

**REQUEST FOR PROPOSALS
FOR
COPIER/PRINTER LEASE**

**TOWN OF DAUPHIN ISLAND
1011 BIENVILLE BLVD
DAUPHIN ISLAND, AL 36528**

JULY 14, 2022

**NOTICE IS HEREBY GIVEN that the Town of Dauphin Island is accepting seals proposals for:
3 copiers/printer**

Proposal due on July 28, 2022 at 12 PM.

Proposals may be hand delivered, mailed or delivered via courier service to the following address:

Town of Dauphin Island
"Copier Bid"
1011 Bienville Blvd
Dauphin Island, AL 36528

NO FAXED OR EMAIL PROPOSALS WILL BE ACCEPTED.

General Information and requirements

1. All proposal received and all materials contained therein, once opened are Public Record, and subject to disclosed to any person, organization or firm, including other firms responding to this request for proposals.
2. The Town of Dauphin Island reserves the right to accept or reject any or all proposals, or part thereof, to waive any informalities or technicalities, or to award contracts in the best interest of the Town.
3. The Town of Dauphin Island is exempt from taxes imposed. Proposals shall not include any taxed or fees.
4. Prospective firms warrant by virtue of submission of proposals that all prices, terms and conditions stated shall be honored for period of one hundred eighty (180) days after the opening of proposals. Any changes at the time an order is placed shall result in automatic disqualification of the vendor.

We are looking for 3 new copiers under state contract bid. All copiers need to copy, fax, scan and print.

1. Town Hall has a MPC3503 color copier. We average about 5000 black copies and 4000 color copies. 4 paper trays.
2. Police has a MP3554 copier with 3 paper trays. Average 2500 per month.
3. Parks has a ARM237 with 2 paper trays. But we want 3 paper trays. Average 3000 per month.

For more information, please email jwentworth@townofdauphinisland.org.