



Town Clerk: Mrs Judy Morris BA(Hons)

The Town Hall
1 High Street
CULLOMPTON
Devon
EX15 1AB

www.cullomptontowncouncil.gov.uk
town.clerk@cullomptontowncouncil.gov.uk
01884 38249

To Whom it May Concern

26 February 2019

INVITATION TO TENDER FOR THE LEASE OF A NETWORKED MULTIFUNCTIONAL OFFICE DEVICE

1. Tenders are invited for the supply, on a 5-year lease, of a multifunction office device. The installation of this device will be in August 2019 when the existing lease of a RICOH MP C3503 with staple finisher expires. The new device will have a foot print no greater than the existing.
2. The device will have the following capabilities:
 - a. Scanning:
 - i. Scan documents through an auto sheet feeder up to A3 in size together with traditional flat-bed scanning.
 - ii. Scanning resolution will be variable with the maximum scanning resolution being no less than 600dpi.
 - iii. Scanning will be in full colour.
 - iv. Scanned documents will be saved to a USB drive or networked to a specific computer via the existing LAN.
 - v. Auto sheet feeder will have auto duplex capability.
 - b. Printing:
 - i. Colour network printing up to A3 in size.
 - ii. Multiple paper input trays (current machine has 4) for A4 and A3 paper with a bypass tray.
 - iii. Copy finishing with capability of stapling finished copies in various ways including up to A4 (folded) booklets (A3 unfolded). Folding is not necessary as this will be done by hand.
 - iv. Paper stock will be from 75gsm (plain paper) up to 300gsm. Automatic duplex is required on all paper stock.
 - c. The ongoing support should include in the monthly rental cost:
 - i. 4-hour response to requests for engineering support Monday to Friday 08:00-16:00. Requests received after Monday to Friday 16:00 or on Saturday, Sunday and on Public Holidays may be dealt within 4 hours commencing from 08:00 on the next working day.

- ii. Supply, including carriage, of CMYK Toner Cartridges as requested.
 - iii. Supply, including carriage, of replacement staple cartridges as requested.
 - iv. Facilities, including carriage, for the return and recycling of used CMYK Toner Cartridges.
3. There will, obviously, be variables when these tenders are produced. However, the council will consider, primarily, the monthly or quarterly rental together with the per-page printing costs based on the usage of the existing machine over the past 12 months in order to provide parity of comparison of ongoing revenue costs.
4. Tenders for this work, in envelopes marked "TENDER SUBMISSION – OFFICE MACHINE" are to be received by the Town Council offices no later than 12 Noon on Friday 28 June 2019. The preferred tender submission will be notified as soon as practicable following the meeting of the Policy, Finance and Personnel Committee due to be held on 16 July 2019.

I look forward to hearing from you.

Yours faithfully

A handwritten signature in cursive script that reads "Judy Morris".

Judy Morris BA(Hons)
Town Clerk