

TOWN OF PARADISE

Notice to Contractors

The Town Council of the Town of Paradise, State of California invites sealed bids for the purchase of two photocopiers and associated maintenance. Detailed work specifications will be furnished to each prospective bidder upon request to the Town Clerk, 5555 Skyway, Paradise, California, 95969, (530) 872-6976 or jgutierrez@townofparadise.com.

All bids must be in a sealed envelope marked **COPIERS BID** and be delivered to the Town of Paradise, Town Clerk's Office by 3:00 p.m. on March 28, 2011, at which time they will be opened and read aloud. A recommended award of contract, along with all bids submitted, will be presented to the Town Council of the Town of Paradise.

The Town of Paradise reserves the right to reject any or all bids and to waive non-material defects in any bid. The award of contract will be based on lowest responsible bid.

Dated: 03-10-11

Lauren M. Gill, Asst. Town Manager



TOWN OF PARADISE

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SPECIFICATIONS FOR TWO NEW PHOTOCOPY MACHINES

FOR DEVELOPMENT SERVICES AND FINANCE

The Town of Paradise is seeking bids for a five year lease/purchase option for two photocopiers.

The photocopiers must meet with the following specifications:

1. One Konica-Minolta Bizhub 601, or equivalent, with black/white copies at 60 words per minute (wpm) minimum
2. One Konica-Minolta Bizhub C552, or equivalent, with black/white copies at 55 wpm and color copies at 45 wpm
 - a. 140 lb. index paper for color copier
 - b. Unlimited electronic sorting and stapling
 - c. Network Copy/ Print/Scan/Fax
 - d. Two and Three hole punch
 - e. 4 drawer paper holder
 - f. Finisher
 - g. Scan to Email/SMB
 - h. OCR to PDF
 - i. Tri-fold finishing-color machine only
 - j. All-inclusive maintenance including copies per month, parts, labor, supplies and toner, except paper and staples