

November 25, 2013

SUBJECT: The Rhode Island Lottery is seeking bids for: **Multi-Functional Copier/Document System**

Please forward bids to:
Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
Attention: Gerald S. Aubin, Director
BID 13-24A
P.O. # 7648

QUANTITY: One (1)

SPECIFICATIONS: **Multi-Functional Copier/Document System**
Black & White

IMPORTANT: Price separately:
PURCHASE Package and **LEASE Package**

INCLUDE pricing for a Maintenance Agreement and Service Contract for both

SET UP & DELIVERY: ESTIMATED DELIVERY TIME REQUIRED WITH BID PROPOSAL

OTHER: May request possible demonstration
On-site training **REQUIRED**
Price is to **INCLUDE** delivery and installation
Specify Warranty
Specify response time for service calls

FOB: Rhode Island Lottery, 1425 Pontiac Ave., Cranston, RI 02920

BID DUE: **DECEMBER 10, 2013**

QUESTIONS: Contact Sandi Conroy (401) 463-6500 or Joe Santurri (401) 222-9544

NOTE: **PLEASE USE THE ENCLOSED RETURN LABEL ON ENVELOPE**
DO NOT FAX

INTERNET VENDORS: **VENDORS WHO USE THE INTERNET TO DOWNLOAD BID INFORMATION MUST INCLUDE THE BID NUMBER ON THE ENVELOPE, SUBMITTED IN HARD COPY, BY BID DEADLINE - DO NOT FAX**

MULTI-FUNCTION COPIER/DOCUMENT SYSTEM

FEATURES

- Network capable
- Automatic document feed
- Console
- Copy speed and print speed Minimum 45 ppm black & white
- Paper capacity Minimum 500 x 2 drawers
- Paper Maximum Size 11" x 17"
- Staple capability
- Bypass Tray
- Sorter
- Auto duplex Ability to print on both sides of a page
- Paper weight Through drawers 110 lbs. included
- Controller Vendor to specify controller speed
- Scanning Standard – Black & white & color
NOTE: Printer Black & White with the capability of scanning in color to email preferred if available
- Printing Minimum 1200 x 1200 DPI standard
[Black & White]
IF NOT INCLUDED PLEASE PRICE AS AN OPTION
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- Image preview and thumbnail view
- Scan to a USB device on MFP standard
- Compatible with Windows 7 & Window 8
- True multi-tasking ability to print and scan at the same time, and copy and scan at the same time.
- Current Average Monthly Volume 6,000 - 9,000

Service should be **all-inclusive** except paper and staples.

Please supply: Cost per page black & white

CHECKLIST

- Please include pricing for a RUSH delivery
- Bid Price to include shipping & handling costs, set-up fees, die cuts, imprint fees, and any/all charges.
- Estimated delivery time is required with bid proposal
- Delivery REQUIRED within **3 weeks** of bid award.
- Please provide a Sample of vinyl material WITH your sealed Bid proposal.
- Upon Bid Award, sample REQUIRED
- Pre-production Sample/Proof to be approved by the Rhode Island Lottery
- Please specify, if the RI Lottery chooses to accept bid, percentage of overage/ underage
- Bulk packaged
- The Rhode Island Lottery will exercise the right to receive the stock on an as needed basis
- Insurance Certificate must be submitted with Bid proposal
- Please include three (3) references with names, addresses and telephone numbers
- Include confirmation that vendor has registered as a State vendor at www.purchasing.ri.gov
- Successful out-of-state vendor MUST file a Certificate of Authority at www.sos.ri.gov and provide confirmation upon bid award