

NOTICE TO BID

**VILLAGE OF HOFFMAN ESTATES
Hoffman Estates, IL 60169**

The Village of Hoffman Estates Finance Department is soliciting bids for:

- High Speed, High Volume, Digital Copier with minimum of 110 pages per minute
- Color Production Digital Copier with minimum of 60 pages per minute
- Black and White Copier with a minimum of 60 pages per minute
- Color Copier with a minimum of 50 pages per minute
- Black and White Copier with a minimum of 30 pages per minute
- Color Copier with a minimum of 30 pages per minute
- Maintenance of equipment acquired with the acceptance of the bid as well as maintenance on two existing copiers in the Village

Sealed bids will be received by the Office of the Village Clerk, 1900 Hassell Road, Hoffman Estates, Illinois, 60169, (Municipal Building) until **10:00 a.m.**, local time, **October 25, 2013**, at which time they will be publicly opened and read aloud. It is the responsibility of the bidder to meet the specified opening time and any bid not so received will be returned unopened. Bids must be identified as such on the outside of the sealed envelope. This can be done by label as may be provided by the agency or by marking the envelope "SEALED BID" and with the following information: Company's name, address, item bid, date, and time of opening.

Specifications and complete bid documents may be obtained from the Office of the Village Clerk. Further information regarding this bid may be obtained by contacting Renee Bentley, Assistant Director of Finance, at (847)843-4807.

The Village of Hoffman Estates reserves the right to waive any/all formalities, or to reject any/all bids and/or parts thereof; and to accept that bid which it deems most favorable to Hoffman Estates after all bids have been examined and canvassed.

By the Order of the Mayor and Board of Trustees of the Village of Hoffman Estates.

(Date)

Bev Romanoff, Village Clerk

TO BE PUBLISHED ON _____ PADDOCK PUBLICATIONS