

# *City of Belvidere · Illinois*

City Hall: 401 Whitney Blvd. Suite 100  
Belvidere, Illinois 61008-3710  
(815) 544-2612 • Fax (815) 544-3060

The City of Belvidere, IL is currently accepting proposals for new copiers/ copier maintenance for multiple locations and departments. Vendors need to submit proposals to the Budget/Finance Officer no later than Friday, September 4, 2025, at 5:00 p.m.

Vendors will submit proposals based on the following criteria:

- Vendor will be able to deliver new equipment by **October 30, 2025**.
- Vendor will be responsible for the wiping and shipping costs associated with the old equipment being removed from City property.
- Vendor will include trade-in value of all old equipment if known (otherwise price will be adjusted once value is known).
- Vendor will provide a quote based on a 60-month lease for the copy machines and maintenance.
- Vendor will indicate number of copies (B/W and Color) based on current usage and expected usage that will be included with maintenance contract. Vendor will also indicate overage price.
- Vendor will include if the product is on the Illinois State bid list or is part of a different purchasing program.
- Scanning in color should be standard on all machines.
- Vendor will specify \$1 buyout at the end of the 60-month term.
- Vendor will be able to respond to a machine emergency service call within 4 hours and all other calls within 24 hours.
- Vendor will offer a Printer Maintenance Program and be able to provide a cost estimate if the City is to request it.
- Vendor will submit 3 references with their proposal.
- Vendor will submit Certificate of Insurance with their proposal.
- Vendor understands that the selection process will take into account price, customer service, references, and overall stability of the vendor and the products.
- The City reserves the right to reject all proposals or ask the vendors to make changes to the proposal.
- Vendor may wish to set up a site visit to the City before submitting a proposal. Please contact Sarah Turnipseed at 815-544-2612 or [sturnipseed@belvidereil.gov](mailto:sturnipseed@belvidereil.gov)

### Locations and Equipment Requested

#### **(1) City Clerk's Office-401 Whitney Blvd.**

##### **1 Color Copier**

- Minimum 45ppm
- 3 paper drawers
- 11 x 17
- Internal finisher
- Scan to email or to a folder
- Fax
- Print

#### **(2) Public Works-401 Whitney Blvd.**

##### **1 Color Copier**

- Minimum 45 ppm
- 3 paper drawers
- 11 x 17
- Internal finisher
- Scan
- Print
- Fax
- Large Capacity Cassette

#### **(3) Street Department- Locust St.**

##### **1 Color Copier**

- Minimum 25 ppm
- No finisher needed
- 11 x 17
- Mobile printing
- Scan
- Print
- Fax

**(4) Water Department-Whitney Blvd.**

**1 Color Copier**

- Minimum 25 ppm
- No finisher needed
- 11 x 17
- Mobile printing
- Scan
- Print
- Fax

**(5) Waste Water Treatment Plant-Newburg Rd.**

**1 Color Copier**

- Minimum 25 ppm
- No finisher needed
- 11 x 17
- Mobile printing
- Scan
- Print
- Fax

**(6) Police Department- 615 N. Main Street.**

**1 B/W Copier**

- Minimum 25 ppm
- 11 x 17
- No finisher needed
- Scan (in color and to a USB and/or folder)
- Print
- Fax

**Fire Department- (Fire Station 1 and 2)**

**(7) Station 1 (first floor)- State St.**

**1 Color Copier**

- Minimum 25 ppm
- Internal Finisher
- 11 x 17
- Scan
- Print
- Fax

**(8) Station 2- 6<sup>th</sup> St.**

**- 1 B/W Copier (Fits on Desktop)**

- Minimum 25 ppm
- 11 x 17
- Scan
- Print
- Fax

**(9) Community Development-401 Whitney Blvd.**

**1 Color Copier**

- Minimum 45ppm
- 3 paper drawers
- 11 x 17
- Internal Finisher
- Scan
- Print
- Fax

## PRICE

(Please attach all copy machine and maintenance specifications)

<b>Copier #</b>	<b>Monthly Cost</b>
(1) City Clerk.....	\$ _____
(2) Public Works.....	\$ _____
(3) Street Department.....	\$ _____
(4) Water Department.....	\$ _____
(5) Treatment Plant.....	\$ _____
(6) Police Department.....	\$ _____
(7) Fire Dept. (Station 1 first floor).....	\$ _____
(8) Fire Dept. (Station 2).....	\$ _____
(9) Community Development.....	\$ _____
<b>Total Monthly Cost.....</b>	<b>\$ _____</b>

(Includes copier lease and maintenance)

**Sales Representative Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

\*Please mail or email completed form and additional documentation to [sturnipseed@belvidereil.gov](mailto:sturnipseed@belvidereil.gov)

or 401 Whitney Blvd. Belvidere, IL 61008.

# City of Belvidere

## Fleet Overview

Black and White					Color	
Model	Location Name	Address	Avg. Mo Volume	Avg. Mo Volume		
IR ADV DX 4725i	City of Belvidere - Police Dept	615 N Main St	2,247			
IR ADV DX 4725i	City of Belvidere - Fire Station 1	123 S State St	not replacing copier			
IR ADV DX 4725i	City of Belvidere - Fire Station 2	353 E 6th St	289			
IR ADV DX C5750i	City of Belvidere	401 Whitney Blvd Ste 300	2,223			3,141
IR ADV DX C5750i	City of Belvidere	401 Whitney Blvd Ste 300	10,600			2,265
IR ADV C3725i	City of Belvidere - Streets Dept	515 W Locust St	437			555
IR ADV C3725i	City of Belvidere - Water Dept	210 Whitney Blvd	241			358
IR ADV C3725i	City of Belvidere - Waste-Water Treatment	2001 Newburg Rd	170			285
IR ADV C3725i	City of Belvidere - Fire Station 1	123 S State St	583			657
IR ADV DX C5760i	City of Belvidere Public Works	401 Whitney Blvd Ste 200	3,674			7,004