

Bid Solicitation for Copier Lease

Washington County Free Library
100 S. Potomac Street
Hagerstown, MD 21740
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Bidding Period:

Opens October 15, 2025, and will close on November 14, 2025, or once all requested bids have been received or declined, whichever occurs first.

Notification of Award: On or before EOD November 17, 2025

Lease Start Date: December 1, 2025

1. Purpose

The Washington County Free Library invites qualified vendors to submit bids for the lease of one (1) multifunction copier to replace the current leased unit. The new lease will begin December 1, 2025, for a five-year (60-month) term.

2. Equipment Requirements

- Print/Copy Speed: Minimum of 45 ppm (B&W) and 40 ppm (color)
- Monthly Volume: Capable of handling at least 10,000 pages per month
- Functions: Print, Copy, Scan (color), Fax, Duplex, Network Connectivity
- Scan to Email Capability: Must include scan-to-email functionality
- Resolution: Minimum 1200 x 1200 dpi
- Paper Sizes: Letter, Legal, up to 11x17
- Paper Capacity: Minimum 3,000 sheets with multi-tray configuration
- Automatic Document Feeder: Dual-sided scanning
- Output Finisher: 4,000-sheet finisher with stapling and sorting required
- Security: Must meet current network security standards and remain updateable for new standards
- Energy Star Certified
- Data Protection: Must ensure NIST 800-88-compliant data erasure and provide certification when unit is removed or replaced
- Equipment Equivalency: Must be new current production models (no refurbished units)

The organization reserves the right to request an on-site or virtual demonstration of the proposed model prior to award.

3. Installation, Training, and Network Setup

Vendor must provide installation (including removal of all packing materials), network configuration, and staff training at no cost. Training must include user and admin functions, and the copier must integrate with the existing email and network systems.

4. Lease and Service Terms

- Lease Term: 60 months (Dec 1, 2025 – Nov 30, 2030)
- Service Agreement: Includes all parts, labor, toner, and staples (excludes paper)
- Response Time: Maximum 24-hour on-site service response
- Replacement Guarantee: If the copier experiences the same failure three (3) or more times within a 90-day period, or is inoperable for more than five (5) consecutive business days, the vendor shall provide a comparable loaner or replacement unit at no cost for the remainder of the lease term
- Meter Readings: Monthly or quarterly
- Service Reporting: Quarterly reports including meter readings, maintenance logs, and supply deliveries
- End-of-Lease: Vendor must remove equipment at end of term at no cost

5. Estimated Usage

Black & White: 4,000 pages/month (estimated)

Color: 2,000 pages/month (estimated)

Bidders must provide per-page pricing for B&W and color output, and the monthly lease cost (inclusive of equipment, service, and maintenance).

6. Optional Output Finisher Options

In addition, bidders may provide pricing and availability for optional advanced finishing features including: booklet/saddle-stitch finishing, 2- or 3-hole punching, folding (tri-fold, Z-fold, etc.), offset stacking or shift-sorting, interposer/insert trays, decurl or flattening modules, and staple-less binding for small sets. This pricing should not be included in the base bid but noted as separate line-item options. All optional finishing equipment must be fully integrated with the copier and tested for compatibility during installation.

7. Delivery and Acceptance

Delivery and installation must be completed within 30 days of award. Final acceptance occurs after successful testing of print, copy, scan-to-email, and fax functionality. Compatibility with network and security standards must be verified.

8. Bid Submission Requirements

- Company name, address, and contact information
- Description and model of proposed copier
- Monthly lease cost
- Per-page overages pricing for B&W and color

- Maintenance and service details – Describe your service program to include service coverage, response times, preventive maintenance schedule, loaner or replacement policy, toner and supply fulfillment process, and any service tracking or customer portal systems
- References from at least three similar clients
- Warranty information
- Delivery and installation timeline
- Itemized cost disclosure (all fees must be listed; no undisclosed charges allowed)
- Overage charges and billing accuracy policy (including per-page overage rates and correction procedures)

9. Evaluation Criteria

Criteria	Weight
Equipment quality, features, and reliability	30%
Cost (lease rate and maintenance)	40%
Service and response time	20%
References and past performance	10%

10. Compliance and Liability

The vendor must comply with all federal, state, and local laws, maintain insurance (liability, property, worker's comp), and provide proof upon request. The vendor assumes responsibility for any damage or loss caused by its personnel or equipment.

11. Non-Performance Termination

The organization may terminate the lease without penalty for non-performance or failure to meet service levels. In such cases, the vendor must remove equipment at its expense.

12. Submission Instructions

Submit emailed bids clearly marked 'Copier Lease Bid 2025' to:

Ian Seibert

iseibert@washcolibrary.org

A confirmation reply will be sent to confirm bid receipt.

****Questions:****

Direct all questions regarding this solicitation to Ian Seibert, iseibert@washcolibrary.org