



City of Barre, Vermont

“Granite Center of the World”

Steven E. Mackenzie, P.E.
City Manager

6 N. Main St., Suite 2
Barre, VT 05641
Telephone (802) 476-0240
FAX (802) 476-0264
manager@barrecity.org

REQUEST FOR QUOTATION PRINTER EQUIPMENT AND INCLUSIVE PRINTER SUPPORT CONTRACT May 1, 2017

The **City of Barre, Vermont** will be leasing seven (7) multi-functional printers. We will be replacing existing equipment as leases end. We will be contracting for the support of all desktop printers until end of useful life at which time they will be replaced with leased printer. The following supporting documents are attached for you reference:

- Attachment 1: Cost Submission Worksheet
- Attachment 2: Specifications of the Seven (7) Multi-Functional Printers
- Attachment 3: Schedule of the Leased Printers to be Replaced
- Attachment 4: Inventory of the Desktop Printers to be Supported Until End of Useful Life then Replaced by Leased Printer
- Attachment 5: End-User Feedback Used to Define Equipment Needs

If you are interested in being considered for this quotation, please submit a written proposal **no later than 11:00 a.m., Friday, May 19, 2017**. Your proposal shall include the following:

BASE BID ITEMS

1. Cost Submission Worksheet (provided herein)
 - a. Five (5) year lease quotation for each new multi-functional printer;
 - b. Five (5) year lease quotation for each multi-functional printer to be replaced at end of lease;
 - c. Five (5) year lease quotation and replacement schedule for desktop printers;
 - d. Cost quotation, to be billed annually, for technical support as well as include ink and/or toner for all printers.
2. Certificate of insurance
3. Attach narrative sheets as you deem necessary

OPTIONAL BID ITEMS

Optional bid items below may be listed separately. These items (1-3) are of interest, however; they will not be used as considerations when awarding the bid.

1. Suggested Redeployment of printers to maximize efficiency in printing costs per page
2. An annual cost for paper (City wide)

3. Quote a trade in price, towards the cost of the wide format MFP, for a wide format printer HP Design Jet 800ps

Selection will be made in accordance with the City of Barre Procurement Policy. In addition, while fee is an important selection consideration, it is not necessarily the exclusive basis for selection. The City of Barre reserves the right to select the firm submitting the proposal deemed to be most responsive to this RFQ and/or in the best interests of the City of Barre.

Email submission is preferred; hard copy submittal is an acceptable alternative. No facsimile-machine produced proposal will be accepted. Please submit a digital copy to:

1. Via email to: Nicolas Landry, Executive Assistant to the City Manager
nlandry@barrecity.org
Please put in your "Subject" line, *Printer Equipment and Inclusive Printer Support Contract RFQ*
2. Via US Mail to: **City Manager's Office**
Nicolas Landry, Executive Assistant. to the City Manager
6 N. Main Street, Suite 2
Barre, Vermont 05641
Please mark your envelope, *Printer Equipment and Inclusive Printer Support Contract RFQ*

Should you have questions regarding this is RFQ, please contact Mr. Nicolas Landry, Executive Assistant to the City Manager, at nlandry@barrecity.org (preferred) or direct line at (802) 476-0241.

ATTACHMENT 2: SPECIFICATIONS OF EIGHT (8) MULTI-FUNCTIONAL PRINTERS FOR NEW LEASE

1. Planning, Permitting, & Assessing

Multi-function printer: duplex, scan (to network folders), copy, B&W printing (no color)
Paper size: 8 ½ x 11, 8 ½ x14, 11 x 17, envelopes
45 page per minute

2. Clerk

Multi-function printer: duplex, scan (to network folders), copy, B&W printing, negative printing, cardstock printing & copying
Paper size: 8 ½ x 11 (large capacity), 8 ½ x 14, 11 x 17
Finishing: staple, hole punch
45 page per minute

3. Public Works

Multi-function printer: duplex, scan (to network folders), copy, fax, color printing
Paper size: 8 ½ x11, 11x17
35 page per minute

4. Public Works Wide Format

Multi-function printer: duplex, scan (to network folders), copy, color printing, must process maps that have been aged and may be degraded
Paper size: 36inch roll, 48 inch roll

5. Public Works – Water Plant

Multi-function printer: fax, copy, color printing
Paper size: 8 ½ x11, 8 ½ x14
21 page per minute

6. Public Works – Waste Water

Multi-function printer: fax, copy, color printing
Paper size: 8 ½ x11, 8 ½ x14
21 page per minute

7. Buildings & Community Service

Multi-function printer: duplex, scan (to network folders), copy, color printing
Paper size: 8 ½ x11, 11x17, envelopes
35 page per minute

ATTACHMENT 3: SCHEDULE OF THE LEASED PRINTERS TO BE REPLACED

1. Managers Office – lease ends 9/22/2017

Multi-function printer: duplex, scan (to network folders), copy, color printing

Paper size: 8 ½ x 11 (large capacity), 8 ½ x 14, 11 x 17, envelopes

Finishing: staple, hole punch

45 page per minute

2. Public Safety – Fire Department – lease ends 10/25/2017

Multi-function printer: duplex, scan (to network folders), fax, copy, color printing tracked via pin codes

Paper size: 8 ½ x 11, 11 x 17

30 page per minute

3. Public Safety – Police Department – lease ends 7/25/2018

Multi-function printer: scan duplex, (to network folders), copy, color printing tracked via pin codes

Paper size: 8 ½ x 11, 11 x 17

30 page per minute

**ATTACHMENT 4: INVENTORY OF THE DESKTOP PRINTERS TO BE SUPPORTED
UNTIL END OF USEFUL LIFE THEN REPLACED BY LEASED PRINTER**

- Manager's Office – HP LaserJet
 - New lease needs to be B&W printer with 8 ½ x 11 paper
- Human Resources – Brother MFC L2700DW
 - New lease needs to be B&W printer with 8 ½ x 11 paper
- Accounting – Brother MFC L2700DW
 - New lease needs to be B&W printer with 8 ½ x 11 paper
- Public Works, Collections – HP LaserJet 8150
 - New lease needs to be B&W printer with 8 ½ x 11 paper
- Public Works, Waste Water – Epson LX350
 - New lease needs to be B&W dot-matrix printer
- Buildings & Community Service, Cemetery – HP 4500
 - New lease needs to be B&W printer with 8 ½ x 11 paper
- Public Safety, Police Department – HP LaserJet Pro 400
 - New lease needs to be B&W printer with 8 ½ x 11 paper
- Public Safety, Police Department – Canon H12425 (fax)
 - New lease needs to be B&W printer/fax with 8 ½ x 11 paper
- Public Safety, Police Department – Toshiba 305 CML915130
 - Multi-function printer: duplex, scan (to network folders), copy, B&W printing
Paper size: 8 ½ x 11, 11 x 17 / 30 page per minute

ATTACHMENT 5: END-USER FEEDBACK USED TO DEFINE EQUIPMENT NEEDS

Department Head Interview Responses

Planning, Permitting, Assessing

1. Is your current printing setup adequate?

No. MFP end of life. 2 desktop printers to phase out.

HP LaserJet P1606dn and LaserJet 4050 to be supported until end of useful life.

2. What do you need for your current printer setup to be adequate?

MFP with service contract (high PPM)

-scan/print/copy -scan/print boxes (folders) -8 ½ x 11, 11 x 17, print on envelopes -B&W Only

-Duplexing

3. Do you have equipment on lease? When is the lease due?

No.

4. Do you have equipment that [will] needs to be replaced?

Yes. CopyStar (MFP) needs immediate replacement.

Engineer's Office / Water Plants

1. Is your current printing setup adequate?

DPW: No. MFP end of life. 2 desktop printers and fax machine to replace with MFP.

Need wide format (48") MFP / Trade in wide format printer.

Water Plants: Yes. Phase out printers to single MFP at each site. Support DotMatrix printer for SCADA reporting.

2. What do you need for your current printer setup to be adequate?

DPW: MFP with service contract (high PPM)

-scan/print/copy -scan/print boxes (folders) -8 ½ x 11, 11 x 17 -Color Printing -Duplexing

WATER TREATMENT PLANT

[HP Deskjet 6940] -fax/print -8 ½ x 11, 8 ½ x 14 -color print -1 ream per month

WASTE WATER PLANT

[HP laser 1536dnf MFP printer/fax] -fax/print -8 ½ x 11, 8 ½ x 14 -color print -1 ream per month

-Dot-matrix B&W for SCADA reporting [Epson LX350]

WATER COLLECTIONS (Clint)

-Dot-matrix B&W printer [OkiData Mircroline 591]

-MPF [HP LaserJet 8150] (35ppm) -scan/print/copy -scan/print boxes (folders) -8 ½ x 11, 8 ½ x 14

-color print -500pg tray

3. Do you have equipment on lease? When is the lease due?

No.

4. Do you have equipment that [will] needs to be replaced?

Yes. CopyStar (MFP) and wide format (48") scanner needs immediate replacement.

Water printers; service until end of useful life then replaced via lease.

City Clerk

1. Is your current printing setup adequate?

Yes.

2. What do you need for your current printer setup to be adequate?

CLERK

MFP [Toshiba 306] (high ppm) with service contract

-scan/print/copy -scan/print boxes (folders) -8 ½ x 11, 8 ½ x 14, 11 x 17 -B&W Only

-2 drawer 8 ½ x 11 -Duplexing -negative printing -finishers: staple, hole punch

-user friendly (public use machine) -negative printing -heavy stock paper through bypass feeder

-high memory

FINANCE

-print [HP LaserJet 6p] -B&W only -1 ream per week -8 ½ x 11

-print/copy [Brother MCF-L2700DW] -B&W only -1 ream per month -8 ½ x 11

-print [HP LaserJet 600 M602] -color -1 ream per month -8 ½ x 11

-Dot-matrix B&W printer [OkiData Pacemark 3410]

3. Do you have equipment on lease? When is the lease due?

Yes. June 7th.

4. Do you have equipment that [will] needs to be replaced?

Yes. Clerk MPF by June 7th. All printers; service until end of useful life then replaced via lease.

Buildings & Community Service (Jeff)

1. Is your current printing setup adequate?

No. MFP end of life. 2 desktop printers to phase out.

HP 4500 color ink jet (1 of 2), HP 3800 color laser printer, Canon Pixma iP4300 color to be supported until end of useful life.

2. What do you need for your current printer setup to be adequate?

BCS

-MFP with service contract (low PPM, 4-5 reams per month)

-scan/print/copy -scan/print boxes (folders) -8 ½ x 11, -Color print -Duplexing

CEMETERY

-[HP 4500 color inkjet] printer -8 ½ x 11 -B&W Only -1 ream per month

3. Do you have equipment on lease? When is the lease due?

No.

4. Do you have equipment that [will] needs to be replaced?

Yes, CopyStar CS1650

Department of Public Safety – Police

1. Is your current printing setup adequate?

Yes.

2. What do you need for your current printer setup to be adequate?

Did not answer.

3. Do you have equipment on lease? When is the lease due?

Yes. 7/25/2018

4. Do you have equipment that [will] needs to be replaced?

No.

Department of Public Safety – Fire

1. Is your current printing setup adequate?

Yes.

2. What do you need for your current printer setup to be adequate?

MFP with color printing.

3. Do you have equipment on lease? When is the lease due?

Yes. 10/25/2017

4. Do you have equipment that [will] needs to be replaced?

No.

ATTACHMENT 5: END-USER FEEDBACK USED TO DEFINE EQUIPMENT NEEDS

Vendor Questionnaire Responses

The vendors that we are working with asked to speak to each Department Head directly. We told the vendors that this would be more time intensive than Department Heads can afford. Instead of interviews each vendor was asked to submit questions that we would consolidate and forward to you.

This questionnaire is optional and will add to the notes that we gathered during the interview process to ensure that your printing needs are identified and met.

- What would you like your current machine to do that it currently cannot?

PPA: Nothing.

Fire Dept.: 3 hole punch

- Do you have a need for mobile printing?

PPA: No.

Fire Dept.: n/a

- Do you have a need for scanning?

PPA: Yes.

Fire Dept.: Yes.

- Do you outsource any print jobs? If so, what is your annual outsourcing spend?

PPA: On a rare occasion, for books and presentations that is much easier done by an external printing company.

Fire Dept.: n/a

- How are you currently storing documents?

PPA: Paper files and pdf's in folders.

Fire Dept.: Scan to computer

- What is your biggest challenge in storing confidential documents?

PPA: No challenges currently. Future looking, space, electronically and paper files that a printing company doesn't need to be mired into, that is our concern.

Fire Dept.: Security

- Is retrieving stored documents cumbersome?

PPA: Not at all.

Fire Dept.: Computer based

- How important is a vendor's sustainability initiative?

PPA: Extremely important – we should be looking to use any recycled, reused, but quality product there is out there.

Fire Dept.: Very. Also – Services 24/7 365

- Are you legally required to keep records for a certain amount of years?

PPA: Yes – 15 years.

Fire Dept.: 7 yrs. Ambulance records.

- Do you print documents in color?

PPA: Yes.

Fire Dept.: Yes.

- Do you waste a lot of paper with your current device?

PPA: Yes – only because it is on its last legs of life.

Fire Dept.: No.

- Is document security an issue for your department?

PPA: Once we decide to go paperless, of course. But that is years down the line.

Fire Dept.: Yes.

- What concerns/interests are there in your department with respect to changes in your printing technology?

PPA: None – we need to be able to do the basic print, scan and copy.

Fire Dept.: Change itself.

- How do you maintain your contracted and un-contracted devices today for service and supplies?

PPA: We are able to call a vendor for service when need be.

Fire Dept.: Contract Company.

- To what degree (and how) do you track and control printing related expenditures?

PPA: Through my budget – knowing when a printer is on its last legs, and the cost for toner is so varied between different vendors, I am keeping a watchful eye on expenditures.

Fire Dept.: monthly budget – annual expense