

Invitation for Bid

The City of Antigo will accept sealed bids until 3:00 p.m., January 30, 2019, in the office of the Clerk-Treasurer, 700 Edison Street, Antigo, WI for the following:

Color Digital Copier

Specifications, including information for bidders, may be obtained at the Public Works Office, 700 Edison Street, Antigo, WI or by visiting our web site at www.antigo-city.org.

Bids should be marked "Copier Bid" on the outside of a sealed envelope containing the bid. The proposals will be opened and read aloud at approximately 10:00 A.M. on January 31, 2019 in the Public Works Office, Antigo City Hall, 700 Edison Street, Antigo, Wisconsin.

The City of Antigo reserves the right to reject any or all bids and to accept the bid deemed most advantageous to the city.

Jim Pike
Communications
& Technology
City of Antigo

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**CITY OF ANTIGO
SPECIFICATIONS FOR COLOR COPIER**

The City of Antigo is currently obtaining quotes for the purchase of one color copier.
The minimum specifications of the copier must include:

Networking capabilities
Speed - minimum of 45 copies per minute B/W; 45 copies per minute color
Sort/Staple/3-hole punch finisher - minimum 1000 pages
Reversing Auto Document Feed
Four Drawers plus bypass
Reducing/Enlarging Capabilities
Duplexing Capabilities
Account Identification
Maximum Paper Size - 11 " x 17"
B/W and Color scanning
Stamp/water mark feature

The City of Antigo's network includes:

GB Ethernet network
Windows server 2008 R2
Microsoft Office 2010-16 Professional

Also must include the following:

Overview of machine specifications
Hard Drive and RAM availabilities
Fax Options including user set up
Warranty Information
Maintenance Agreement Costs – 25,000 black & white; 10,000 color per quarter
Next business day or less on Service calls
Network installation
Ability to provide a demonstration model for staff evaluation

The City of Antigo reserves the right to accept or reject any and all bids and to accept the bid most advantageous to the City.

**CITY OF ANTIGO
COLOR COPIER BID FORM**

Furnish and deliver to the City of Antigo, Clerk-Treasurer's Office, 700 Edison Street, Antigo, WI. The undersigned hereby declares that the specifications have been examined and is familiar with the said requirements. The machine to be supplied meets said requirements with any exceptions clearly identified below:

- 1. _____
- 2. _____
- 3. _____

If additional space is needed, please attach to this bid sheet.

Warranty _____

Make and Model _____

Digital Color Copier with Network Capabilities

Price without trade-in: \$ _____

Maintenance Agreement Option: \$ _____

Lease Option: \$ _____

Delivery Time _____ days from notification of bid award.

**CITY OF ANTIGO
COLOR COPIER BID FORM
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Any additional information, which may be applicable:

Signature _____

Company _____

Address _____

Date _____