



OZARKS TRANSPORTATION ORGANIZATION
A METROPOLITAN PLANNING ORGANIZATION

Ozarks Transportation Organization
2208 W. Chesterfield Blvd., Suite 101
Springfield, MO 65807
Phone: (417) 865-3042 Ext. 100

INVITATION FOR BID: #2017-1, New Copy Machine
DEADLINE: Friday, March 17, 2017 at 5:00 PM, Central Standard Time
DELIVERY LOCATION: 2208 W. Chesterfield Blvd., Suite 101, Springfield, MO 65807
PURCHASING AGENT: Debbie Parks, dparks@ozarkstransportation.org
DATE OF ISSUE: Monday, February 27, 2017

Invitation for Bid
BID # 1-2017, New Copy Machine (lease or purchase)

Bids shall be submitted in an envelope with the bid number and the respondent's name and address clearly indicated on the envelope or by e-mail with "Invitation for Bid: #2017-1" in the subject line. All submissions must be submitted by the time and date above. Proposals submitted by e-mail are not to be considered received until a confirmation has been sent by the Operations Manager, Debbie Parks. The confirmation subject line will read, "Confirmation Receipt – OTO Bid #2017-1."

Respondents are strongly encouraged to carefully read the entire Invitation for Bid.

DESCRIPTION

INTRODUCTION. The OTO currently has a 5-year lease ending for a Konica Bizhub C452 and Floor Finisher. The OTO would like to either lease or purchase a new machine. We are open to brand and model number.

REQUIREMENTS. High quality duplexing and color copying, black and white copies, scanning to email or ability to scan to individual folders on the server. Finishing options (two-sided, stapling, collating). Fax machine module.

MINIMUM STANDARD. The OTO is open to purchasing the machine with a maintenance contract or to enter into a 5-year lease with a monthly maintenance/base copy contract. The OTO is tax exempt in the State of Missouri. The OTO is able to purchase through the State of Missouri Cooperative Procurement Program with other entities contracts.

If leasing, the OTO will pay overages annually instead of monthly. Monthly billing for base copies and annual bill for overages.

OPERATING SYSTEM COMPATIBILITY. The OTO server operating system is Windows Server 2012 R2; workstations are currently on Windows 7 and Windows 10.



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BID FORM – NEW COPY MACHINE

We, the undersigned propose to furnish the OZARKS Transportation Organization with the following machine. This machine could be leased or purchased.

Bid results will not be based on the monthly lease or purchase price, but the 5-year total lease of the machine, set up, delivery, installation and training, copy cost and inclusive maintenance cost.

LEASE OPTION - ONE COPY MACHINE

Make and Model Bid: _____

Monthly Lease Price \$ _____

Five-Year Monthly Lease Total **(A)**: \$ _____

Set Up, Delivery and Training **(B)**: \$ _____

All Inclusive Annual Maintenance Based on 4,000 B/W copies per Month. 4,000 @ _____ = \$ _____ per month

All-inclusive Annual Maintenance based on 1,200 color copies per month. 1,200 @ _____ = \$ _____ per month

Total base copies per month **(C)**: \$ _____

Rate per copy of B/W overage (price over 48,000 per year) \$ _____

Rate per copy of color overage (price over 14,400 per year) \$ _____

Total 5-year cost **(A + B + C)** Total **(D)** \$ _____

*Bid will be awarded on (A) Total Lease of Machine + (B) Set Up, Delivery, and Training + (C) copies & maintenance Cost.

Machine Specifications:

Please attach additional information if necessary.

OTO will not pay any increases in cost per copy not included in this bid.



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PURCHASE OPTION - ONE COPY MACHINE

Make and Model Bid: _____

Total Price (A): _____

Set Up, Delivery, and Training (B): \$ _____

Annual Maintenance Plan (if applicable) (C): \$ _____

Machine Specifications:

Please attach additional information if necessary.

PLEASE PRINT COMPANY INFORMATION

Bid Submitted by:

Address:

Phone Number: _____ Fax Number: _____

Bid Good for: _____ Days Dated: _____

By: _____ Title: _____

Expected _____ days following receipt of Lease/Purchase Agreement.

Bid Specs acceptable YES _____ NO _____

Acceptable _____ Disqualified _____



For persons with disabilities needing reasonable accommodations please contact OTO at 417-865-3042 at least 48 hours in advance of the question deadline. If you need relay services please call the following numbers: 711 - Nationwide relay service; 1-800-735-2966 - Missouri TTY service; 1-800-735-0135 - Missouri voice carry-over service.