# MEMORANDUM

**TO:** Interested Parties

**FROM:** John F. “Rickey” Rhodes, Executive Director

**SUBJECT: INVITATION TO BID**

**DATE:** July 26, 2016

The South Alabama Regional Planning Commission (SARPC) will accept sealed bids for the lease/maintenance of two (2) (Multifunctional Digital Document Systems) Copier Machines. Minimum specifications for the copiers are listed on the attachment to this notice.

Each bid must contain a full description of the copier included in the bid that indicates that each listed specification has been met or exceeded. Each bid must also indicate a date by which the copiers will be delivered to SARPC. SARPC is a tax-exempt governmental agency.

Bids must arrive at the SARPC offices at 110 Beauregard Street Suite 207 no later than the 10th of August at 9:00A.M, if hand delivered. If mailing the sealed bid should be addressed to attention (Ms. Robbie Young) at Post Office Box 1665 Mobile, Alabama 36633. The envelope must be clearly marked on its exterior with wording that indicates that it contains a bid for the lease/maintenance of two (2) copiers (e.g., SEALED COPIER BID). Any bids not adhering to specifications shall be ineligible for consideration, annotated as such, and will not be opened.

Those eligible bids received will be open at a public forum on Wednesday, the 10th day of August at 11:00 A.M. in the Conference Room on the 1st floor of the SARPC offices in the GM&O Building located at 110 Beauregard Street, in downtown Mobile. If you have any questions please don’t hesitate to call Paula McGlasker 251 433 6541.

Multifunctional Digital Document System/Copy/Print/Scan/Fax

Speed: Minimum 65 PPM Black & White

Finisher: Saddle Stitch Finisher/Booklet Marker

 Creates up to 50 page stapled & folded Booklets

Paper Capacity: Minimum 6000 Sheet Capacity

Bypass Tray: 150 Sheets

Paper Sizes: 5 ½ x 8 ½ to 12 x 18

Scan Speed: Minimum 70 ipm

Hole Punch: 2 & 3 Hole Punch Unit

Auto Duplex: Standard Trayless

Fax: Super G3 Fax

 Single line fax board

Print

Resolution: 1,200 x 1,200 dpi enhanced

Paper

Weights: 17 lb bond to 110 lb index

Bypass: 17 lb bond to 100 lb bond

Print/Copy

Functions: Book Copy

 Copy Control

 Job Build

 Job Programs

 Sheet Insertion

 Stamping

 2-in-1

 Reductions/Enlargements 25% to 400%

Print: PCL 6 and Postscript 3

Scan: File Formats – TIFF/PDF/JPEG

Terms: 48 months lease agreement w/maintenance

24 hour response time for maintenance and repairs to SARPC offices.

Color Multifunctional Digital Document System/Copy/Print/Scan/Fax

Speed: Minimum 65 PPM Black & White

 Minimum 75 PPM Full Color

Finisher: Saddle Stitch Finisher/Booklet Marker

 With Z-fold, C-fold, accordion Z-fold and half fold Capability

 Creates up to 80 page stapled & folded Booklets

Paper Capacity: Minimum 6000 Sheet Capacity

Bypass Tray: 150 Sheets

Paper Sizes: 5 ½ x 8 ½ to 12 x 18

 Full Bleed Color 11 x 17

Scan Speed: Minimum 70 ipm

Hole Punch: 2 & 3 Hole Punch Unit

Auto Duplex: Standard Trayless

Fax: Super G3 Fax

 Single line fax board

Print

Resolution: 1,200 x 1,200 dpi enhanced

Paper

Weights: 17 lb bond to 80 lb. cover

Bypass: 17 lb bond to 140 lb. index

Print/Copy

Functions: Book Copy

 Copy Control

 Job Build

 Job Programs

 Sheet Insertion

 Stamping

 2-in-1

 Reductions/Enlargements 25% to 400%

Print: PCL 6 and Postscript 3

Scan: File Formats – TIFF/PDF/JPEG/Encrypted PDF

Scan destinations: Scan to email/FTP/SMB (Desktop)/HDD (Box)/Network TWAIN

Terms: 48 months lease agreement w/maintenance

 24 hour response time for maintenance and repairs to SARPC offices.