



COUNTY OF MECOSTA

BOARD OF COMMISSIONERS

400 ELM STREET, BIG RAPIDS, MI 49307

Phone (231) 796-2505 Fax (231) 592-0121

www.mecostacounty.org

Marilynn Bradstrom
District #1

Jerrilynn Strong
District #2

Linda Howard
District #3

Raymond Steinke
District #4

Tom O'Neil
District #5

Wendy Nystrom
District #6

William Routley
District #7

Paul E. Bullock
Controller/Administrator

To Whom it May Concern:

August 23, 2019

RE: Copier Bids

The Mecosta County Board of Commissioners is seeking bids on twelve (12) new copier/printer/scanner/fax units and the disposal of 11 used units.

The minimum specifications are as follows.

25-35 copies per minute letter size This Specification is for 11 units, one unit shall be 35-45 copies per minute.

Network capable fax/print/scan (color scan only) Copy size to 11"x17"

2 adjustable paper drawers (minimum 500 sheets per) or one letter size source and one adjustable Bypass feeding (minimum 40 sheets letter)

Reversing Automatic document feeder (minimum 40 sheets letter)

Automatic Duplexing Electronic Sorting with rotate and offset

External Staple/finisher Reduction/enlargement 50%-200% Copier stand (if appropriate)

One unit must be capable of image reversal (negative to positive)

Please quote all bids for cash tax-exempt purchase delivered to Big Rapids, Michigan. Bids for a lease agreement will be considered only if accompanied by a cash purchase bid.

Any exceptions to the specifications must be clearly indicated.

Please include a quote for a maintenance agreement for each machine. The maintenance agreement should be for all service, parts, and normal supplies (excluding paper and staples) based on a per copy charge. Please list the per copy rate/s as they will be charged over a five year period, with the rate to be charged each year. Any additions to the per copy charge for years 6-7 must be included in the bid form. Include any shipping costs. **A list of the copies per month average is included in the maintenance proposal portion of the bid form for all twelve copiers.**

If you have questions regarding this request, please contact Paul E. Bullock, Controller/Administrator, at (231) 796-2505.

Bids must be marked "Copier Bids" and submitted to the Mecosta County Board of Commissioners, 400 Elm St., Big Rapids, MI 49307 by 4:00 PM September 10, 2019 utilizing the buyers bid form. Bids may also be submitted electronically by e-mail to pbullock@mecostacounty.org

Paul E. Bullock
Controller/Administrator
Mecosta County, Michigan

Mecosta County Bid Form
Purchase of Twelve Moderate Volume Copy/Print/Fax/Scan Unit

Bidder's Name (printed): _____

Bidder's Signature: _____

Address: _____

Telephone #: _____ Fax #: _____ e-mail: _____

BID price/copier 25-35: _____ BID price/copier 35-45: _____

Manufacturer: _____ Model: _____ Intro Date: _____

Warranty: _____ Speed (letter): _____

Anticipated Delivery Date: _____

Exceptions to Minimum Specifications (if any): _____

The minimum specifications are:

11 units @ 25-35 copies per minute letter size and 1 unit @ 35-45 copies (color scan only)	Copy size to 11"x17"	Network capable fax/print/scan
2 adjustable paper drawers (minimum 500 sheets per) or one letter size source and one adjustable Bypass feeding (minimum 40 sheets letter)	Automatic Duplexing	External Reversing Automatic document feeder (minimum 40 sheets letter)
External Staple/finisher	Reduction/enlargement 50%-200%	Electronic Sorting with rotate and offset
		Copier stand (if appropriate)

Please quote all bids for cash tax-exempt purchase delivered to Big Rapids, Michigan.
List details of any additional options included in your bid on a separate sheet.

Bids must be returned to the Mecosta County Board of Commissioners Office at 400 Elm St., Big Rapids, MI 49307 by 4:00 PM September 10, 2019. Bids may also be submitted electronically by e-mail to pbullock@mecostacounty.org

Bids must be clearly labeled on the envelope or e-mail "Copier Bid" and must utilize the owners bid form. The Commission reserves the right to accept or reject any bid.

Mecosta County's Purchasing Policy states:

Local Preference. If all bids received are reasonably equivalent, other than with respect to cost, bidders whose businesses are located within Mecosta County shall be given preference according to the following:

- If bids are taken for items or services for a cost between \$250 and \$2,500, the bid of the Mecosta County vendor shall not exceed the lowest bid by more than 5.0%.
- For bids exceeding \$2,500, the bid of the Mecosta County vendor shall not exceed the lowest bid by more than 2.5%.

A maintenance agreement form must be attached to this document for consideration of the bid.

Maintenance Agreement Form

The maintenance agreement shall be for all service, parts, and normal supplies (excluding paper and staples) based on a per copy charge. Please list the per copy rate/s as they will be charged over a five year period, with the rate to be charged each year. Include any shipping charges that will be applied.

Bidder's Name (printed): _____

Bidder's Signature: _____

Year 1: charge/copy: _____ Shipping charge frequency/amount: _____ / _____

Year 2: charge/copy: _____ Shipping charge frequency/amount: _____ / _____

Year 3: charge/copy: _____ Shipping charge frequency/amount: _____ / _____

Year 4: charge/copy: _____ Shipping charge frequency/amount: _____ / _____

Year 5: charge/copy: _____ Shipping charge frequency/amount: _____ / _____

Please list any projected increases in the Maintenance amount following completion of the 5 year period, such as a flat monthly surcharge or increase in the per/copy price.

Year 6 _____

Year 7 _____

Year 8 _____

Copies per month average

R of Deeds	825
Drains	1,400
B & Z	3,180
Prosecutor	4,487
BOC	4,592
EMS	4,731
Equalization	5,402
Sheriff	5,984
Clerk	6,570
FOC	7,138
Probate	7,994
COA	10,931