



719 E Howard St.
Centralia, IL 62801
618.532.1894

SALE OF USED EQUIPMENT

MCHA is accepting sealed bids for the purchase of the following used copier(s):

Make: Ricoh/IMC3500
Model: DR 621
Serial #: 3119R500105
B&W Meter: 309,146 Color Meter: 392,010
Condition: Sold **AS IS, WHERE IS**, with no warranties or guarantees expressed or implied.



Make: Ricoh/IMC3000
Model: DM653
Serial #: 3109R400107
B&W Meter: 304,614 Color Meter: 249,972
Condition: Sold **AS IS, WHERE IS**, with no warranties or guarantees expressed or implied.



Supplies Included (compatible with both copiers):

- 1 Ricoh Cyan Toner cartridge
- 1 Ricoh Black Toner cartridge
- 2 Ricoh Magenta Toner cartridge
- 2 Ricoh Yellow Toner cartridge
- 1 Ricoh Waste Toner Bottle

INSPECTION

Interested bidders may inspect the copier by appointment only during normal business hours Monday – Friday (8:30 AM-4:00 PM) at: Marion County Housing Authority, 719 Howard Street, Centralia, IL 62801.

To schedule an inspection, contact: Angie Clifton at 618-532-1894 Ext 309 or by email at aclifton@mchahomes.org.

BID OPENING

All bids will be opened at 10:00 AM on August 17, 2026 at Marion County Housing Authority, 719 Howard Street, Centralia, IL 62801.

INSTRUCTION TO BIDDERS

1. Bid(s) shall be made in writing, and mailed or delivered to Marion County Housing Authority, 719 Howard Street, Centralia, IL 62801 before 10:00 A.M. on August 17, 2026, at which time they will be opened and read publicly. Bid(s) shall be submitted in a sealed envelope marked “copier”.
2. Each bid shall clearly identify the copier on which the bidder is submitting a bid. If a bidder wishes to submit bids on both copiers, the bid shall clearly state that bids are being submitted for both copiers and shall specify the bid amount for each copier separately.
3. Information is provided for the copiers for sale under this bid cover. Bidders are advised that the copiers are being sold “as is” with no warranty whatsoever. All sales are final.
4. By submitting a bid, the bidder acknowledges that they have had the opportunity to inspect the equipment and accept its condition.
5. The successful bidder will be awarded based upon the total bid submitted for the copier(s).
6. The successful bidder (the high bidder) shall submit payment to Marion County Housing Authority in the form of a certified check. Payment shall be received in the MCHA Office within 24 hours of bid opening. If payment is not received by said date, MCHA reserves the right to offer the purchase of the copier(s) to the second high bidder, or subsequent bidders as may be determined by the Executive Director.

7. MCHA reserves the right to reject any or all bids, to waive any irregularities in the bids, and to accept in whole or in part such bid or bids as may be deemed to be in the best interest of MCHA.
8. Upon approval of the bid by the Executive Director, and upon receipt of payment, the successful bidder may take immediate possession of the copier(s).
9. The purchaser shall be solely responsible for any loss, claims, or damages arising out of the removal or transportation of property from the sale site or the use of the same thereafter. The purchaser further agrees to indemnify and hold harmless MCHA against any and all losses, claims or damages arising from the removal or transport of any property, or any other actions arising out of this transaction.
10. Questions regarding bid process or equipment shall be directed to Angie Clifton, Executive Administrative Assistant, by email at aclifton@mchahomes.org.