

## **MEMORANDUM**

**TO:** Interested Parties

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

**SUBJECT:** **INVITATION TO BID**

**DATE:** June 4, 2021

The South Alabama Regional Planning Commission (SARPC) will accept sealed bids for the lease/maintenance of two (2) Black & White (Multifunctional Digital Document Systems) Copier Machines and one (1) Color/Black & White (Multifunctional Digital Document System). 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 25<sup>th</sup> of June 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 Friday, the 25<sup>th</sup> day of June at 11:00 A.M. in the Conference Room on the 1<sup>st</sup> 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 Grace Crawford (251) 433-6541.

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

|                          |  |
|--------------------------|--|
| Speed:                   | Minimum 65 PPM Black & White   |
| Finisher:                | Saddle Stitch Finisher/Booklet Marker<br>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<br>Single line fax board  |
| Print<br>Resolution:     | 1,200 x 1,200 dpi enhanced   |
| Paper<br>Weights:        | 17 lb. bond to 110 lb. index   |
| Bypass:                  | 17 lb. bond to 100 lb. bond  |
| Print/Copy<br>Functions: | Book Copy<br>Copy Control<br>Job Build<br>Job Programs<br>Sheet Insertion<br>Stamping<br>2-in-1<br>Reductions/Enlargements 25% to 400% |
| Print:                   | PCL 6 and Postscript 3   |
| Scan:                    | File Formats – TIFF/PDF/JPEG   |
| Terms:                   | 48 months lease agreement w/maintenance<br>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<br>Minimum 75 PPM Full Color  |
| Finisher:             | Saddle Stitch Finisher/Booklet Marker<br>With Z-fold, C-fold, accordion Z-fold and half fold Capability<br>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"<br>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<br>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<br>Copy Control<br>Job Build<br>Job Programs<br>Sheet Insertion<br>Stamping<br>2-in-1<br>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<br>24-hour response time for maintenance and repairs to SARPC offices.   |