

Bid Event 8944 - Specifications
Color Copier/Printer Lease for TDOT Headquarters Copy Center

1. Lease information:

- a. Although there will be no minimum or maximum copy charges and/overages, TDOT estimates the monthly usage will be 20,000 black & white copies 11" X 17" and 20,000 color copies combined 8.5" X 11" and 11" X 17".
- b. Each meter click will be for 1 each 8.5" X 11". (This will mean that 11" X 17" may be charged as 2 clicks.)

2. Scope of Use:

- a. The high production color copier/printer specified herein will be primarily used to print 8.5" X 11" and 11" X 17" color and black and white sheets which contain plans, drawings, instructional information or related information needed for bid lettings and departmental information for the Tennessee Department of Transportation (TDOT) road projects.
- b. Some bid letting jobs may require 30 sets containing 1,500 sheets for one job and the copier/printer must be capable producing this size job without being overburdened.
- c. Files/drawings are primarily designed and submitted in full-size format and will need to be printed on 11" X 17" sheets in order for prospective bidders to use for submitting their bids.
- d. There will be occasions when sheets will need to be fed in to the scanner in and printed/copied as well.
- e. All costs to meet the scope of use including any required licenses, delivery, installation, connectivity, initial and ongoing training are to be included in the bid cost.

3. Print Speed: 70 pages per minute for 8 1/2" X 11" sheets 20# paper.

4. Paper Feed Tray Capacity: Paper feed tray capacity shall be minimum of 5,900 sheets of 12" X 18" 20# paper (excluding bypass tray).

5. Scan Feeder: Scan feeder must allow for multiple feeds to be scanned into a finished file containing as many as 1,500 pages. This file must then be output (printed) into complete sets of up to those same 1,500 pages.

6. Hole Puncher/Folder Requirements:

- a. 2-hole punch:
 - i. Professional grade 2-hole punch (for 11" side of 11" X 17" paper) on 2-3/4" centers is required.
 - ii. Hole punch opening diameter shall be no less than 0.256".
 - iii. Holes shall be 7/16" from paper edge to center of hole.
- b. Professional grade 3-hole punch (for 11" side of 8.5" X 11" paper) required. Conversion from 2-hole to 3-hole punch must be accomplished without changing dies.
- c. Heavy production punch is required for paper/stock up to 220 gsm.
- d. 4 folding schemes
 1. Z-fold
 2. Letter-fold/C-Fold (for up to 5 sheets)
 3. Tabloid/Engineering fold

7. **GBC Punch Unit:** An inline GBC 19-holepunch with simple slide-in, slide-out die replacement is required for paper/stock up to 216gsm.
8. **Formats Required:** Copier must be able to:
 - a. Scan to email
 - b. Scan to FTP
 - c. Scan to SMB
 - d. TWAIN Scan
9. **Work Station:** EFI Fiery External RIP Server workstation to include the following;
 - a. Keyboard, mouse, monitor, ES-2000 spectrophotometer required
 - a. Maximized performance with the best color quality.
 - b. Integrated Adobe® PDF Print Engine (APPE) technology to offer a choice of end-to-end native PDF workflow or legacy workflows.
 - c. Windows 7
 - d. Processor: Intel® Quad Core i5-2400 3.1 GHz
 - e. Memory: 4 GB minimum
 - f. Hard Disk Drive: 1 TB minimum
10. **Additional features and items to be included:**
 - a. Ability to add toner while printer is printing.
 - b. Ability to add paper while printer is printing.
 - c. Must be able to offset finished copies that are 2-hole punched
 - d. Automatic document feeder
 - e. Ability to auto-duplex up to 300 GSM paper stock.
 - f. Minimum 1200 x 1200 dpi printing resolution with 8-bit processing
 - g. Suction fed and air separation technology on the paper input module (deck)
 - h. Customer replaceable parts
 - i. Post insertion - Minimum 1 tray
 - j. Copier is to come equipped with all necessary provisions for the above features to work. Demonstration of each item will be required after delivery and before acceptance.
11. **Saddle Stitch Unit:**
 - a. Must be able to produce a 50 sheet (200 pages) saddle stitched booklet.
 - b. Must be able to face-trim finished booklet inline.
12. **100-sheet Stapling Finisher:**
 - a. Ability to staple 100-sheets of 20 lb. paper
 - b. Output capacity: 2,500 sheets
13. **Equipment and System:** Equipment and system being bid must meet or exceed all specifications listed herein.
14. **Standard Equipment:** Copier must include all features, items, and capabilities, as described in "standard" sales literature.
15. **Connectivity:**
 - a. Copier must allow print jobs to be submitted from multiple PCs/workstations sent by various divisions of TDOT via the State network. Therefore, the copier/printer must accept files from the network using Ethernet cabling.

- b. Copier provider must ensure compatibility with existing TDOT network. It is the bidder's responsibility to take needed steps to verify this information.
- c. Prospective bidders may contact Michael Brooks, network technician, at 615-741-1006 for information regarding the TDOT network.

16. Print Drivers and Software:

- a. Print Driver software must be able to scale down 22" X 34" drawings and print on 11" X 17" off-line.
- b. Print Drivers must be allowed to be installed on up to 10 work stations and those work stations must be able to send print jobs to copier.
- c. Make ready software to include mfr's standard advertised software.
- d. In addition to mfr's standard software successful bidder will provide the following make ready software applications:
 - i. EFI Fiery Impose
 - ii. EFI Fiery JobMaster
- e. Software phone support and on-site support if needed will be included in bid price.
- f. Software and or drivers must be able to convert and print Xerox RDO files.
- g. All license costs for drivers and software above are to be included in bid price.

17. Repair Service Calls and Maintenance Requirements to be included in bid price:

- a. Maintenance, when requested, must be performed during the State's normal business hours (8:00 AM to 4:30PM, Monday through Friday, excluding State holidays).
- b. The State of Tennessee will not pay the contractor for overtime after the State's normal working hours.
- c. Arrival on-site for repair service must be within 4 hours after call.
- d. Copier must be back on-line within 6 hours after repair service call (except when parts have to be ordered).
- e. In the event parts must be ordered for repair calls, the parts must be installed no later than 4:30 the day after the call.
- f. On-Site Maintenance will consist of: cleaning, oiling (if needed), adjusting and replacing worn parts when needed, and any regularly recommended manufacturer maintenance items are to be completed at the same time upon request.
- g. All consumable supplies including toner will be included in bid price (except paper & staples).
- h. All parts, labor, and any other supplies needed for maintenance and repair shall be included in the monthly cost.
- i. Successful vendor must have toner, staples, and other consumables locally stocked within a 50 mile radius of TDOT Copy Center to accommodate any needs for immediate delivery.
- j. The contractor shall perform preventative maintenance inspections during the contract period per manufacturer's recommendation at no additional charge.
- k. All additional service calls between inspections shall be made at no charge. These calls shall be coordinated with the agency to keep work flow disruption to a minimum.
- l. The State of Tennessee will not pay the contractor for any travel expenses incurred.

- m. The awarded vendor must be factory authorized and technicians shall be trained on the equipment bid in this bid event. Equipment shall be maintained in accordance with the factory specifications.

18. Training:

- a. Initial training: Successful bidder will provide a qualified/authorized instructor for the equipment bid to provide two (2) days(4.0 hours per day) of on-site (at TDOT) training to be scheduled within one (1) day after receipt and installation of the copier and all components.
- b. Follow up training/refresher training: Two follow up days of training (4 hours per day on-site at TDOT) will be required after initial training when requested and must be included in the pricing offered.

19. Installation:

- a. Successful bidder will make a site visit prior to delivery and will provide TDOT with a written list of power, connectivity, space and any other requirements necessary to make the new copier/printer fully functional.
- b. Delivery alone does not start the lease. The copier/printer must be fully functional.
- c. Successful bidder will be responsible for removing existing copier, Xerox Nuvera 120, and placing the components in the vicinity of the freight elevator for removal.
- d. TDOT will be responsible for removing the copier from the site and taking it to the State Property Utilization facility for disposal.

20. Note to Prospective Bidders: It is recommended that a site visit be made. TDOT and the State of Tennessee are not responsible for errors or omissions in bid cost or miscalculation of installation area for placement of equipment due to not having made a site visit.

21. Site Contacts: Charles Watson – 615-253-8626, Milton Moore – 615-741-4219, Barry Rawls 615-741-7909