



**STATE OF ALABAMA  
COUNTY OF SHELBY**

September 28, 2020

**SEALED BIDS FOR MULTIFUNCTION COPIER SERVICES**

Sealed bids for **MANAGED MULTIFUNCTION COPIER SERVICE AGREEMENT** will be received in the office of the County Manager, Shelby County Administration Building, 200 West College Street-Room 123, Columbiana, Alabama 35051 until 2:00 P.M., October 8, 2020, at which time bids will be opened publicly and read. The County Commission reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest responsive bidder. Bidders are to state that bids submitted are firm and that no claims for errors will be made after bids are opened and subsequent thereof. If you have any questions concerning bid specifications, please contact Bill Glass [bglass@shelbyal.com](mailto:bglass@shelbyal.com).

**GENERAL INFORMATION**

All bidders **must** use our form for submitting their bid. All bids must be sealed and marked in the lower left-hand corner **"BIDS – MULTIFUNCTION COPIER SERVICES"** with opening date and time. Late bids will not be opened. Bids will not include State Sales Tax or Federal Excise Tax.

Records showing successful bidder and prices quoted will be placed on file and may be examined upon request. If contract is awarded to someone other than lowest bidder, a note of explanation will appear in the bid file and Commission Minutes. Use of trade names and numbers shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition.

**DISQUALIFICATION OF BIDS**

Bids may be disqualified before awarding of the contract for any of the following:

1. Failure to mark envelope as required.
2. Failure to sign or notarize the bid document.
3. Failure to include requested information

**METHOD OF AWARD**

The award will be made to the lowest responsible bidder meeting specifications for each item bid. It is not the policy of the Shelby County Commission to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, and past service and experience are among the factors that may be considered in determining the responsive bidder.

The Shelby County Commission reserves the right to award separate contracts for each item, each product, or any combination of products if in the best interest of the Shelby County Commission. Upon awarding of this contract and bid the Shelby County Commission reserves the sole right to end said contract at their sole discretion.

**CONTRACT PERIOD/PRICING**

The period of this contract will be for one (3) year from date bid is awarded. This contract may be renewed for up to three (3) years from the initial award date upon the agreement of both parties.

**IMMIGRATION LAW**

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

**OPEN TRADE**

By signing this contract, vendor agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

Please provide your bid response in triplicate, one original and two copies.

Bids will not include State Sales Tax or Federal Excise Tax.

# **BID SPECIFICATIONS**

## ***1.0) Bid Purpose***

Shelby County is issuing this bid in order to encompass all print services into a single agreement providing Multifunction copier hardware, toner, parts and support services for multiple departments within Shelby County and its Partners.

## ***2.0) Scope/Statement of Work***

Shelby County is issuing this bid in order to streamline the process in which it copies a wide array of official documents to the public in the course of daily business transactions. The Multifunction copier technology needs vary by departments requiring varying printing and copying volumes. Shelby County also partners with many municipalities and non-profit organizations throughout the county to provide technical services. As such the county from time to time may need to purchase off this bid under separate task orders. Bid responses must include an electronic response in the excel spreadsheet provided as well as a hardcopy. Bid responses should include per item pricing as shown in Section 3.0 format.

## ***3.0) Requirements***

- Bid pricing should include replacement OEM toner as needed and onsite service repairs for the duration of the contract.
- Multifunction devices must include the following features: Scan to email and folders, OCR or TWAIN scanning capabilities, Support all windows operating systems windows 7 and above, 1000 baseT network interface card, auto duplexing, standard faxing capability.
- Monthly overage charges are to be specified by print volume range listed in attached spreadsheet.
- Individual monthly service charges are to specified for each device submitted.
- Responding bidder should have a manufacture certified technician (CT) on staff for the model printers being submitted.
- Bidder support services (CT) should be within 50 mile radius of Columbiana AL 35051.
- Bidder support services (CT) should respond onsite within a 24 hour period of submission for support services.
- County to have single designated point of contact for contract administration and support services.

Current equipment and standard features:

Make	Model	B/W	Color	Output (PPM)	Duplex	Std Paper Trays	Std Paper Capacity	Std 11X17	Max Mo Print	LAN	OCR	TWAIN	Scan to Folder
Ricoh	MP C6004ex		x	60	x	2	1200	x	50000	x		x	x
Ricoh	MP C4504ex		x	45	x	2	1200	x	50000	x		x	x
Ricoh	MP C3504ex		x	35	x	2	1200	x	20000	x		x	x
Ricoh	IM C3500		x	35	x	2	1200	x	20000	x	x		x
Ricoh	MP C3004ex		x	30	x	2	1200	x	20000	x		x	x
Ricoh	MP C2504		x	25	x	2	1200	x	40000	x		x	x
Ricoh	MP C2004ex		x	20	x	2	1200	x	40000	x		x	x
Ricoh	MP 9003	X		90	x	3	4300	x	150000	x		x	x
Ricoh	MP 7503	x		75	x	3	4300	x	150000	x		x	x
Ricoh	MP 5055	x		50	x	2	1200	x	50000	x		x	x
Ricoh	MP 4055SP	x		40	x	2	1200	x	50000	x		x	x
Ricoh	MP 3555	x		35	x	2	1200	x	30000	x		x	x
Ricoh	MP305SPF	x		30	x	1	850	x	7500	x		x	x
Ricoh	MP 2555	x		25	x	2	1200	x	15000	x			x
Ricoh	MP 4025PF	x		42	x	1	500		10000	x			x

Purposed Equivalent Replacement

Current Model	Make	Model	B/W	Color	Output (PPM)	Duplex	Std Paper Trays	Std Paper Capacity	Std 11X17	Max Mo Print Vol	LAN	OCR	TWAIN	Scan to Folder	Monthly Service Chrg
MP C6004ex															
MP C4504ex															
MP C3504ex															
IM C3500															
MP C3004ex															
MP C2504															
MP C2004ex															
MP 9003															
MP 7503															
MP 5055															
MP 4055															
MP 3555															
MP3055PF															
MP 2555															
MP 4025PF															

Overage Charges

Monthly Vol Range					
B/W Min	B/W Max	Mo Overage	Color Min	Color Max	Mo Overage
1000	1500		250	500	
1501	2500		501	1000	
2501	4000		1001	1500	
4001	10000		1501	2500	
10001	15000				
15001	25000				

THE UNDERSIGNED OFFERS THESE PRICES, TERMS, AND DELIVERY AS PER BID SPECIFICATIONS:

NAME OF COMPANY: \_\_\_\_\_

BY (Please Print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

**BIDS SUBMITTED ARE FIRM AND NO CLAIMS FOR ERRORS WILL BE  
MADE AFTER BIDS ARE OPENED AND SUBSEQUENT THEREOF.**

Sworn to and subscribed before me this

the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_