

Merriam City Hall

Request for Proposals

Copiers, Multi-function Copier/Printer/Scanners (Devices) and Maintenance Service

The City of Merriam, KS (the "City") is requesting proposals for, **Multifunction Copier/Printer/Scanners (Devices) and Maintenance Service** to be used by various departments in the City.

This invitation seeks bids for a Lease to replace the City's leased devices with comparable equipment (i.e. *not* brand specific) including service of same. A total of up to 9 leased devices may be submitted.

The City desires exploring options for leased and owned multi-function devices as a fleet of services. Currently various departments have a variety of leases with different end of lease dates. In an effort to have all leased equipment on the same schedule, find cost-saving options, and provide staff with the latest technology, proposals are being requested.

The fleet of services will include 7 leased multi-function Copy/Print /Scan devices as specified in the Device Specifications list.

Bids shall include a combined print allowance of 20,000 B/W copies per month; 12,000 Color Copies per month; rates for overage costs beyond the monthly allowance per copy/print for B/W and color shall be provided. Maintenance rates for replacement toner, maintenance and service including, parts, supplies, labor and IT support shall be provided as either included in the lease rate or as a separate charge.

The **Term of the Lease** is anticipated to be thirty-six (36) to forty-eight (48) months, commencing January 1, 2020. End of term conditions shall be provided including, but not limited to return of equipment requirements and end of lease options (buy-out, month-to month options etc.)

Devices are to be delivered and operational within thirty (30) days of lease start date.

The City will convene a selection group that will review and select the bid best suited to the City's needs, which may not be the lowest bid, and make that recommendation to the key decision makers. The city council will review the selection group's recommendation and, if approved, award the bid. The award

will be subject to mutual and satisfactory execution of the Lease Agreement between the City and the Awarded Bidder ("the Vendor") and will become part of a Professional Services agreement between the City and Vendor, which will include a non-appropriation clause. A sample Professional Services Agreement is provided as part of this RFP.

The bid award will be made with consideration to total cost, alignment with stated specifications, and reference recommendations. However, bidders are invited to provide cost-effective alternatives and proposals for enhanced productivity for consideration, under separate cover, and which may be negotiated following bid award.

Optional services:

Option 1 - Maintenance (including toner and parts, labor and supplies) on 4 owned devices.

Option 2 – Lease buy out for one (1) devices currently under lease. Proposals may include a lease buy out or roll into new lease.

Option 3- Replace one (1) large format KIP770K large format scanner and one (1) HP color Plotter with a single multi-function large format color scan/print device. Options may include two (2) individual devices with like specifications.

INSTRUCTIONS TO BIDDERS

Bids shall be written in ink or typewritten. No alterations in proposals or in the printed forms will be permitted by erasures, deletions or interpolations unless such alteration is signed by the bidder.

In the event of errors in extension of totals the unit prices shall govern in determining the quoted prices.

Bidders are encouraged to extend any buying group discounts. Bidders must specify and identify any discount group proposed.

Each bid must be enclosed in a sealed envelope and marked on the outside of the envelope "**Proposal - Multi-Function Copier/Printer/Scanners.**" Faxed Bid/Proposals will not be accepted as sealed bids.

Bids submitted must be delivered to the City Clerk at Merriam City Hall, 9001 West 62nd Street, Merriam, Kansas 66202, prior to 2:00 P.M., Friday June 28, 2019.

The City is a Kansas municipality governed by the Kansas Open Records Act (KORA), K.S.A. 45-215 et seq. By submitting a bid, the Bidder acknowledges that its bid, once opened, is presumed to be an open record under the KORA. If the Bidder submits information that it believes to be subject to an exemption to disclosure under the KORA, the Bidder must reference the particular exemption from mandatory disclosure outlined in the KORA. The words "Confidential" or "Proprietary" are not sufficient. The City cannot guarantee the confidentiality of claimed material, however. Bidders specifically waive any claims against the City related to the disclosure of any material if made pursuant to a public records request.

Questions regarding the specifications and bid procedures should be directed to Juli Pinnick @ email: jpinnick@merriam.org; **PHONE: (913) 322-5508.**

STANDARD TERMS AND CONDITIONS

1. The City of Merriam reserves the right to accept or reject all or any part of any bid, to waive any irregularities and to award items to best serve the interest of the City. This solicitation implies no obligation on the part of the City, nor does the City's silence imply an acceptance or rejection of any offer.
2. Each bid must be completed on the City bid form (Copies of form are acceptable). Bidders are encouraged to provide the City brochures and detailed proposals in addition to submitted bids as well as print/copy samples.
3. Alternate bids will be considered only if the alternate properly meets specifications outlined in the bid.
4. Deliveries shall be F.O.B., freight prepaid. Deliveries under the terms of this bid will be in accordance with the dates indicated, therein, except where no date is indicated. It is understood and agreed that the delivery date and/or date of installation after receipt of a purchase order is the bidder's best offer. In its acceptance of any offer, the City is relying on the promised delivery date and/or installation of material, unless otherwise indicated. In the event of bidder's failure to deliver as and when promised, the City reserves the right to cancel its accepting order, or any part thereof, and Bidder agrees that the City may return all or part of any shipment so made, and may charge bidder with any loss or expense sustained as a result of such failure to deliver as promised. All goods are subject to inspection and return at the bidder's expense if found to be inferior to those specified or promised.

5. Prices quoted shall remain firm for 60 days or until bidder's offer is accepted by the City, whichever is first. Any deviation must be conspicuously notated within this document. Acceptance shall be in the form of a purchase order or other formal written contract. Prices beyond acceptance of bidder's offer shall be conditional on any additional terms, conditions and/or specifications as set forth herein.
6. Prices quoted are to be free of all federal, state and local taxes unless otherwise imposed by a governmental body and applicable to the material on the bid. Any manufacturer rebate or incentive shall be returned to the city.
7. The Bidder represents that the price or prices specified do not exceed the Bidder's current selling prices for the same or substantially similar items to any other purchaser, taking into account the quantity and/or service under consideration.
8. Any catalog, brand name or manufacturer's reference used herein is intended to be descriptive and not restrictive. Offers on any reputable manufacturers regularly produced product which is similar and substantially equivalent will be considered. The City reserves the right to make final decisions as to comparable items. Be very certain that items upon which you bid and deliver are equal to items listed. Materials, which are not equal, shall be returned to the supplier at the bidder's expense.
9. When submitting a substitute article as equal, the full name and illustrated description must be given. The City reserves the right to decide upon its suitability for the intended use and if it is of equal quality. Upon request, samples of substitute articles must be submitted. All substitutions after award of the bid must be approved by the City prior to shipping.
10. Date of receipt will be considered the effective date all goods and invoices are received.
11. The City shall not be responsible for any goods delivered or services performed without prior written authorization from an authorized representative of the Clerk's Office.
12. All items will be new and unused and in first class condition with a manufacture date of less than 15 months old. Bids shall include all warranty limits and terms covered by the manufacturer and/or leasing company.
13. In the event that this purchase requires performance of services by bidder's employees, or persons under contract to bidder, to be done on the City's property, the Contractor agrees that all such work shall be done as an independent contractor and that the persons doing such work shall not be considered employees of the City.

14. Upon receipt of the award, the Vendor shall agree to protect, defend, indemnify, and hold harmless the City, its elected officials, officers, employees, and agents from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, infringement of any patent trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The bidder further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false, or fraudulent.
15. All items furnished must be of their respective kinds, and will be free from defects in material and workmanship. Items will be subject to our inspection and approval at any time within thirty days after delivery. Items furnished must be manufactured in compliance with all existing legal or governmental directives.
16. All items must be properly packed or crated to insure delivery in good condition and in accordance with instructions and locations listed on the face of the request for bid or purchase order, if any.
17. Rejected items will be held at the bidder's risk and expense. No replacement of defective items shall be made by bidder unless agreed to by the City in writing.
18. Contracts entered into on the basis of submitted bids are revocable if contrary to law.
19. Each bidder shall be responsible for his/her own worker's compensation and liability insurance coverage.
20. If bid is accepted, the Vendor shall provide the City with a W-9 and Kansas Tax Clearance Letter.
21. The laws of the State of Kansas shall govern any contract resulting from this bid unless otherwise specified in writing.

22. Bids shall include cost of training, delivery, installation, moving, configuration and networking of equipment. If training, moving, configuration, and networking are based on a set number of hours, additional fees for training, moving, networking and configuration shall be provided.

23. Upon receipt of the award, the City will require Vendor to agree to a non-appropriation clause.

Device Specifications- unless otherwise specified **all devices shall be equipped with automatic toner/supply ordering.**

Device 1- City Hall Mail Room

GENERAL SPECIFICATIONS	
Control Panel	Color touchscreen
Copy Speed (Ltr/Lgl/Ldgr)	55 cpm color/65 cpm black
First Copy Out Time	6.4 sec color/5.2 sec black
Warm-up Time	20 sec
Paper Sources (Std/Max)	Triple drawer
Standard Paper Capacity	540/540/2,320 sheets
Paper Weights	16-lb bond to 140-lb index
Bypass/Paper Weights	120-sheet / 16-lb bond to 110-lb cover
Maximum Paper Sources	5
Maximum Paper Capacity	6,020 sheets
Maximum Original Size	11 x 17
Output Size (Minimum/Maximum)	3.9 x 5.8 / 13 x 19
Copy Resolution	600 x 600 dpi
System Memory (Standard/Maximum)	4-GB RAM, 320-GB HD
Duplex	Auto (1:2,2:2,2:1)
Duplex Capacity/Paper Sizes	Unlimited / 5.8 x 8.3 to 13 x 19
Document Feeder	
Document Feeder Capacity	300 orig
Paper Weights	9.3-lb bond to 110-lb index
Finisher	Opt finishers
Tray/Stapling/Position(s)	3,250 / 50 / N/A
Hard Drive	4-GB RAM, 320-GB HD
MULTIFUNCTION FEATURES	
Copier	Std
Printer	
Standalone Printer	Std
Network Printer	Std
Scanner	Std
Fax	Opt
Internet Fax	Opt
Network Fax	Opt
PC Fax	Opt
PRINTER SPECIFICATIONS	
Speed	55 ppm color/65 ppm black
Print Resolution	1200 x 1200 dpi
Paper Type	3.9 x 5.8 / 13 x 19

Std/Max Printer Memory	Shared
Processor/Bits/MHz	Intel Atom E3827 Dual Core / N/A / 1.75 GHz
PDL/PCL	PCL 5e/c/6, PostScript 3, XPS
Controller Features	Secure, proof and scheduled print; secure pattern printing; overlay, tab, poster, cover and tandem print; insert page; do not print white page; watermarks; supports banner printing up to 12.3" x 47"/313.3 mm x 1200 mm; print to e-Filing
SCANNER SPECIFICATIONS	
Technology/Speed	CCD / 120 ipm color, 120 ipm black
Maximum Capacity (sheets)	300
Maximum Resolution	600 x 600 dpi
TWAIN Compatible	Yes
Scan Destinations	
E-mail	Yes
I-fax	Yes
FTP	Yes
SMB	Yes
HDD	Yes
LDAP Support	Yes
File Formats	DOCX, JPEG, PDF, PDF/A, PDF/A-2, compact PDF, searchable PDF, secure PDF, PPTX, TIFF, XLSX, XPS
Scanner Features	Color scanning; scan to box (e-Filing); scan speeds based on 300 dpi
SECURITY SPECIFICATIONS	
Network User Authentication	Yes
IP Address Filtering	Yes
MAC Address Filtering	Yes
HDD Overwrite	Std
Number of Overwrites	5
HDD Encryption	Std
Encrypted Secure Print	Yes
Encrypted PDF Mode (Encrypted Scanning)	Std
IPsec	Opt
Secure Sockets Layer (SSL)	Yes
SNMPv3	Yes
Transport Layer Security (TLS)	Yes
Secure Print	Yes

Security Features	Std self-encrypting HDD with automatic drive invalidation provides 256-bit AES encryption and overwrite capabilities; card reader limits unauthorized access to device; IPv6; 802.1x authentication; port filtering; opt FIPS 140-2 Validated self-encrypting HDD; HCD-PP certified (ISO/IEC15408)
FAX SPECIFICATIONS	
Scanner Technology	CCD
Compression Method	MH/MR/MMR/JBIG
Min/Max Orig Size (WxL)	5.8 x 8.3 / 11 x 17
Max Paper/Print Width	11 / 11
Effective Scanning Width	10.5
Speed Dial	12,060
Fax Features	1-GB (HDD) transmission/reception memory plus HD backup memory; incoming fax routing to shared folder, e-mail or e-Filing
CONNECTIVITY	
Operating System Support	Win Server 2008, 7, Server 2012, 8.1, 10, Server 2016, Mac OS X 10.7.4-10.13, Citrix, Linux, Novell Netware, UNIX
USB Interface	Std 2.0, std 2.0 (host)
Network Interface	Std Ethernet, opt wireless
Interface Type	10/100/1000BaseTX, 802.11b/g/n, Bluetooth
Cloud based App Support	Scan to or Print from popular cloud-based apps such as Google Drive, Drop Box etc.
POWER AND ENERGY	
Power Requirements	120 V, 16 A
Energy Star Compliant	Yes

Please provide proposed device on separate sheet.

Device 2- Community Center Main

GENERAL SPECIFICATIONS	
Control Panel	Color touchscreen
Copy Speed (Ltr/Lgl/Ldgr)	30 cpm color/30 cpm black
First Copy Out Time	7.8 sec color/5.9 sec black
Warm-up Time	20 sec
Paper Sources (Std/Max)	Dual drawer
Standard Paper Capacity	550/550 sheets
Paper Weights	16-lb bond to 140-lb index
Bypass/Paper Weights	100-sheet / 14-lb bond to 110-lb cover
Maximum Paper Sources	5
Maximum Paper Capacity	3,200 sheets
Maximum Original Size	11 x 17
Output Size (Minimum/Maximum)	3.9 x 5.8 / 12 x 18
Copy Resolution	600 x 600 dpi
System Memory (Standard/Maximum)	4-GB RAM, 320-GB HD
Duplex	Auto (1:2,2:2,2:1)
Duplex Capacity/Paper Sizes	Unlimited / 5.8 x 8.3 to 12 x 18
Document Feeder	Opt RADF and DSPF
Document Feeder Capacity	100 orig, 300 orig
Paper Weights	9.3 to 41.8 lbs, 9.3-lb bond to 110-lb index
Finisher	Opt finishers
Tray/Stapling/Position(s)	600, 2,250, 3,250 / 50 / 3
Hard Drive	4-GB RAM, 320-GB HD
Additional Features	Opt RADF (reversing automatic document feeder) or DSPF (duplex single pass feeder); opt saddle-stitch finisher and V-folding and saddle-stitching of up to 15 sheets (60-page booklets); opt hole punch available for each finisher; opt 550-sheet drawer or opt envelope feeder cassette; banner-sized paper via the bypass tray
MULTIFUNCTION FEATURES	
Copier	Std
Printer	
Standalone Printer	Std
Network Printer	Std
Scanner	Std
Fax	Opt
Internet Fax	Std
Network Fax	Opt
PC Fax	Opt
PRINTER SPECIFICATIONS	
Speed	30 ppm color/30 ppm black

Print Resolution	1200 x 1200 dpi
Paper Type	3.9 x 5.8 / 12 x 18
Std/Max Printer Memory	Shared
Processor/Bits/MHz	Intel Atom E3825 Dual Core / N/A / 1.33 GHz
PDL/PCL	PCL 5e/c/6, PostScript 3, XPS
Controller Features	Secure, proof and scheduled print; secure pattern printing; overlay, tab, poster, cover and tandem print; insert page; do not print white page; watermarks; supports banner printing up to 12" x 47"/305 mm x 1200 mm; print to e-Filing; universal print driver
SCANNER SPECIFICATIONS	
Technology/Speed	CCD / 73 ipm color, 73 ipm black or 120 ipm color, 120 ipm black
Maximum Capacity (sheets)	100/300
Maximum Resolution	600 x 600 dpi
TWAIN Compatible	Yes
Scan Destinations	
E-mail	Yes
I-fax	Yes
FTP	Yes
SMB	Yes
HDD	Yes
URL	N/A
LDAP Support	Yes
File Formats	DOCX, JPEG, PDF, PDF/A, compact PDF, searchable PDF, secure PDF, PPTX, TIFF, XLSX, XPS
Scanner Features	scan to cloud (Dropbox, Google Drive, Microsoft Exchange, OneDrive, SharePoint); scan to box (e-Filing);
SECURITY SPECIFICATIONS	
Network User Authentication	Yes
IP Address Filtering	Yes
MAC Address Filtering	Yes
HDD Overwrite	Std
Number of Overwrites	5
HDD Encryption	Std
Encrypted Secure Print	Yes
Encrypted PDF Mode (Encrypted Scanning)	Std
IPsec	Opt
Secure Sockets Layer (SSL)	Yes
SNMPv3	Yes
Transport Layer Security (TLS)	Yes
Secure Print	Yes

Security Features	Std self-encrypting HDD with automatic drive invalidation and data overwrite provides 256-bit AES encryption; opt FIPS 140-2 validated self-encrypting HDD; opt hardcopy security printing provides unauthorized copy control; opt e-BRIDGE SmartCard card reader limits unauthorized access to device; IPv6; 802.1x authentication; port filtering
Cloud based App Support	Scan to or Print from popular cloud-based apps such as Google Drive, Drop Box etc
FAX SPECIFICATIONS	
Compression Method	MH/MR/MMR/JBIG
Min/Max Orig Size (WxL)	5.8 x 8.3 / 11 x 17
Max Paper/Print Width	11 / 11
Effective Scanning Width	10.5
Dual Lines	Opt
Speed Dial	12,060
Fax Features	1-GB (HDD) transmission/reception memory plus HD backup memory; incoming fax routing to shared folder, e-mail or e-Filing; approximately 3 seconds per page transmission speed
CONNECTIVITY	
Operating System Support	Win Vista, Server 2008, 7, Server 2012, 8, 8.1, 10, Server 2016, Mac OS X 10.7.4-10.13, Citrix, Linux, Novell Netware, UNIX
USB Interface	Std 2.0, std 2.0 (host)
PC Fax/Print/Scan	Info not avail
Network Interface	Std Ethernet, opt wireless
Interface Type	10/100/1000BaseTX, 802.11b/g/n, Bluetooth
POWER AND ENERGY	
Power Requirements	120 V, 12 A
Energy Star Compliant	Yes

Please provide proposed device on separate sheet.

Device 3-Community Development

GENERAL SPECIFICATIONS	
Control Panel	Color touchscreen
Copy Speed (Ltr/Lgl)	25 cpm color/25 cpm black
First Copy Out Time	9.5 sec color/7.1 sec black
Warm-up Time	21 sec
Paper Sources (Std/Max)	Single drawer
Standard Paper Capacity	250 sheets
Paper Weights	16-lb bond to 90-lb index
Bypass/Paper Weights	100-sheet / 16-lb bond to 110-lb index
Maximum Paper Sources	5
Maximum Paper Capacity	2,900 sheets
Copy Resolution	600 x 600 dpi
System Memory (Standard/Maximum)	2-GB RAM, 320-GB HD
Duplex	Auto (1:2,2:2,2:1)
Duplex Capacity/Paper Sizes	Unlimited / 5.8 x 8.3 X11
Document Feeder	Opt RADF
Document Feeder Capacity	100 orig
Paper Weights	9.3 to 41.8 lbs
Finisher	Opt finishers
Tray/Stapling/Position(s)	600, 3,250 / 50 / 3
Hard Drive	2-GB RAM, 320-GB HD
MULTIFUNCTION FEATURES	
Copier	Std
Printer	
Standalone Printer	Std
Network Printer	Std
Scanner	Std
PRINTER SPECIFICATIONS	
Speed	20 ppm color/20 ppm black
Maximum Print Area	N/A
Print Resolution	600 x 600 dpi
Paper Type	3.9 x 5.8 X 11
Std/Max Printer Memory	Shared
Processor/Bits/MHz	Intel Atom E3825 Dual Core / N/A / 1.33 GHz
PDL/PCL	PCL 5e/c/6, PostScript 3, XPS

Controller Features	Secure, proof and scheduled print; secure pattern printing; overlay, tab, poster, cover and tandem print; insert page; do not print white page; watermarks; supports banner printing up to 12" x 47"/305 mm x 1200 mm; print to e-Filing; universal print driver
SCANNER SPECIFICATIONS	
Technology/Speed	CCD / 73 ipm color, 73 ipm black
Maximum Capacity (sheets)	100
Maximum Resolution	600 x 600 dpi
TWAIN Compatible	Yes
Scan Destinations	
E-mail	Yes
I-fax	Yes
FTP	Yes
SMB	Yes
HDD	Yes
URL	N/A
LDAP Support	Yes
File Formats	DOCX, JPEG, PDF, PDF/A, compact PDF, searchable PDF, secure PDF, RTF, TIFF, TXT, XLSX, XPS
Scanner Features	Scan to cloud (Dropbox, Google Drive, Microsoft Exchange, OneDrive, SharePoint); scan to box (e-Filing); scan speeds based on 300 dpi
SECURITY SPECIFICATIONS	
Network User Authentication	Yes
IP Address Filtering	Yes
MAC Address Filtering	Yes
HDD Overwrite	Std
Number of Overwrites	5
HDD Encryption	Std
Encrypted Secure Print	Yes
Encrypted PDF Mode (Encrypted Scanning)	Std
IPsec	Opt
Secure Sockets Layer (SSL)	Yes
SNMPv3	Yes
Transport Layer Security (TLS)	Yes
Secure Print	Yes

Security Features	Std self-encrypting HDD with automatic drive invalidation and data overwrite provides 256-bit AES encryption; opt FIPS 140-2 validated self-encrypting HDD; opt hardcopy security printing provides unauthorized copy control; opt card reader limits unauthorized access to device; IPv6; 802.1x authentication; port filtering
CONNECTIVITY	
Operating System Support	Win Vista, Server 2008, 7, Server 2012, 8, 8.1, 10, Mac OS X 10.6-10.11, Citrix, Linux, Novell Netware, UNIX
USB Interface	Std 2.0, opt (host)
PC Fax/Print/Scan	Info not avail
Network Interface	Std Ethernet, opt wireless
Interface Type	10/100/1000BaseTX, 802.11b/g/n, Bluetooth
POWER AND ENERGY	
Power Requirements	120 V, 12 A
Energy Star Compliant	Yes

Please provide proposed device on separate sheet.

Device 4-Municipal Court Services

GENERAL SPECIFICATIONS	
Control Panel	Color touchscreen
Copy Speed (Ltr/Lgl)	20 cpm color/20 cpm black
First Copy Out Time	9.5 sec color/7.1 sec black
Warm-up Time	21 sec
Paper Sources (Std/Max)	Single drawer
Standard Paper Capacity	250 sheets
Paper Weights	16-lb bond to 90-lb index
Bypass/Paper Weights	100-sheet / 16-lb bond to 110-lb index
Maximum Paper Sources	5
Maximum Paper Capacity	2,900 sheets
Copy Resolution	600 x 600 dpi
System Memory (Standard/Maximum)	2-GB RAM, 320-GB HD
Duplex	Auto (1:2,2:2,2:1)
Duplex Capacity/Paper Sizes	Unlimited / 5.8 x 8.3 to 11 x 17
Document Feeder Capacity	100 orig
Paper Weights	9.3 to 41.8 lbs
Finisher	Opt finishers
Tray/Stapling/Position(s)	600, 3,250 / 50 / 3
Hard Drive	2-GB RAM, 320-GB HD
Additional Features	opt hole punch unit for finisher; opt 550-sheet drawer or opt envelope feeder cassette.
MULTIFUNCTION FEATURES	
Copier	Std
Printer	
Standalone Printer	Std
Network Printer	Std
Scanner	Std
Fax	Opt
Internet Fax	Std
Network Fax	Opt
PC Fax	Opt
PRINTER SPECIFICATIONS	
Speed	20 ppm color/20 ppm black
Print Resolution	600 x 600 dpi
Std/Max Printer Memory	Shared
Processor/Bits/MHz	Intel Atom E3825 Dual Core / N/A / 1.33 GHz
PDL/PCL	PCL 5e/c/6, PostScript 3, XPS

Controller Features	Secure, proof and scheduled print; secure pattern printing; overlay, tab, poster, cover and tandem print; insert page; do not print white page; watermarks; supports banner printing up to 12" x 47"/305 mm x 1200 mm; print to e-Filing; universal print driver
SCANNER SPECIFICATIONS	
Technology/Speed	CCD / 73 ipm color, 73 ipm black
Maximum Capacity (sheets)	100
Maximum Resolution	600 x 600 dpi
TWAIN Compatible	Yes
Scan Destinations	
E-mail	Yes
I-fax	Yes
FTP	Yes
SMB	Yes
HDD	Yes
URL	N/A
LDAP Support	Yes
File Formats	DOCX, JPEG, PDF, PDF/A, compact PDF, searchable PDF, secure PDF, RTF, TIFF, TXT, XLSX, XPS
Scanner Features	Scan to cloud (Dropbox, Google Drive, Microsoft Exchange, OneDrive, SharePoint); scan to box (e-Filing)
SECURITY SPECIFICATIONS	
Network User Authentication	Yes
IP Address Filtering	Yes
MAC Address Filtering	Yes
HDD Overwrite	Std
Number of Overwrites	5
HDD Encryption	Std
Encrypted Secure Print	Yes
Encrypted PDF Mode (Encrypted Scanning)	Std
IPsec	Opt
Secure Sockets Layer (SSL)	Yes
SNMPv3	Yes
Transport Layer Security (TLS)	Yes
Secure Print	Yes

Security Features	Std self-encrypting HDD with automatic drive invalidation and data overwrite provides 256-bit AES encryption; opt FIPS 140-2 validated self-encrypting HDD; opt hardcopy security printing provides unauthorized copy control; opt card reader limits unauthorized access to device; IPv6; 802.1x authentication; port filtering
FAX SPECIFICATIONS	
Scanner Technology	CCD
Compression Method	MH/MR/MMR/JBIG
Speed Dial	12,060
Fax Features	1-GB (HDD) transmission/reception memory plus HD backup memory; incoming fax routing to shared folder, e-mail or e-Filing; approximately 3 seconds per page transmission speed
CONNECTIVITY	
Operating System Support	Win Vista, Server 2008, 7, Server 2012, 8, 8.1, 10, Mac OS X 10.6-10.11, Citrix, Linux, Novell Netware, UNIX
USB Interface	Std 2.0, opt (host)
Network Interface	Std Ethernet, opt wireless
Interface Type	10/100/1000BaseTX, 802.11b/g/n, Bluetooth
POWER AND ENERGY	
Power Requirements	120 V, 12 A
Energy Star Compliant	Yes

Please provide proposed device on separate sheet.

Device 5-Public Works

GENERAL SPECIFICATIONS	
Control Panel	Color touchscreen
Copy Speed (Ltr/Lgl/Ldgr)	25 cpm color/25 cpm black
First Copy Out Time	9.5 sec color/7.1 sec black
Warm-up Time	21 sec
Paper Sources (Std/Max)	Single drawer
Standard Paper Capacity	250 sheets
Paper Weights	16-lb bond to 90-lb index
Bypass/Paper Weights	100-sheet / 16-lb bond to 110-lb index
Maximum Paper Sources	5
Maximum Paper Capacity	2,900 sheets
Maximum Original Size	11 x 17
Output Size (Minimum/Maximum)	3.9 x 5.8 / 11 x 17
Copy Resolution	600 x 600 dpi
System Memory (Standard/Maximum)	2-GB RAM, 320-GB HD
Duplex	Auto (1:2,2:2,2:1)
Duplex Capacity/Paper Sizes	Unlimited / 5.8 x 8.3 to 11 x 17
Document Feeder	Opt RADF
Document Feeder Capacity	100 orig
Paper Weights	9.3 to 41.8 lbs
Finisher	Opt finishers
Tray/Stapling/Position(s)	600, 3,250 / 50 / 3
Hard Drive	2-GB RAM, 320-GB HD
Additional Features	opt saddle-stitch finisher and V-folding and saddle-stitching of up to 15 sheets (60-page booklets); opt hole punch; opt 550-sheet drawer or opt envelope feeder cassette.
MULTIFUNCTION FEATURES	
Copier	Std
Printer	
Standalone Printer	Std
Network Printer	Std
Scanner	Std
Fax	Opt
Internet Fax	Std
Network Fax	Opt
PC Fax	Opt
PRINTER SPECIFICATIONS	
Speed	20 ppm color/20 ppm black
Print Resolution	600 x 600 dpi

Paper Type	3.9 x 5.8 / 11 x 17
Std/Max Printer Memory	Shared
Processor/Bits/MHz	Intel Atom E3825 Dual Core / N/A / 1.33 GHz
PDL/PCL	PCL 5e/c/6, PostScript 3, XPS
Controller Features	80-GB HDD, 256-MB std/1-GB max RAM features EFI Command WorkStation and offers the following options: Hot Folder, Spot On, Auto Trapping and EFI color profiler; direct printing of PDF, JPEG, XPS file formats; secure print; proof print; scheduled print; poster and banner printing; watermarks; print to e-Filing
SCANNER SPECIFICATIONS	
Technology/Speed	CCD / 57 ipm color, 57 ipm black
Maximum Capacity (sheets)	100
Maximum Resolution	600 x 600 dpi
TWAIN Compatible	Yes
Scan Destinations	
E-mail	Yes
I-fax	Yes
FTP	Yes
SMB	Yes
HDD	Yes
URL	N/A
LDAP Support	Yes
File Formats	DOCX, JPEG, PDF, PDF/A, compact PDF, searchable PDF, secure PDF, RTF, TIFF, TXT, XLSX, XPS
Scanner Features	Scan to cloud (Dropbox, Google Drive, Microsoft Exchange, OneDrive, SharePoint); scan to box (e-Filing);
SECURITY SPECIFICATIONS	
Network User Authentication	Yes
IP Address Filtering	Yes
MAC Address Filtering	Yes
HDD Overwrite	Std
Number of Overwrites	5
HDD Encryption	Std
Encrypted Secure Print	Yes
Encrypted PDF Mode (Encrypted Scanning)	Std
IPsec	Opt

Secure Sockets Layer (SSL)	Yes
SNMPv3	Yes
Transport Layer Security (TLS)	Yes
Secure Print	Yes
Security Features	Std self-encrypting HDD with automatic drive invalidation and data overwrite provides 256-bit AES encryption; opt FIPS 140-2 validated self-encrypting HDD; opt hardcopy security printing provides unauthorized copy control; opt card reader limits unauthorized access to device; IPv6; 802.1x authentication; port filtering
FAX SPECIFICATIONS	
Scanner Technology	CCD
Compression Method	MH/MR/MMR/JBIG
Min/Max Orig Size (WxL)	5.8 x 8.3 / 11 x 17
Max Paper/Print Width	11 / 11
Effective Scanning Width	11
Dual Lines	Opt
Speed Dial	12,060
Fax Features	1-GB (HDD) transmission/reception memory plus HD backup memory; incoming fax routing to shared folder, e-mail or e-Filing; approximately 3 seconds per page transmission speed
CONNECTIVITY	
Operating System Support	Win Vista, Server 2008, 7, Server 2012, 8, 8.1, 10, Mac OS X 10.6-10.11, Citrix, Linux, Novell Netware, UNIX
USB Interface	Std 2.0, opt (host)
Network Interface	Std Ethernet, opt wireless
Interface Type	10/100/1000BaseTX, 802.11b/g/n, Bluetooth
POWER AND ENERGY	
Power Requirements	120 V, 12 A
Energy Star Compliant	Yes

Please provide proposed device on separate sheet.

Device 6- Visitors Bureau

GENERAL SPECIFICATIONS	
Control Panel	Color touchscreen
Copy Speed	20 cpm color/20 cpm black
First Copy Out Time	9.5 sec color/7.1 sec black
Warm-up Time	21 sec
Paper Sources (Std/Max)	Single drawer
Standard Paper Capacity	250 sheets
Paper Weights	16-lb bond to 90-lb index
Bypass/Paper Weights	100-sheet / 16-lb bond to 110-lb index
Maximum Paper Sources	5
Maximum Paper Capacity	2,900 sheets
Copy Resolution	600 x 600 dpi
System Memory (Standard/Maximum)	2-GB RAM, 320-GB HD
Duplex	Auto (1:2,2:2,2:1)
Duplex Capacity/Paper Sizes	5.8 x 8.3 X 11
Document Feeder	Opt RADF
Document Feeder Capacity	100 orig
Paper Weights	9.3 to 41.8 lbs
Finisher	Opt finishers
Tray/Stapling/Position(s)	600, 3,250 / 50 / 3
Hard Drive	2-GB RAM, 320-GB HD
Additional Features	opt saddle-stitch finisher and V-folding and saddle-stitching of up to 15 sheets (60-page booklets); opt hole punch unit.
MULTIFUNCTION FEATURES	
Copier	Std
Printer	
Standalone Printer	Std
Network Printer	Std
Scanner	Std
Fax	Opt
Internet Fax	Std
Network Fax	Opt
PC Fax	Opt
PRINTER SPECIFICATIONS	
Speed	20 ppm color/20 ppm black
Print Resolution	600 x 600 dpi
Std/Max Printer Memory	Shared
Processor/Bits/MHz	Intel Atom E3825 Dual Core / N/A / 1.33 GHz
PDL/PCL	PCL 5e/c/6, PostScript 3, XPS
SCANNER SPECIFICATIONS	

Technology/Speed	
Maximum Capacity (sheets)	100
Maximum Resolution	600 x 600 dpi
TWAIN Compatible	Yes
Scan Destinations	
E-mail	Yes
I-fax	Yes
FTP	Yes
SMB	Yes
HDD	Yes
LDAP Support	Yes
File Formats	DOCX, JPEG, PDF, PDF/A, compact PDF, searchable PDF, secure PDF, RTF, TIFF, TXT, XLSX, XPS
Scanner Features	Scan to cloud (Dropbox, Google Drive, Microsoft Exchange, OneDrive, SharePoint); scan to box (e-Filing)
SECURITY SPECIFICATIONS	
Network User Authentication	Yes
IP Address Filtering	Yes
MAC Address Filtering	Yes
HDD Overwrite	Std
Number of Overwrites	5
HDD Encryption	Std
Encrypted Secure Print	Yes
Encrypted PDF Mode (Encrypted Scanning)	Std
IPsec	Opt
Secure Sockets Layer (SSL)	Yes
SNMPv3	Yes
Transport Layer Security (TLS)	Yes
Secure Print	Yes
Security Features	Std self-encrypting HDD with automatic drive invalidation and data overwrite provides 256-bit AES encryption; opt FIPS 140-2 validated self-encrypting HDD; opt hardcopy security printing provides unauthorized copy control; opt card reader limits unauthorized access to device; IPv6; 802.1x authentication; port filtering
FAX SPECIFICATIONS	
Scanner Technology	CCD
Compression Method	MH/MR/MMR/JBIG
Dual Lines	Opt

Speed Dial	12,060
Fax Features	1-GB (HDD) transmission/reception memory plus HD backup memory; incoming fax routing to shared folder, e-mail or e-Filing; approximately 3 seconds per page transmission speed
CONNECTIVITY	
Operating System Support	Win Vista, Server 2008, 7, Server 2012, 8, 8.1, 10, Mac OS X 10.6-10.11, Citrix, Linux, Novell Netware, UNIX
USB Interface	Std 2.0
Network Interface	Std Ethernet, opt wireless
Interface Type	10/100/1000BaseTX, 802.11b/g/n, Bluetooth
POWER AND ENERGY	
Power Requirements	120 V, 12 A
Energy Star Compliant	Yes

Please provide proposed device on separate sheet.

Device 7-CIP Office

GENERAL SPECIFICATIONS	
Control Panel	Color touchscreen
Copy Speed (Ltr/Lgl/Ldgr)	20 cpm color/20 cpm black
First Copy Out Time	9.5 sec color/7.1 sec black
Warm-up Time	21 sec
Paper Sources (Std/Max)	Single drawer
Standard Paper Capacity	250 sheets
Paper Weights	16-lb bond to 90-lb index
Bypass/Paper Weights	100-sheet / 16-lb bond to 110-lb index
Maximum Paper Sources	5
Maximum Paper Capacity	2,900 sheets
Maximum Original Size	11 x 17
Output Size (Minimum/Maximum)	3.9 x 5.8 / 11 x 17
Copy Resolution	600 x 600 dpi
System Memory (Standard/Maximum)	2-GB RAM, 320-GB HD
Duplex	Auto (1:2,2:2,2:1)
Duplex Capacity/Paper Sizes	Unlimited / 5.8 x 8.3 to 11 x 17
Document Feeder	Opt RADF
Document Feeder Capacity	100 orig
Paper Weights	9.3 to 41.8 lbs
Finisher	Opt finishers
Tray/Stapling/Position(s)	600, 3,250 / 50 / 3
Hard Drive	2-GB RAM, 320-GB HD
MULTIFUNCTION FEATURES	
Copier	Std
Printer	
Standalone Printer	Std
Network Printer	Std
Scanner	Std
Fax	Opt
Internet Fax	Std
PRINTER SPECIFICATIONS	
Speed	20 ppm color/20 ppm black
Print Resolution	600 x 600 dpi
Paper Type	3.9 x 5.8 / 11 x 17
Std/Max Printer Memory	Shared

Processor/Bits/MHz	Intel Atom E3825 Dual Core / N/A / 1.33 GHz
PDL/PCL	PCL 5e/c/6, PostScript 3, XPS
Controller Features	OKI LED print head; host USB port for direct printing of PDF, TIFF, JPEG, XPS file formats; universal print driver; standard tandem printing; multiple overlay insertion; optional print driver plug-ins for job point (cluster printing), job separator, job replicator and job build; supports mobile printing; banner printing up to 52"/1321 mm
SCANNER SPECIFICATIONS	
Technology/Speed	CIS / 40 ipm color, 40 ipm black
Maximum Capacity (sheets)	100
Maximum Resolution	600 x 600 dpi
TWAIN Compatible	Yes
Scan Destinations	
E-mail	Yes
I-fax	Yes
FTP	Yes
SMB	Yes
HDD	Yes
URL	N/A
LDAP Support	Yes
File Formats	DOCX, JPEG, PDF, PDF/A, compact PDF, searchable PDF, secure PDF, RTF, TIFF, TXT, XLSX, XPS
Scanner Features	Scan to cloud (Dropbox, Google Drive, Microsoft Exchange, OneDrive, SharePoint); scan to box (e-Filing); scan speeds based on 300 dpi
SECURITY SPECIFICATIONS	
Network User Authentication	Yes
IP Address Filtering	Yes
MAC Address Filtering	Yes
HDD Overwrite	Std
Number of Overwrites	5
HDD Encryption	Std
Encrypted Secure Print	Yes
Encrypted PDF Mode (Encrypted Scanning)	Std
Secure Sockets Layer (SSL)	Yes
SNMPv3	Yes
Transport Layer Security (TLS)	Yes
Secure Print	Yes

Security Features	Std self-encrypting HDD with automatic drive invalidation and data overwrite provides 256-bit AES encryption; opt FIPS 140-2 validated self-encrypting HDD; opt hardcopy security printing provides unauthorized copy control; opt card reader limits unauthorized access to device; IPv6; 802.1x authentication; port filtering
CONNECTIVITY	
Operating System Support	Win Vista, Server 2008, 7, Server 2012, 8, 8.1, 10, Mac OS X 10.6-10.11, Citrix, Linux, Novell Netware, UNIX
USB Interface	Std 2.0, opt (host)
PC Fax/Print/Scan	Info not avail
Network Interface	Std Ethernet, opt wireless
Interface Type	10/100/1000BaseTX, 802.11b/g/n, Bluetooth
Embedded Software Platform	Elevate
POWER AND ENERGY	
Power Requirements	120 V, 12 A
Energy Star Compliant	Yes

Please provide proposed device on separate sheet.

Total Monthly Cost for all proposed leased devices \$ _____

Maintenance rates for replacement toner, maintenance and service including, parts, supplies, labor and IT support (If not included in Monthly Cost above).

\$ _____ Monthly or Quarterly

Option 1- Maintenance (including toner and parts, labor and supplies) on 4 owned devices.

Toshiba eStudio 255U

Lexmark XM1145

Lexmark 3150U

HP Designjet T1500 postscript eprinter

Please provide monthly or quarterly costs for Option 1.

Option 2-Lease buy-out/rollover for Toshiba eStudio5506ACT end of current lease term August 25, 2025.

Please provide details of the lease buy-out option along with replacement equipment proposal.

Option 3-Lease proposal for one (1) Large format multi-function Color Print/Scan device. Replacing 1- HP Design jet T1500 postscript eprinter and 1- KIP System770 with an all-in –one device.

GENERAL SPECIFICATIONS

Color print/Scan
Cloud Compatible
2400X1200 dpi
Minimum 36” wide print
Toner replacement included in lease cost.

OR

Option 3-Lease proposal for replacement of one (1) HP Designjet T1500 postscript eprinter and one (1) KIP System 770.

GENERAL SPECIFICATIONS

Color print/Scan
Cloud Compatible
2400X1200 dpi
Minimum 36” wide print
Toner replacement included in lease cost

Please provide proposed device specifications and costs for Option 3.