



Town of Merrimack, New Hampshire

6 Baboosic Lake Rd · Merrimack, NH 03054 · www.merrimacknh.gov

December 14, 2023

REQUEST FOR BID Scanner

Bids will be received by the Town of Merrimack *until 2:00 PM (local time) on Thursday, December 28, 2023* to supply a new scanner similar or equal to the “FJ-Fujitsu Scanner fi-7600” to the Town of Merrimack, in accordance with the enclosed detailed bid specifications and following conditions:

- Must be able to scan 11 X 17 documents
- Must support DocStar System

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 include delivery and be quoted F.O.B. Town of Merrimack, 6 Baboosic Lake Rd., Merrimack, NH 03054.

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 “Scanner”, 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;

a copy may be obtained by contacting the Purchasing Agent.

For additional information contact Kelly Valluzzi, Purchasing Agent, at

kvalluzzi@merrimacknh.gov or (603) 424-7075.



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Bid for Scanner

Bid Form

Due by 2:00PM Thursday, December 28, 2023

One (1) New Scanner similar or equal to “FJ-Fujitsu Scanner fi-7600, including delivery, according to the Town’s bid specifications:

Make: _____ Model: _____ \$ _____

Warranty included: _____

Delivery will be made within _____ calendar days after receipt of the Town’s related purchase order.

Bidder Name: _____

The above bid is provided in accordance with the Town’s bid invitation dated December 14, 2023, except as indicated below:

Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone No: _____ Fax No: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____