



HUNTSVILLE UTILITIES

ELECTRICITY - NATURAL GAS - WATER
TELEPHONE 205/535-1200

P.O. Box 2048
HUNTSVILLE, ALABAMA 35804

November 6, 2007

Invitation For Bid No: 08-003

Action Person: TL Bedwell, Phone 256-535-1396/Fax 256-535-1353/Tbedwell@Hsvutil.Org

Bid Due Date: November 27, 2007 3:00 Pm Cst

Bid Opening Location: Purchasing Office, 112 Spragins Street

SIRS:

You are invited to make a proposal to supply Huntsville Utilities with support to meet our Copy Machine requirements per the attached Bid Format/Proposal Form. This request for proposal is for the rental/lease of copy machines. The items to be quoted on are listed on the attachments. We anticipate requirements for placement of one high volume (75 cpm) digital multifunctional machine with an additional five – seven 55 cpm machines to be placed as well. Some of the 55 cpm machines will include multifunction network capabilities and we may install a color unit. Copy quantities will be available at the pre-bid meeting. Selection of each machine configuration and machine placement will be made at the time of award. We request proposals for 1) digital copiers 2) digital multi-functional network capable copiers and 3) color capable digital copiers. You may add a cover letter or supplementary information if you desire to explain the capability of your proposed machines. The period of support for this action will be for one year extendable, beginning approximately January 1, 2008.

Service provider product evaluations will be made on an item-by-item basis; however, we reserve the right to award this action on a lot basis with one supplier. It is the intent of this IFB to select a single vendor to provide for our Copy Machine support requirements, however, we reserve the right to choose more than one vendor, if the primary vendor cannot meet our needs. The support year will begin approximately January 1, 2008. We will establish a 12-month support period with an option to issue a second and third 12-month support period under the same pricing, terms and conditions. The second or third support period, if requested by Huntsville Utilities and agreed upon by the vendor, would begin the first day after the first or second support period expires. The second or third year support period must have written approval of both the Utilities and the vendor no later than 30 days prior to the expiration of the support agreement in effect at the time of extension. Pricing is to remain firm for the support period. Escalation, if a part of your bid, must be called out in your original proposal and will be a negotiable factor at the time of renewal.

Interested Service Providers are encouraged to attend a pre-bid meeting. Representatives of Huntsville Utilities will be available to discuss requirements of the support period, answer vendor questions, and provide information regarding machine locations. Attendance at this meeting is not mandatory for bid submittal, however, it is strongly encouraged that vendors attend. **The Pre-Bid meeting will be held at the Huntsville Utilities 112 Spragins Street Main Office Complex on Wednesday November 14, 2007 @ 10:00 am in the 1st floor Training Room .**

As a supplement to your proposal, you are required to supply Huntsville Utilities with a reference listing of **five customers with whom you have a minimum of 5 machines currently installed**. Your listing should call out the Manufacturer and Model of each machine, length of time in service at this

location, company name of installation, company address, contact person who is knowledgeable of the equipment and telephone number where the contact person can be reached.

Proof of Insurance must be provided by the successful service provider per the Attachment A. Note requirements of our Certificate of Compliance from the State of Alabama and format for Certificate of Insurance. The successful service provider will be required to deliver a Certificate of Insurance for each type policy called out above within 10 days of the Purchase Order/Notice of Intent to Contract.

Your proposal must be submitted on the attached "Bid Format" sheet to be acceptable. You may use additional Bid Format sheets if you choose to submit multiple machines for our review/evaluation. Supplemental information may be attached if you desire. Provide individual pricing, however, we anticipate making this award based upon a "Lot Basis". Your proposed pricing must include all charges related to the operation of the machine, to include "Rental/Lease Tax" charges applicable. Interested Service Providers who need additional information re: placement sites or wish to visit the sites where copiers are to be located may attend the pre-bid meeting. Point of Contact: Terry Bedwell 256-535-1396.

The successful contractor will be required to provide evidence of compliance with local licensing requirements. A machine facsimile of the City of Huntsville and Madison County licenses will be required at a minimum. State licensing may be required to establish certification of your organizations compliance with Alabama environmental regulations.

Quote terms, firm price, and FOB Huntsville, Alabama. However, we reserve the right to consider alternative pricing proposals or award of like items on a lot basis.

Please mark your envelope with the bid opening information in the lower left corner and include the bid number, opening date, "Attn: Copier Support Proposal" and Attn: TL Bedwell. For a window envelope, this information must be visible.

Signed, dated and sealed proposals may be mailed to Huntsville Utilities Purchasing Office, PO Box 2048, Huntsville, Al. 35804 or delivered to Huntsville Utilities Purchasing Office, 112 Spragins Street, Huntsville, Al. 35801 until 3:00 pm on the above bid opening date.

Your assistance is appreciated.

Respectfully
T.L. Bedwell
Terry L. Bedwell
Buying Agent

Huntsville Utilities Copier Support
 Bid Format (to be submitted in duplicate)
 Invitation for Bid No. – 08-003
 Bid Opening Date: November 27, 2007

75 cpm copier, equal to or better than a Savin 2575 (see equivalency statement), New/Unused equipment must be proposed. Compliance

| | | |
|--|-----|----|
| System Requirements, call out your exceptions on a separate attachment | Yes | No |
|--|-----|----|

| | | | | |
|-----------------------|--|--|--|--|
| Configuration | Console | | | |
| Copier Speed | 75 copies /min | | | |
| First Copy Speed | 3.2 seconds approximate | | | |
| Document Feed System | 75 originals/min | | | |
| Standard Paper System | 3 @ 550 sheet trays 1 @ 2000 sheet large capacity cassette 1 @ 50 sheet (optional) | | | |
| | | | | |
| | | | | |
| Copy Size | 8.5" x 11" standard letter 11" x 17" 5.5" x 8.5" minimum | | | |
| | | | | |
| | | | | |
| Enlargement/Reduction | Zoom 50-200 % | | | |
| Original Input | Reversing Automatic Document Feeder Statement to Ledger; up to 60 originals | | | |
| | | | | |
| Duplexing | 60 sheets - statement to letter 35 sheets - legal 30 sheets - ledger | | | |
| | | | | |
| | | | | |
| Duty Cycle Rating /mo | _____ /mo | | | |
| Standard Features | Auto Start | | | |
| | Job Interrupt | | | |
| | Auto Image Rotation (state if optional) | | | |
| | Electronic Sorting | | | |
| | Magazine Sort | | | |
| | Page Numbering | | | |
| | Document Storage | | | |
| | Auto Paper Selection | | | |
| | Job memories (4 as minimum - _____) | | | |
| | User Access Codes for security | | | |
| | Smart Bypass | | | |

| | | | | |
|--------------------------|---|--|--|--|
| | Automatic Paper Select | | | |
| | Auto Energy Saver | | | |
| | Mirror Copy | | | |
| | Auto Power Off | | | |
| | Mixed Size Original | | | |
| | Edge Erase | | | |
| | Margin Shift | | | |
| | Trimming/masking | | | |
| | Book Copy | | | |
| | Combine Copy 2,4,8 on 1 | | | |
| | Magazine Copy | | | |
| | Date/Time Indacator | | | |
| | Paper Volume Indicator | | | |
| | Zoom Indicator | | | |
| Finisher Capacity | 2200 sheets | | | |
| Main Tray Capacity | 2000 sheets | | | |
| Sub Tray Capacity | 200 sheets | | | |
| Staple Capacity | 50 sheets/set | | | |
| Staple Position Capable | Portrait Landscape Double | | | |
| Electrical Requirements | 120 volt. 20 amp, dedicated use | | | |
| Network Capable | | | | |
| Control Panel | Touch Screen (call out if other) | | | |
| Memory | 32 MB minimum upgradeable | | | |
| Copy Credits | do you offer copy credits for defective copies caused by machine malfunction | | | |
| Service Availability | In-House capability Contract by third party service provider | | | |

Performance criteria for units provided under this agreement:

| | | |
|---|--|--|
| Equipment is to perform to the complete satisfaction of the user. Upon justification of continuing problems, the unit will be replaced at no charge by a comparable unit. | | |
| If the unit is out of service for repair or replacement of parts for a period of 8 normal working hours, a temporary replacement or loaner machine must be provided at no additional cost. | | |

| | | |
|--|--|--|
| Service Provider must have access to a toll free Help Desk or Help Line or provide 24 hours technical/repair support. | | |
| Service Provider must have parts, service and supplies availability for delivery within 24 hours of order. Parts, service, and supplies must be available for machines placed in service for the period of support covered under this agreement. | | |
| Service Provider must provide training on an as required basis at no extra charge to the contract. We reserve the right to request training on an as required basis or as our employees change assignments. | | |
| Service Provider must provide same day response (not to exceed 4 hours from time call is placed) for calls to repair or service copier which is not performing satisfactorily. | | |
| Service Provider must provide a dedicated service staff assigned to the Huntsville/ North Alabama area. A listing of service technicians assigned to this area must be submitted with the bid. This list should show name, length of time employed by the company, machines certified to service and their home/deployment area. This listing must be updated as the designated service staff changes. Only those service technicians which are on the service provider's master list will be granted access to machine on the Huntsville Utilities locations. | | |

The above proposal must include total pricing for a complete operational system per requirements as called out in the Invitation for Bid and the Pre-Bid Meeting. Units proposed must meet or exceed the characteristics of our existing machines. Pricing must include all labor, material, equipment, supplies, taxes, service and maintenance at the locations as called out. We reserve the right to add or delete units on an as needed basis. The basic scope of work is to include placement of units at our designated sites, provide for scheduled maintenance and supply all toner, staples and other consumable material required for successful operation of the equipment. Huntsville Utilities will supply paper products.

I. Networkable B/W Multifunction Printer/Copier/Scanner/Fax Manufacturer

Proposed: _____ Model No.: _____

A. Basic Price for Lease of Digital Equipment: \$ _____/mo

B. Maintenance Cost (Cost per copy from copy 1 - this price to include service, labor, parts, drum and other supplies except for paper) \$ _____ea

II. Networkable Color Multifunction Printer/Copier/Scanner/Fax Manufacturer

Manufacturer Proposed: _____ Model No.: _____

A. Basic Price for Lease of Digital Equipment: \$ _____/mo

B. Maintenance Cost (Cost per copy from copy 1 - this price to include service, labor, parts, drum and other supplies except for paper) \$ _____ea

Optional Adders for Digital Equipment (if accepted, cost to be added to basic charge above):

a. Printer Module \$ _____/mo

b. NIC (10/100 Network Card compatible with our network environment) \$ _____/mo

c. Printer memory (cost to upgrade in 32 mb modules) \$ _____/mo

d. Three Hole Punch capability \$ _____/mo

e. Folding capability \$ _____/mo

FOB Point - We require FOB our delivery points in Huntsville, Al.

Payment Terms (circle one) - Net 30 _____% discount _____ days

Have you submitted the supplementary information as requested? (circle one) Yes No

Does your price include placement and maintenance of the copy machines at the designated Huntsville Utilities locations? (circle one) Yes No

Copiers will be available for placement within _____ days of award notification.

I hereby certify that I have read and understand instructions provided with the above bid and affirm that I have not been in agreement or collusion among bidders or prospective bidders in restraint of freedom of competition. Upon award of this bid, I will not substitute any item on the bid without prior written approval. I understand that the general Terms and Conditions are standard and that any contradicting requirements of the IFB supersede.

Proposal submitted by:

| | | |
|----------------|--|---|
| | | |
| Company | | Authorized Signature/Date |
| | | |
| Address | | Contact Person (typed or printed) email |
| | | |
| City/State/Zip | | Phone No. Fax No. |

Huntsville Utilities Copier Support
 Bid Format (to be submitted in duplicate)
 Invitation for Bid No. – 08-003
 Bid Opening Date: November 27, 2007

| | | | |
|---|--|------------|----|
| 55 cpm copier, equal to or better than a Ricoh (see equivalency statement) – New/Unused equipment required | | | |
| System Requirements, call out your exceptions on a separate attachment | | Compliance | |
| | | Yes | No |

| | | | | |
|-----------------------|--|--|--|--|
| Configuration | Console | | | |
| Copier Speed | 55 copies/minute | | | |
| First Copy Speed | 3.6 seconds | | | |
| Document Feed System | 55 copies/minute | | | |
| Standard Paper System | 2 - 500 Sheet Paper Drawer 1 - 50 Sheet Stack Feed ByPass 1 – 2000 sheet capacity | | | |
| Copy Size | 11" x 17" Maximum 5.5" x 8.5" minimum | | | |
| Enlargement/Reduction | Preset Modes for Standard Paper sizes (___ modes) Zoom 50% - 200% | | | |
| Original Input | Standard Reversing Automatic Document Feeder 50 originals: Statement, Letter, Personal Check 35 Originals: Legal 25 Originals: Ledger | | | |
| Duplexing | Up to 50 sheets, Statement to Ledger 35 CPM in and out of the Duplexer | | | |
| Duty Cycle Rating /mo | _____/mo | | | |
| Standard Features | LCD Touch Display | | | |
| | AMS & APS | | | |
| | Photo Mode | | | |
| | 2-on-1 mode | | | |
| | Original Count Mode | | | |
| | Image Editing | | | |
| | Zoom Preview | | | |
| | Paper Volume Indication | | | |
| | Job Interrupt | | | |
| | Job Memories @ ____ (4 minimum) | | | |

| | | | | |
|--|----------------|--|--|--|
| | Auto Power Off | | | |
| | Quick Copy | | | |

Performance criteria for units provided under this agreement:

| | | |
|--|--|--|
| Equipment is to perform to the complete satisfaction of the user. Upon justification of continuing problems, the unit will be replaced at no charge by a comparable unit. | | |
| If the unit is out of service for repair or replacement of parts for a period of 8 normal working hours, a temporary replacement or loaner machine must be provided at no additional cost. | | |
| Service Provider must have access to a toll free Help Desk or Help Line or provide 24 hours technical/repair support. | | |
| Service Provider must have parts, service and supplies availability for delivery within 24 hours of order. Parts, service, and supplies must be available for machines placed in service for the period of support covered under this agreement. | | |
| Service Provider must provide training on an as required basis at no extra charge to the contract. We reserve the right to request training on an as required basis or as our employees change assignments. | | |
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Huntsville Utilities will supply paper products.

I. Digital B/W Copier Equipment

Manufacturer Proposed: _____ Model No.: _____

A. Basic Price for Lease of Digital Equipment: \$ _____/mo

B. Maintenance Cost (Cost per copy from copy 1 - this price to include service, labor, parts, drum and other supplies except for paper \$ _____ ea

Optional Adders for Analog Equipment:

a. 20-Bin Sorter Finisher \$ _____/mo

b. Large Cassette (LCC) @ 1500 sheets \$ _____/mo

c. Secondary Cassette @ 600 sheets \$ _____/mo

d. Three Hole Punch capability \$ _____/mo

e. Folding capability \$ _____/mo

II. Networkable B/W Multifunction Printer/Copier/Scanner/Fax

Manufacturer Proposed: _____ Model No.: _____

A. Basic Price for Lease of Digital Equipment: \$ _____/mo

B. Maintenance Cost (Cost per copy from copy 1 - this price to include service, labor, parts, drum and other supplies except for paper \$ _____ea

Optional Adders for Digital Equipment:

a. 20-Bin Sorter Finisher \$ _____/mo

b. Large Cassette (LCC) @ 1500 sheets \$ _____/mo

c. Secondary Cassette @ 600 sheets \$ _____/mo

d. Three Hole Punch capability \$ _____/mo

e. Folding capability \$ _____/mo

III. Networkable Color Multifunction Printer/Copier/Scanner/Fax

Manufacturer Proposed: _____ Model No.: _____

A. Basic Price for Lease of Digital Equipment: \$ _____/mo

B. Maintenance Cost (Cost per copy from copy 1 - this price to include service, labor, parts, drum and other supplies except for paper \$ _____ea

Optional Adders for Digital Equipment:

a. 20-Bin Sorter Finisher \$ _____/mo

b. Large Cassette (LCC) @ 1500 sheets \$ _____/mo

c. Secondary Cassette @ 600 sheets \$ _____/mo

d. Three Hole Punch capability \$ _____/mo

e. Folding capability \$ _____/mo

FOB Point - We require FOB our delivery points in Huntsville, AL.

Payment Terms (circle one) - Net 30 _____% discount _____ days

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| | | |
| Company | | Authorized Signature/Date |
| | | |
| Address | | Contact Person (typed or printed) email |
| | | |
| City/State/Zip | | Phone No. Fax No. |