

AREA AGENCY ON AGING REGION 9, INC.

BID SPECIFICATION SHEET

FOR USED OFFICE EQUIPMENT



Area Agency on Aging Region 9, Inc. (AAA9) first opened its doors in Cambridge Ohio in 1975 as a private non-profit Section 501(c)(3) organization. Our Mission – “We work with people, communities, and organizations to help older adults and people with disabilities live independently and enjoy the highest quality of life possible.” We serve a nine-county area that includes: Belmont, Carroll, Coshocton, Guernsey, Harrison, Holmes, Jefferson, Muskingum, and Tuscarawas Counties. AAA9 now serves individuals of all ages by providing access to multiple programs, adding Monroe, Morgan, Noble, Perry, and Washington Counties to our service area for certain ones.

INVITATION TO BID



AAA9 is accepting sealed bids for used office equipment. All equipment has been tested and confirmed to be in working order. All items are sold “as-is” and without warranty. Feel free to stop by the office to look at the equipment in person. If you are interested in bidding, an intent to bid response is requested by December 6, 2024.

Schedule of Events



- Bidding Starts – November 12, 2024
- Deadline for Sealed Bids – December 6, 2024
- Bid Winners Announced – December 16, 2024
- Pickup by - January 3, 2025

Inquiries



Questions regarding any used equipment are to be submitted to hbradshaw@aaa9.org with “Equipment Bid Question” in the subject line.

Process for Submitting a Sealed Bid



- Proposals delivered on the day of the deadline, must be received by 4:00 pm.
- Mailed bids shall be sent to: AAA9 – 710 Wheeling Avenue, Cambridge, Ohio 43725 – Attn: Accounting Specialist
- Emailed bids shall be sent to: hbradshaw@aaa9.org with “Sealed Bid” in the subject line.

Bids, Payment & Pickup



- Bids received after the deadline will be rejected.
- The bid offer acknowledges the right of AAA9 to accept or reject any or all bids and to waive any informality in any bid received.
- Pick up only.
- AAA9 is not responsible for assisting or moving equipment out of the building.
- Payment and pickup arrangements need to be made within two weeks of close of sale. Items not claimed will go to the next bidder.
- Cash or checks will be accepted forms of payment.

EQUIPMENT & SPECIFICATIONS

Item #1: Ricoh IM C6000 Color Laser Multifunction Printer – **Minimum Bid \$500**



- 60 pages per minute
- 2,300 sheet capacity
- Network printing/scanning
- Staple finishing
- Serial: 3149M400487 – Total pages: 622885 – Mono: 441129 – Color: 181756

Item #2: Ricoh IM C6000 Color Laser Multifunction Printer – **Minimum Bid \$500**



- 60 pages per minute
- 2,300 sheet capacity
- Network printing/scanning
- Staple finishing
- Serial: 3149M400251 – Total pages: 311715 – Mono: 168151 – Color: 143564

Item #3: Ricoh IM C6000 Color Laser Multifunction Printer – **Minimum Bid \$500**



- 60 pages per minute
- 2,300 sheet capacity
- Network printing/scanning
- Staple finishing
- Serial: 3149M400576 – Total pages: 588863 – Mono: 151684 – Color: 437179

Item #4: Neopost DS-63 2.5 Stations Desktop Folder Inserter



- Up to 2,200 envelopes/hour
- Multiple sheet feeding
- 325 document feeder sheet capacity
- 150 envelope capacity

Item #5: Elite Screens FM100V Reflexion Series Projector Screen



- 60 x 80-inch portable projection screen
- Floor standing model
- Sliding legs with rotating cup leveler for adjustment on uneven floor

Item #6: Elite Screens FM100V Reflexion Series Projector Screen



- 60 x 80-inch portable projection screen
- Floor standing model
- Sliding legs with rotating cup leveler for adjustment on uneven floor



AREA AGENCY ON AGING REGION 9, INC. – USED EQUIPMENT SEALED BID FORM

| | |
|---|--|
| Date Submitted: | |
| Item and Item Number Bidding on: | |
| Amount of Bid: | |
| | |
| Name of Bidder: | |
| Address: | |
| Contact Number: | |
| Email Address: | |

Bids will be opened the business day following the “bid through date” and the item will go to the highest bidder.

***AAA9 reserves the right to reject any and all bids.**

FOR OFFICE USE ONLY

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| Date Bid Received: | |
| Opened and Received By (Two Authorized Personnel): | |
| | |
| Decision (Indicate Accepted or Rejected*): | |
| Date Bidder Contacted: | |
| Date of Payment and Pickup: | |

*Bids initially rejected may be reconsidered at a later time.