



Purchasing Department  
1000 West 8th St.  
Gillette, WY 82717-3033  
(307) 687-4587  
Fax (307)682-2997

**BID FOR:  
NEW DIGITAL COPIERS FOR TWIN SPRUCE JR. HIGH SCHOOL**

**BID OPENING:  
August 21, 2017 @10:00 a.m.**

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Company Name

**FORM OF BID FOR:**  
New Digital Copier for Twin Spruce Jr. High School

Campbell County School District invites sealed bids for "New Digital Copier for Twin Spruce Jr. High School" to be in accordance with bid documents. Sealed bids will be received by the Purchasing Department, located in the Warehouse Building, 1000 West 8<sup>th</sup> St., Gillette, Wyoming, until 10:00 A.M., August 21, 2017 and then publicly opened and read aloud.

As a Bidder I have examined the specifications and being familiar with all the conditions surrounding the proposed bid item, hereby propose to furnish all equipment, labor, manuals and initial start up training and at the prices stated below.

**Bid Item #1: - 40 Page per minute Black and White – Main Office**

Brand/Model: \_\_\_\_\_

Copier: \$ \_\_\_\_\_

Less Trade In: Kyocera KM-4050 - \$ \_\_\_\_\_

**ESTIMATED copies per year: 80,000.**

Cost per copy (B&W): \$ \_\_\_\_\_      Overage Charges: \$ \_\_\_\_\_

Is there a minimum or base charge for the service agreement if the actual number of copies falls below estimates or in addition to the per copy cost?

Yes \_\_\_\_\_ No \_\_\_\_\_      If yes, list cost: \$ \_\_\_\_\_ per \_\_\_\_\_

Is the per copy cost guaranteed over 5 years?    Yes \_\_\_\_\_ No \_\_\_\_\_

**If no**, list maximum per copy cost, per year below, expressed as a dollar value or % increase:

Year one: \_\_\_\_\_      Year two: \_\_\_\_\_      Year three: \_\_\_\_\_

Year four: \_\_\_\_\_      Year five: \_\_\_\_\_

**Bid Item #2: - 40 Page per minute Black and White – Staff**

Brand/Model: \_\_\_\_\_

Copier: \$ \_\_\_\_\_

Less Trade In: Kyocera KM-4050 - \$ \_\_\_\_\_

**ESTIMATED copies per year – 80,000**

Cost per copy: \$ \_\_\_\_\_ Overage Charges: \$ \_\_\_\_\_

Is there a minimum or base charge for the service agreement if the actual number of copies falls below estimates or in addition to the per copy cost?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list cost: \$ \_\_\_\_\_ per \_\_\_\_\_

Is the per copy cost guaranteed over 5 years? Yes \_\_\_\_\_ No \_\_\_\_\_

**If no**, list maximum per copy cost, per year below, expressed as a dollar value or % increase:

Year one: \_\_\_\_\_ Year two: \_\_\_\_\_ Year three: \_\_\_\_\_

Year four: \_\_\_\_\_ Year five: \_\_\_\_\_

**Delivery:** Copiers shall be delivered to Twin Spruce Jr. High School, 100 E 7<sup>th</sup> Street, Gillette, WY 82716.

**Bidders Notes:**

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**RECEIPT OF ADDENDA:**

Bidder acknowledges receipt of the following Addenda: \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_,

**REPRESENTATIVE FOR THE SCHOOL DISTRICT:**

Any questions in regard to this bid should be directed to Alvina Garner, Purchasing Technician, 1000 W. 8<sup>th</sup> Street, Gillette, WY 82716, phone (307) 687-4591, fax (307) 682-2997.

**EQUAL OPPORTUNITY EMPLOYER:**

Campbell County School District is an Equal Opportunity Employer, and all awards will be governed by the Equal Opportunity Clause.

**WYOMING PREFERENCE:**

As per Wyoming State Statutes and District Policy, A 5% preference will granted to in state (local) vendors.

**RIGHT TO AWARD BID:**

Bidder shall understand that Campbell County School District reserves the right to accept or reject any item or all items, any part or all parts, any section or all sections, any bid or all bids as stated in the specifications; to waive any irregularities or informalities, or to re-bid or re-advertise for bids if it is determined to be necessary or desirable; and, reserves the right to let the bid in any manner it sees fit. Campbell County School District will not be bound to accepting the low bid, but rather the bid they feel will be in the best interest of the School District.

I hereby agree that this bid is irrevocable for a period of sixty (60) days after the date set for the opening of bids.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Typed Signature of Bidder

\_\_\_\_\_  
Position

Business Name and Address of Bidder:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

Ph# \_\_\_\_\_ Fax # \_\_\_\_\_

\_\_\_\_\_  
(City, State, Zip)

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## GENERAL SPECIFICATIONS

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### **DOCUMENTATION**

Campbell County School District is requesting that the following documentation and information to be included with the bid:

1. Provide a letter from the manufacturer stating that your company is authorized to provide support and service for the piece of equipment you are bidding.
2. Provide a list of references from other customers where you have sold and installed similar equipment (within last 5 years). Include a contact name & phone number.
3. Provide a letter with a current list by name, of trained and factory certified service technicians who are authorized to service the equipment that are within the local area (Gillette, WY). Include service call phone numbers and your response time.
4. Provide a letter with a current list by name, of trained and factory certified service technicians who are authorized to service the equipment and are within a 200 mile radius of Gillette, WY. Include service call phone numbers (if different than above) and your response time.

### **COPIER SERVICE & COSTS**

Response Time - Campbell County School District is requesting that the successful bidder be able to provide same day response to service calls during normal business hours. Ability to provide service will be a factor in awarding the bid.

Training - Successful bidder agrees to provide at no cost to the district, proper training in the operation and maintenance of the equipment.

Service Agreements - Purchase or Lease - any service agreement is to include **all** service and emergency calls, labor, maintenance, parts, supplies, fuel and/or transportation costs, toner and developer – excludes paper and staples.

Unless noted otherwise **all** copiers are to be networked models.

Specifications listed below are for reference, make certain that you include literature and/or documentation showing all the specifications for the equipment you are bidding.

## **Copier Specifications**

### **Bid Item #1 : 40 PPM**

Kyocera TASKalfa 4002i Black and White Copier – Item Number 1102SA2US0

Speed 40 ppm, Max Monthly Duty Cycle 175,000 Pages

Resolution 1200 x 1200 dpi

270 Sheet Dual Scan Document Processor DP-7110 – Item Number 1203R86US0

1,000 Sheet Finisher DF-7120 – Item Number 123RV2US0

Attachment Kit for DF-7120/DF-7110 – Item Number 1703RG0UN0

Base Cabinet

Standard Paper Supply 1,150, Max Paper Size 12" x 18" (Trays and MPT)

Max Paper Weight 120 lb Index (Trays); 110 lb Cover (MPT)

Original Size 11" x 17" , Duplexing Standard Embedded Duplex

Network Connectivity 10/100/1000BaseTX; High Speed USB 2.0  
PDL PRESCRIBE, PCL6 (XL, 5e), KPDL (PS3)