



TOWN OF KEARNY
HUDSON COUNTY, NEW JERSEY
DEPARTMENT OF FINANCE
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The Town of Kearny is seeking proposals from vendors under the New Jersey State Contract for the lease of Digital Copier/Printer/Scanner/Fax to be used at various departments/locations within the Town of Kearny.

Specifications of the equipment being sought are attached and contract will be awarded for a total of three (3) machines.

For the purposes of calculating service cost, usage of three copiers should be combined into one billing, and service cost should include all major/minor repairs, service calls, and replacement of parts/supplies, with the exception of Paper and Staples.

Service calls must be completed and the equipment should be returned to working condition within one business day from the initiation of the service call.

Delivery, installation, and setup of the equipment will be the sole responsibility of the equipment provider (winning bidder) and reasonable assistance will be provided by the Town of Kearny's Information Systems staff in the configuration of the equipment to the town's computer networks.

Since, the equipment will be used by different departments, billing should be kept separately for each machine and the billing must be on a quarterly basis and the payment will be processed by no later than the end of the second month of each quarter, provided invoices/vouchers are received from the company in a timely manner.

Equipment must be delivered and setup within thirty (30) days from the date of the Purchase Order.

Proposals must be submitted no later than the end of the day on September 30th, 2009 via mail or in person to the office of the Purchasing Agent at 402 Kearny Avenue, Kearny, New Jersey.

Any insurance needed for the leased equipment will be provided under the Town of Kearny's General Liability coverage provided by the Middlesex County Joint Insurance Fund, a certificate of which will be issued at the time of the award of contract.

Please attach proof of the New Jersey State Contract along with the contract number and duration of the contract with your proposal.

TOWN OF KEARNY	SPECIFICATIONS	PROPOSAL
Equipment Type	Digital Black & White (Printer/Copier/Scanner/Fax)	_____
Print/Copy Speed	20 - 25 ppm for Letter 13 - 18 ppm for Legal 11 - 16 ppm for Ledger	_____ _____ _____
Scan Speed	60 - 80 ppm	_____
Document Feeder	Reversing Auto Minimum 75 pages capacity	_____ _____
Monthly Duty Cycle	50,000 - 70,000 Pages	_____
Print/Copy Resolution	600 x 600 dpi	_____
Memory (Standard)	30 - 40 MB 150 - 200 Pages	_____ _____
Warm Up Time (seconds)	Less than 25 seconds from sub-power Less than 40 seconds from main-power	_____ _____
Magnification (%)	25% Min - 400% Max	_____
Maximum Scan Area & Paper Size	11 x 17 Ledger	_____
Power Requirements	120 V	_____
Scanner Feature	PDF, TIFF, Text, Photo (Scan to Server/Desktop & E-mail)	_____ _____
Fax Feature	Comparable to medium duty fax machine	_____
Finisher	50 Pages Staple Kit	_____
Paper Drawers	3 Universal (500 pages/each) 1 Bypass (minimum 100 sheets)	_____ _____
Copy Allowance (Monthly)	3,000 pages	_____
Lease Cost per Month 48 months		_____
Service Cost per Month 3,000 pgs		_____
Total Cost per Month (48 Months)		_____