copy may be obtained by contacting the Purchasing Agent.

Bids must be faxed to the Town of Merrimack Finance Department at (603) 424-0516 by the date and time specified above. For additional information please contact Kelly Valluzzi, Purchasing Agent, at [kvalluzzi@merrimacknh.gov](mailto:kvalluzzi@merrimacknh.gov) or (603) 424-7075.



## TOWN OF MERRIMACK, NEW HAMPSHIRE

### FINANCE DEPARTMENT

6 Baboosic Lake Road  
Merrimack, NH 03054

Tel: 603-424-7075

Fax: 603-424-0516

### **Bid Specifications** **DIGITAL MULTI-FUNCTION COLOR COPIER**

The proposed copier shall be comparable to a Konica Minolta Bizhub C450i copier/printer/scanner/fax and shall provide:

- Speed: 45ppm color, 45 ppm b & w
- Large Capacity Unit, 2,500 sheets total
- 50-sheet bypass
- Memory: 8GB / 250GB SSD
- Includes PS,PCL, & XS controller, Standard web browser
- USB Interfaces for Scan-to-USB thumb drive/print from USB thumb drive, USB local printing
- Color drum units and black drum unit
- automatic reversing document feeder with 50 sheet capacity and mixed original capability
- 5 ½" X 8 ½"-11" X 17" original and copy capability
- 600 DPI Color Scanner with speed of at least 35 ppm
- Standard; Pre-installed, single pass, simultaneous duplex scanner
- Connected to network for:
  - Scan/print/copy functions
  - Scan-to-email
  - Scan to FTP
  - Scan to SMB (scan to Desktop – network shared folders)
- Staple finisher (floor finisher) with 50 sheet letter sized stapling capacity
- Fax (Network Fax from Workstation Desktop)
- 3-hole punch
- Cabinet stand
- Electrical spec:120v
- Web Browser interface for Configuration and settings



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**FINANCE DEPARTMENT**  
**6 Baboosic Lake Road**  
**Merrimack, NH 03054**

**Tel: 603-424-7075**  
**Fax: 603-424-0516**

**Bid Form**  
**Digital Multi-Function Color Copier**  
*Due by 2:00 PM on Wednesday, June 28, 2023*

Digital Multi-Function Copier, including delivery, installation and training, according to the Town's bid specifications: \$ \_\_\_\_\_

Mfg & Model# \_\_\_\_\_

Maintenance agreement for copier:

	<u>20,000 color</u>	<u>excess color</u>	<u>50,000 b&amp;w</u>	<u>excess b&amp;w</u>
Year 1	\$ _____	\$ _____	\$ _____	\$ _____
Year 2 (optional)	\$ _____	\$ _____	\$ _____	\$ _____
Year 3 (optional)	\$ _____	\$ _____	\$ _____	\$ _____

The proposed copier will be installed within \_\_\_\_\_ calendar days after receipt of the Town's related purchase order.

The following customers are presently operating similar equipment to the proposed:

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Contact: \_\_\_\_\_

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Contact: \_\_\_\_\_

Bidder: \_\_\_\_\_

Maintenance service has been provided to the following customers during the last three years:

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Contact: \_\_\_\_\_

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Contact: \_\_\_\_\_

The above bid is provided in accordance with the Town's bid invitation dated June 14, 2023, except as indicated below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bidder: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
E-Mail address: \_\_\_\_\_

Enclosure:  
\_\_\_\_\_ Complete descriptive literature