

## Interested Parties

Tuscola County is receiving bids to purchase or lease a new copy machine for the Controller/Administrator's office to replace the current machine which is approximately 9 years old. The following is a list of specifications for which compliance is required for your bid to be considered.

### **Machine Capabilities**

1. Must be new (refurbished and used machines will not be considered)
2. Must print, copy, scan, fax and scan to email
3. Must be in the range of 20-30 pages per minute for both black/white and color printing and copying
4. Must include corner stapling finisher
5. Must include 4 paper trays
6. Must collate pages
7. Must be capable of legal, letter, and ledger/tabloid size paper
8. User interface needs to be color-touch screen for user friendly operation
9. Must be warranted for a minimum of 3 years from manufacturer with replacement option at the request of Tuscola County if the machine is determined to be faulty

### **Cost Information**

1. Must provide cost per copy for both black/white and color (no minimum contracted amount)
2. Cost per copy must include parts, supplies and labor on the machine
3. Costs are to be provided for both purchase and 60 month municipal lease

### **Other Bids Requirements**

1. Must provide training to all users
2. Must have a guaranteed response time to machine problems of no more than 4 hours
3. Must remove current machine at no charge
4. Must install new machine (If there are any additional costs for this it must be clearly noted)

### **Bid Format - Your bid must be submitted as follows:**

1. Make \_\_\_\_\_
2. Model \_\_\_\_\_

3. Pages per minute black/white \_\_\_\_\_
4. Pages per minute color \_\_\_\_\_
5. Purchase price \_\_\_\_\_
6. Lease cost per month \_\_\_\_\_
7. Service cost per page black/white \_\_\_\_\_
8. Service cost per page color \_\_\_\_\_
9. Amount paid for trade-in of current machine \_\_\_\_\_

**Submission of bids and deadline**

Bids are to be submitted to Michael R. Hoagland, Tuscola County Controller/Administrator to the address or email listed below. In order to be considered bids must be received **no later than 4:30 P.M.**

**April 10, 2013**

Michael R. Hoagland

Tuscola County/Controller Administrator

125 W. Lincoln

Caro, MI. 48723

[989-672-3700](tel:989-672-3700)

[mhoagland@tuscolacounty.org](mailto:mhoagland@tuscolacounty.org)

**Disclaimer**

Tuscola County reserves the right to reject any and all bids and choose the bid that is in the best interest of the County. Any vendor or parties who bid are doing so of their own free will and without liability to the County. A bid may be awarded to a higher bidder for reasons such as, but not limited to: quality, service, reliability, convenience, dependability, etc.

Thank you for your interest in Tuscola County.