



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Specifications and Advertisement for Bids for Photocopier for Community Center

MEETING DATE: December 21, 1994

PREPARED BY: Community Center Director

RECOMMENDED ACTION: That the City Council approve the specifications and authorize the advertisement for bids for one photocopier for the Community Center at Hutchins Street Square.

BACKGROUND INFORMATION: Approved for purchase in the 1994/95 budget, this new copier is expected to help improve staff productivity with reduced downtime and a 30% increase in copying speed.

The existing copier currently runs nearly 100,000 copies a year, and frequently needs repair. As spare parts become more difficult to obtain, maintenance costs increase. We therefore expect to see a reduction in maintenance costs, as well, with this replacement unit.

FUNDING: Budgeted Account: 120.0-040.03 - \$8,500

BID OPENING: Friday, January 6, 1995


Charlene Lange, Community Center Director

APPROVED



THOMAS A. PETERSON
City Manager



recycled paper

GENERAL INSTRUCTIONS

All equipment listed as standard by the manufacturer for the model quoted shall be furnished whether or not such equipment is detailed herein. Exception: vendor shall not furnish standard items replaced by specified optional equipment. Only new models of latest design and in current production will be accepted. The Photocopier and all equipment furnished therewith shall be in compliance with all provisions of the State of California, Division of Industrial Safety and Cal/OSHA.

The unit shall be delivered completely assembled and ready to operate. Upon delivery, it shall be the supplier's responsibility to provide any evidence necessary that the product fully meets the requirements of this specification. Prior to delivery, the Photocopier must be completely serviced with factory prescribed pre-delivery service. The Photocopier and all components shall operate conforming to factory intent and in good factory-dealer practice.

The Photocopier is to be covered by factory 12 month parts and labor warranty. All defects shall be corrected by successful bidder or any factory authorized dealer for that Photocopier under standard factory warranty. During the warranty period the successful bidder shall bear responsibility and costs for transporting to and from any service or repair facilities. The successful bidder may be required to supply a similar "loaner" Photocopier at their expense, if any repair work causes the Photocopier to be out of service more than one day while under warranty.

Bids will be considered only on equipment represented by a reliable California firm, carrying adequate supply of replacement parts in the State. Successful bidder shall furnish, at no charge, two Operator manuals. Original Dealer's Report of Sale and Factory Warranty Guarantee must be furnished to the City when the Photocopier is delivered. Final acceptance of the unit for conformance with the specifications will be made only at the Municipal Service Center. If the successful bidder does not supply the equipment by the delivery date specified or as set by the City, a similar "loaner" may be negotiated at the bidder's expense, or reimbursement for the cost of a similar rental unit may be considered, upon the City's approval. The apparent silence of this specification or supplemental specification as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail, and that only materials and workmanship of first quality are to be used. Any and all deviations to any of the requirements of this specification shall be stated on the returned bid. Unless so stated by the bidder, the City may, at its discretion, assume that all requirements have been met and may hold the bidder to each and every part of the specification. The manufacturer's name and model number must be shown on the bid in the designated place, however, that information is not sufficient evidence that the bidder is making an exception. If no exception or deviations are shown the Photocopier will be furnished as specified herein. Bidder shall submit current literature and specifications of equipment bid.

S P E C I F I C A T I O N S

GENERAL: Equipment shall be a model in current production, new, not previously used, and listed on the State of California's Acceptable Brands List dated November 28, 1994.

FEATURES: - Automatic Document Feeder or Reversing Automatic Feeder
- 10-bin Sorter, with 50-sheet (minimum) capacity bins
- Automatic Duplexing Unit, with 50-sheet (minimum) capacity duplex tray
- Reduction/Enlargement: 50% - 200% in 1% increments
- Automatic Paper Selection
- Automatic Exposure

COPY SPEED: - Minimum 40 copies per minute, size 8-1/2" x 11" multi-copy mode

PAPER

CAPACITIES: - Minimum 2,000 sheets, with capability to handle sizes 8-1/2" x 11", 8-1/2" x 14", 11" x 17"

COPYING

CAPABILITIES: Originals to 11" x 17"
- Book Copying
- Margin Shift

CONTROL

PANEL:
- 0-9 Keypad for Quantity Selection up to 99 copies (minimum)
- Automatic or Manual Exposure Controls
- User Diagnostics Indicators
- Jam Diagnostics Indicators
- Service Diagnostics Indicators

DELIVERY, INSTALLATION, TRAINING:

- Price includes delivery and installation, user manuals, and operator training at installation site.