



## County Of Alpena Invitation To Bid Copier Purchase

The County of Alpena I.T. Department is accepting bids to purchase 3 copiers. All copiers must be new, not used or reconditioned.

Currently the county has 3 copiers that need to be replaced. We are looking to replace our current models with what specifications they have now. Below are the models we need replaced.

1. Konica Bizhub 552 w/fax
2. Konica Bizhub c554e
3. Konica Bizhub 552

Please supply models with each of these specifications. We are accepting all brands. Bids will be received until 10:30 am, Wednesday, February 13th, 2019. Bid Name: "SEALED BIDS FOR COPIERS 02132019". Bid opening is set for Wednesday, February 13<sup>th</sup>, 2019 at 10:30am in the commissioner's conference room.

Please, send all bids to:

County of Alpena  
Eric Vanderveer  
I.T. Director  
SEALED BIDS FOR COPIERS 02132019  
720 W. Chisholm St Suite #7  
Alpena, Michigan 49707 or email at  
[bids@alpenacounty.org](mailto:bids@alpenacounty.org) with subject line  
of "SEALED BIDS FOR COPIERS  
02132019"

The County reserves the right to reject any or all bids and to waive irregularities and technicalities. If you have any questions, you may contact Eric Vanderveer at (989) 354-9585

or email [evanderv@alpenacounty.org](mailto:evanderv@alpenacounty.org) (reference "COPIERS 02132019 QUESTION" in the Subject), please do not send sealed bids to this email address.

#### SECTION ONE: INSTRUCTIONS TO BIDDERS

- 1.1 The County of Alpena is accepting bids for the purchase of the item or items listed on page one.
- 1.2 Sealed bids shall be delivered or mailed to the mailing address on page one, not later than the closing date and time listed on page one. The envelope shall indicate the bid name, firm name of bidder and firm's address.
- 1.3 The County of Alpena reserves the right to reject any and all bids, and/or to award a contract only to a bidder who is equipped, competent and experienced in the class of work and whose bid is deemed to be most advantageous to the interests of the County of Alpena.
- 1.4 On a multiple item bid, the County of Alpena reserves the right to award bids on a per item basis. Vendors do not have to include all items in their bid

#### SECTION TWO: SPECIFICATIONS

- 2.1 Time of delivery must be no later than two weeks from notification of award of the purchase. If delivery varies on different items the vendor should so state.
- 2.2 All cables and accessories to make the machine operational and to conform to the specifications must be included in the price.
- 2.3 Award will be made to the lowest responsible bidder after Information Services personnel have determined that the machines meet the minimum operations specifications.
- 2.4 The County of Alpena reserves the right to reject any or all bids or any part thereof, or to accept any bid or any part thereof, or to waive any information in any bid, deemed to be for the best interest of the County of Alpena.
- 2.5 Bidders may submit more than one bid for each item if alternatives are available, however the County of Alpena is under no obligation to accept or consider responses that do not match the specifications.

2.6 The County/City are exempt from all state and federal taxes.