



The City of Gardiner, Maine is requesting proposals for photocopiers for the City of Gardiner, Maine located at 6 Church Street in Gardiner. Below is a list of minimum required specifications at all locations:

1) City Hall requirements:

- 50 pages per minute
- Ability to do two sided
- Stapling finisher 50 sheet stapler
- 3 Hole punch capability
- Large capacity of 8 ½ x 11 (at least 2500 sheets)
- Capability for 2 other Legal & Tabloid size paper drawers as well as stacking manual feed.
- Large capacity auto feed
- Color copying and scanning
- Ability to build complicated or multi-part jobs
- Easy touch screen panel
- Network printing/Scanning/Fax
- Fax capability from the copier as well as from the desktops.
- Ability to print stacks of envelopes
- Ability to track department usage for printing from desk as well as at machine

2) City Hall/Front Office:

- Copier
- Scanner
- Printer
- Network
- Heavy usage

3) Library Requirements:

- Potential for charging a per page fee
- Book friendly
- Large capacity auto feed
- 20+ pages per minute
- Ability to do two sided
- Stapling finisher 50 sheet stapler
- 3 Hole punch capability
- 500 capacity of 8 ½ x 11
- Capability for 2 Legal & Tabloid size paper drawers as well as stacking manual feed.
- Large capacity auto feed
- Easy touch screen panel
- Network printing/scanning

- Wireless capability with regulating controls

4) Public Safety Requirements:

- 50 pages per minute
- Ability to do two sided
- Stapling finisher 50 sheet stapler
- 3 Hole punch capability
- Large capacity of 8 ½ x 11
- Capability for Legal and Ledger sized paper
- Large capacity auto feed
- Color copying and scanning
- Easy touch screen panel
- Network printing/Scanning/Fax
- Fax capability from the copier as well as from the desktops

5) Public Works Requirements:

- 50 pages per minute
- Ability to do two sided
- Stapling finisher 50 sheet stapler
- 3 Hole punch capability
- Large capacity of 8 ½ x 11
- Capability for Legal and Ledger sized paper
- Large capacity auto feed
- Color copying and scanning
- Easy touch screen panel
- Network printing/Scanning/Fax
- Fax capability from the copier as well as from the desktops

6) Wastewater Treatment Plant Requirements:

- 50 pages per minute
- Ability to do two sided
- Stapling finisher 50 sheet stapler
- 3 Hole punch capability
- Large capacity of 8 ½ x 11
- Capability for Legal and Ledger sized paper
- Large capacity auto feed
- Color copying and scanning
- Easy touch screen panel
- Network printing/Scanning/Fax
- Fax capability from the copier as well as from the desktops

A.) Please include all fees associated with delivery, disposal and installation of copiers. Costs for training, installing on our network as well as our desktops, setting up scanning on our desktops should all be included.

- B.) **SERVICE CONTRACT:** Please be specific as to what /what is not covered. If toner is not included please include price and yield of your toner etc.
- C.) Please include any cost per copy as well as overage costs for exceeding the amount of copies, and is overage monthly or annually?
- D.) **Financing:** 5 year (60 months) true municipal financing (non-appropriation clause etc.)
PLEASE TAKE NOTE: Winning vendor will have to provide option for current copier lease or a check to pay off our existing lease contract.
- E.) **Please also provide at least three local references**
- F.) Provide average on site response when a service call has been placed.

Bids need to be returned or emailed (adavis@gardinermaine.com) followed by a hard copy no later than 5/16/2022 at 11am. The bids need to be in an envelope clearly mark copier bid, City of Gardiner/6 Church Street/Gardiner, ME 04345. Please feel free to contact Anne Davis, Acting City Manager at adavis@gardinermaine.com.

Thank you in advance for your response to our bid.