



Estes Valley Public Library District
Request for Proposal (RFP)
Staff Printer/Copy Machine

The Estes Valley Library is seeking proposals for a public access, monochrome/color printer/copy/fax machine lease. This unit will be utilized primarily by library staff members, with an estimated 50,000 to 60,000 copies annually, both B&W and color. The unit must also have network capabilities and Internet communication with the host company, online staff administrator configuration, and scanning capabilities to email, USB and fax. This unit is to be leased for a 36 to 60 month period, with a maintenance/consumables contract for the same period. Minimum unit and maintenance contract requirements are listed on page two.

Attached to your proposal please provide a minimum of three (3) references pertaining to the leasing of printer/copier units and the maintenance of those units.

The Estes Valley Public Library District, as a local government entity, is exempt from sales and use taxes. Following the contract award, an exemption certificate will be furnished by the Library (at the bidder's request).

Proposals must be received no later than 5:00 pm, Thursday, July 13, 2017, with contract awarded by Thursday, July 20, 2017, and contract period beginning on or about August 1, 2017.

All proposals should sent via email to:

Kieran Rowser
Administrative Specialist
Estes Valley Library
krowser@estesvalleylibrary.org
Ph. 970-586-8116 Ex 820
Fax 970-586-0189

Thank you for your interest in working with the Estes Valley Library. We look forward to reviewing your bid.

Minimum requirements for a new (leased) public copier-printer

- Bid 3, 4 and 5 year lease periods if available
- Monochrome and color copying and printing
- Fax capability
- Minimum 35 cpm print/copy speed
- Networked
- Scanning
- Two sided printing capability
- Document feeder
- Bypass tray / feeder
- Departmental use tracking capability
- Two-drawer, 500 sheet capacity, adjustable to letter or legal size
- 11x17 capability at least through bypass
- Device must be new, manufactured by a nationally known, reputable manufacturer (e.g., Canon, Konica-Minolta, Sharp, Xerox, etc.)
- Power line filter*
- (Government) Non-Appropriation Form must be appended to the lease agreement
- Online library staff access for scan to email config, departmental code config, and consumables monitoring.

*existing library owned line filter may meet the need

Maintenance Agreement

- Separate monthly billing for copies produced, charged on a per-copy basis
- Vendor internet monitoring of machine performance
- All toner. All parts. Original equipment manufacturers (OEM) parts only (paper excluded.)
- Toner shipping charges included in maintenance agreement
- All service and labor
- Unlimited service calls during regular business hours with no surcharges
- Service calls to be responded to in 24 hours maximum during normal (Monday – Friday) business week