



Release Date: February 25, 2019

REQUEST FOR BIDS

The Regional Planning Commission of Greater Birmingham is currently seeking lease bids on a new professional grade color printer/copier for a term of no more than forty-eight (48) months. We would like for you to review the requirements and if interested, submit a bid.

Bids must meet or exceed the following requirements:

- 60 ppm
- 300 sheet single pass document feeder
- 3-hole punch
- 19-hole GBC bind punch
- Copy / Print / Scan
- Scan to email / network, allows for different size originals
- Duplex (automatic – print / copy)
- Staple
- 2- letter (8 ½ x 11) trays
- Legal (8 ½ x 14) tray
- Ledger (11 x 17) tray
- Bypass tray 100 sheet capacity
- External paper deck – letter (8 ½ x 11) 3500 page capacity
- Ability to print on heavyweight, cardstock and coated paper up to 140lb
- Image adjustments (color matching/color balance)
- Zoom reduction / enlargement (25% - 400%)
- 1200 dpi resolution or better
- 2GB RAM or better
- 160 GB HD or better
- Account Codes – Must be able to enter an accounting code when copying and when printing directly from computer. Able to access monthly counter for each account code.

The lease must also contain a standard maintenance contract with the following provisions:

- 90 minute or less service response time
- Toner, developer, drums included at no additional charge including no shipping charges
- No return fee at lease termination
- No automatic renewal at lease end
- Lease price must include all labor and part charges



Sealed Bids shall be submitted to the Regional Planning Commission of Greater Birmingham (address below) before 12:00 Noon, Monday, March 18, 2019. The only notation on the envelope should be a note stating “Sealed Bid- Copier Lease”. No proposal may be withdrawn for a period of 60 days after receipt by RPCGB. All prices quoted shall be guaranteed for 60 days.

Submit to:

Regional Planning Commission of Greater Birmingham
2 North 20th Street, Suite 1200
Birmingham, AL 35203

The lease agreement shall be for a period of forty-eight (48) months under a “closed end” lease agreement. The successful bidder must have the capacity to make delivery of such copier within four (4) weeks of the lease award.

The Regional Planning Commission of Greater Birmingham reserves the right to reject any and/or all bids for any reason.

If you have any questions, please contact Jennifer Braxton at jbraxton@rpcgb.org or 251-8139.