



REQUEST FOR BID  
CITY OF WARRENSBURG  
PURCHASING DIVISION  
102 SOUTH HOLDEN  
WARRENSBURG, MO 64093

BID CLOSING: March 19, 12:00 p.m. Local Time  
DATE OF BID: February 23, 2010  
CONTACT PERSON: Penny Harris, Systems Administrator  
PHONE NUMBER: 660/747-9131  
BID HEADING: Copy Machines

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INSTRUCTIONS TO BIDDERS

By order of the City Manager of the City of Warrensburg, Missouri, sealed bids will be received in the Office of the City Clerk, Municipal Building, 102 South Holden Street, Warrensburg, Missouri, 64093, for the purchase of two copy machines at 12:00 p.m., local time, March 19, 2010, at which time the bids will be publicly opened and read aloud.

INTENT: It is the intent of these specifications to describe the copy machines. All items which are not specifically mentioned and are necessary or are regularly furnished in order to provide a complete product shall be furnished by the successful bidder at the bid price.

SUBMISSION OF BIDS: Bids must be received in the Office of the City Clerk by 12:00 p.m., local time, March 19, 2010, at which time they will be publicly opened and read aloud. Only sealed bids marked "COPY MACHINE BID --DO NOT OPEN" will be considered. Bids received late will be rejected and returned to the bidder unopened. The City of Warrensburg reserves the right to reject any and all bids and to accept the lowest and best bid. The City of Warrensburg shall be the sole judge of the lowest and best bid.

DELIVERY: The bid price shall include set up and delivery to the Systems Administrator, City of Warrensburg, 102 South Holden, Warrensburg, MO 64093.

Penny Harris  
Systems Administrator

## INSTRUCTIONS TO BIDDERS

In addition to the requirements set forth in the specifications, all bidders shall be responsible for familiarizing themselves and complying with the following instructions:

1. Bids will be accepted at the City Clerk's Office until 12:00 p.m., local time, March 19, 2010 and will be opened publicly and read aloud.
2. Bids must be submitted on the Bid Proposal form furnished with the Specifications in a sealed envelope clearly marked "COPY MACHINE BID--DO NOT OPEN" to be considered. Bids submitted without proper identification and/or not on the Bid Proposal form will be rejected.
3. Bids may be withdrawn at any time prior to 4:00 p.m., local time, March 26, 2010, by written request from a person authorized to represent the bidder.
4. The prices bid will be binding for sixty (60) days after the bid opening.
5. Bidders shall not be permitted to use to their advantage any omission or error in the specifications, requirements or contract documents, and the City reserves the right to issue new instructions as if originally specified.
6. Bidder shall read thoroughly and understand the requirements in relation to the bid which is submitted.
7. The right to reject any and/or all bids, to accept or reject all or any part of a bid, and to waive any technicalities in the bid or accept the one that, in the sole judgment of the City, will be in the best interest and/or most advantageous to the City, is hereby expressly reserved by the City.
8. If the bidder is a resident of Warrensburg, or owns property within Warrensburg, the bidder must be current on all taxes and utility bills owed to the City.
9. Bidders must use the Bid Form provided for that purpose in submitting bids.
10. In case of default by the bidder, the City shall procure comparable services and hold the bidder responsible for any excess cost occasioned thereby.
11. Failure to comply with any of the above instructions and general conditions of bidding may disqualify the bidder at the discretion of the City Manager .
12. Do not include Federal Excise Tax or Sales and Use Taxes in bid prices, as the City is exempt from them by law. State tax exemption certificate will be furnished if required.

# CITY OF WARRENSBURG

## COPY MACHINE #1

- Copy machine with automatic document feeder capable of copying at least 60 ppm
- Paper sizes from 5" x 7" to 11" x 17"
- Must have at least 600 x 600 dpi resolution
- Include Finisher for correlating, sorting, duplex and stapling
- Network capable on Ethernet type network with Windows operating system
- Three Hole Punch
- Paper holding at least 2000 sheets
- Must handle up to 110 lb paper
- Must have the ability to password/account code copy jobs
- Five (5) Year Support/Maintenance Agreement (priced separately) which includes labor, parts and supplies (toner, staples, etc. – not paper)

## COPY MACHINE #2

- Color copy machine with automatic document feeder capable of copying at least 60 ppm
- Paper sizes from 5" x 7" to 11" x 17"
- As we make copies with the lid open, we must be able to have the option for the lid to stay in the open position while a copy is being made.
- Must have at least 600 x 600 dpi resolution
- Include Finisher for correlating, sorting, duplex and stapling
- Network capable on Ethernet type network with Windows operating system
- Three Hole Punch
- Paper holding at least 2000 sheets
- Must handle up to 110 lb paper
- Must have the ability to password/account code copy jobs
- Five (5) Year Support/Maintenance Agreement (priced separately) which includes labor, parts and supplies (toner, staples, etc. – not paper)

CITY OF WARRENSBURG

TWO (2) COPY MACHINES

BID OPENING MARCH 19, 2010; 12:00 P.M.; LOCAL TIME

ONLY BIDS SUBMITTED ON THIS FORM WILL BE CONSIDERED  
A STATE PROCUREMENT PROGRAM IS BEING CONSIDERED FOR THIS ITEM.  
ATTACHED IS A SUMMARY OF THOSE TERMS.

MAKE & MODEL OF COPIER #1: \_\_\_\_\_  
(Provide sales literature with manufacturer's specifications)

COST OF COPIER #1 COMPLETE PER SPECIFICATIONS,  
INCLUDING INSTALLATION: \$ \_\_\_\_\_

COST OF MAINTENANCE AGREEMENT COPIER #1 (MONTHLY) \$ \_\_\_\_\_

DELIVERY DATE: (DAYS FROM DATE OF ORDER) \_\_\_\_\_ DAYS.

MAKE & MODEL OF COPIER #2: \_\_\_\_\_  
(Provide sales literature with manufacturer's specifications)

COST OF COPIER #2 COMPLETE PER SPECIFICATIONS,  
INCLUDING INSTALLATION: \$ \_\_\_\_\_

COST OF MAINTENANCE AGREEMENT COPIER #2 (MONTHLY) \$ \_\_\_\_\_

DELIVERY DATE: (DAYS FROM DATE OF ORDER) \_\_\_\_\_ DAYS.

\_\_\_\_\_  
DEALERSHIP NAME

\_\_\_\_\_  
NAME OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
SIGNATURE

DATE: \_\_\_\_\_

\_\_\_\_\_  
TITLE

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

\_\_\_\_\_  
E-MAIL ADDRESS

## LEGAL NOTICE

The City of Warrensburg is accepting sealed bids for the purchase of two copy machines. Bid packages are available online at [www.warrensburg-mo.com](http://www.warrensburg-mo.com) and from City Hall. Bids will be received until March 19, 2010, 12:00 p.m., in the Office of the City Clerk, 102 South Holden, Warrensburg, MO 64093.

Publish: February 26, 2010 and March 3, 2010