**INVITATION TO BID**

**CITY OF CANTON, MISSOURI**

**SALE OF MULTI-FUNCTION COPIER**

The City of Canton, Missouri is soliciting bids for the sale of a multi-function network printer currently in use at Canton City Hall. Bids are for a cash sale of the machine and the buyer will be obligated to pick up the machine from Canton City Hall.

The copier is a 2007 Kyocera KM-3050 with finisher, standard drawers for legal and ledger paper, and a large-capacity drawer for letter paper. It prints B/W, but can scan color documents. It has been provided routine maintenance. The printer may be seen at Canton City Hall.

Questions concerning specifications should be directed to Cindy Kell via fax at 573-288-3738, by phone at 573-288-4413, or by email at [cantoncityclerk@centurytel.net](mailto:cantoncityclerk@centurytel.net).

Sealed bids clearly labeled “Bid for Kyocera KM-3050” should be addressed to the City of Canton, 106 N 5th Street, PO Box 231, Canton, MO 63435. Sealed bids will be accepted until 10:00 AM, Friday, February 12, 2016. Bids will be opened at this time at Canton City Hall.

The City of Canton intends to award a bid that in the City’s sole discretion best meets the interest and requirements of the City. The City reserves the right in the City’s sole discretion to reject any or all bids, to waive technicalities or deficiencies in any or all bids, to negotiate with any or all bidders or others for more favorable terms or prices, and to award a bid to other than the bidder submitting the highest bid proposal, with or without negotiation. The City reserves the right not to open a sole bid.