Interoffice - Memorandum

To: Judith C. Boyko, Township Administrator

From: Anita Rice, Administrative Assistant

Date: August 23, 2013

RE: **BUSINESS ITEM: MOTION TO ADVERTISE REQUEST FOR PROPOSAL (RFP) FOR TOWNSHIP-WIDE COPIER EQUIPMENT SERVICES**

I would like to request permission to advertise to receive Request for Proposals (RFP) for copier equipment services for West Chester Township. West Chester's current contract with Donnellon McCarthy, Inc. expires December 31, 2013.

Please find attached copy of the RFP and public notice.

Thank you for your consideration.

A D V E R T I S E M E N T

WEST CHESTER TOWNSHIP TRUSTEES
West Chester Township Administrative Offices
Telephone 777-5900

Please insert the following legal notice containing all wording below the heavy ruled line on three separate dates:

September 2, 2013 – Hamilton Journal News

September 9, 2013 – Hamilton Journal News

September 16, 2013 – Hamilton Journal News

PLEASE ISSUE CERTIFICATE WITHIN FIVE (5) DAYS OF THE DATE OF THIS NOTICE TO THE WEST CHESTER TOWNSHIP FISCAL OFFICER, SETTING FORTH A TRUE AND COMPLETE COPY OF SAID NOTICE AND THE EXACT DATE ON WHICH IT WAS PUBLISHED.

Notice is hereby given that West Chester Township, through its Board of Trustees, West Chester, Ohio is seeking Request for Proposals (RFP) for 48 month contract with one vendor for Township copier equipment/service needs. A copy of the RFP can be picked up at 9113 Cincinnati-Dayton Road Monday through Friday between 8:30 am and 4:30 pm starting Tuesday, September 3, 2013. A pre-submittal meeting will be held Tuesday, September 17 at 10:00 a.m. at 9113 Cincinnati-Dayton Road, West Chester, Ohio 45069. Request for Proposals will be accepted until September 27, 2013 at 3:00 pm at West Chester Township Administration, 9113 Cincinnati-Dayton Road, West Chester, Ohio 45069. The Board of Trustees reserves the right to waive any irregularities or any informalities.

West Chester Township Trustees
Bruce Jones, Fiscal Officer
Judith C. Boyko, Administrator

Request for Proposal
Submittal Requirements and Evaluation Criteria

Copier Equipment including Service
for Cost-Per-Copy Program

West Chester Township
Butler County, Ohio

Inquiries and Qualifications to:
West Chester Township Board of Trustees
c/o Anita Rice
9113 Cincinnati Dayton Road
West Chester, Ohio 45069
(513)-777-5900
Fax-779-9369
arice@westchesteroh.org

Deadline Submittal
September 27, 2013 at 3:00 pm

Request for Proposal, Submittal Requirements and Evaluation Criteria
Copier Equipment including Service for Cost-Per-Copy Program
West Chester Township, Ohio

West Chester Township seeks to contract for 48 months with one vendor for Township copier equipment/service needs as listed on Exhibit A and must be installed by December 31, 2013.

Submittal Requirements (must include):

- Cost per copy pricing – (CPC) includes everything; service, all parts, labor, time and travel, as well as toner, delivery fees and property tax should be included as well. (exceptions: paper and staples.)
  Pricing based on the following thresholds 50,000 – 75,000 – 100,000 copies. These thresholds are for calculating cost per copy pricing only; and does not reflect a minimum number of copies to be paid. The Township will pay **only** for copies made.
- Propose only new equipment for department needs as listed in Exhibit A (no refurbished, demonstration or previously leased equipment accepted)
- Number of meter clicks for various size paper used – 8 ½" x 11", 11" x 14" & 11" x 17"
- Network connectivity and capability - minimum standards.
- Sample of copy printed on each recommended piece of equipment (place w/each dept.'s proposal)
- Guaranteed service response time
- Guaranteed replacement schedule for equipment repairs. Vendor will provide a replacement within 24 hrs.
- Delivery and installation date of equipment with necessary supplies

Evaluation Criteria:

- Competitiveness of cost per copy pricing thresholds and meter clicks. Note: Greater weight assigned to pricing threshold Township predicts to be for the longest period of contract
- Capability of equipment to meet department needs
- Quality of equipment including value of each piece of equipment ($$)
- Delivery and installation schedule
- Guaranteed replacement and service response times

Network Requirements:

Most Important:

All software supplied by the copier company must be able to run in a Windows 2003 x86 and x64/2008 x64/XP x86/7 x86 environments under user level security access.

It should not be a requirement to have "Administrator" or "power user" level access to any PC to run any piece of software supplied by the vendor. Otherwise, any options that the software would give to us would be rendered useless to the users.

Copier Connectivity to network:

Needs to be able to connect to a CAT5 wired network

Scanner Capability:

The software for scanning, if needed, should be able to communicate with the scanner via TCP/IP and should be supplied by the vendor at no additional cost to the Township. The copier needs to support scanning to a network folder (SMB). Not POP3 or internal HDD.

Network printing:

The copier company will supply West Chester with the appropriate printing drivers

Schedule:

- Trustee Meeting Agenda - request to advertise /Copier RFP – August 27, 2013
- RFP advertised – September 2, 2013, September 9, 2013 and September 16, 2013
- Pre-submittal meeting for questions September 17, 2013 at 10:00 am
- Proposals due September 27, 2013 at 3:00 pm
- Committee to review proposals – September 30, 2013 – October 8, 2013
- Recommendation to Board – November 12, 2013
- Installation of all new copiers & removal of all previous contract copiers by December 31, 2013

Only those proposals addressing the requirements completely and exactly will be considered responsive. The Township reserves the right to reject any proposal not considered responsive.

EXHIBIT A

Current Equipment List and Locations

Location	Address	Current Make & Model	Current Options	Preferred Options
Administration	9113 Cincinnati Dayton Road West Chester, Ohio 45069	**Savin 9060SP/SR4030**	B&W Copier Stapler Finisher Hole Punch Print Controller PS Kit Scanning	Current capabilities plus ability to print labels and envelopes
*Average copies per month based on 43 mths		**5,527**		
Administration	9113 Cincinnati Dayton Road West Chester, Ohio 45069	**Savin C4040/SR3030**	B&W / Color copier Stapler Finisher Hole Punch Print Controller PS Kit Scanning	Current capabilities plus ability to print labels and envelopes
*Average copies per month based on 43 mths		**B&W 624** **Color 2,317**	RADF	
Services & IMM&M	9113 Cincinnati Dayton Road West Chester, Ohio 45069	**Savin 9033SP/SR3000**	B&W / Color copier Stapler Finisher Print Controller PS Kit Scanning RADF	Current capabilities plus ability to print labels and envelopes Continued access to 11x17 and 8x14 paper trays
*Average copies per month based on 43 mths		**B&W 3,085** **Color 1,018**	Hole Punch	
Human Resources	9113 Cincinnati Dayton Road West Chester, Ohio 45069	**Savin 9033SP/SR3000**	B&W Copier Print Controller PS Kit RADF Hole punch	Current capabilities plus ability to print labels and envelopes
*Average copies per month based on 43 mths		**3,506**	Scanning, Staple, Faster print/copy speed	

Current Equipment List and Locations

Location	Address	Current Make & Model	Current Options	Preferred Options
Finance	9113 Cincinnati Dayton Road West Chester, Ohio 45069	**Savin 9050SP/SR3000**	B&W Copier Stapler Finisher Print Controller PS Kit Scanning RADF	Current capabilities plus Additional options would be Print labels and envelopes Hole punch Continued access to 11x17 tray (currently in Adm) 8x14 tray
*Average copies per month based on 43 mths		**1,078**		
Information Technology	9121 Cincinnati Dayton Road West Chester, Ohio 45069	**Savin C3333SP/SR3000**	B&W / Color copier Stapler Finisher Hole punch Print Controller PS Kit Scanning	Current capabilities plus ability to print labels and envelopes
*Average copies per month based on 43 mths		**B&W 139** **Color 263**	RADF Collate	
Roads/Maintenance	9577 Beckett Road, Suite 900 West Chester, Ohio 45069	**Savin C3333SP/SR3000**	B&W / Color copier Print Controller Hole punch Print labels and envelopes Stapler Finisher PS Kit	Current capabilities plus ability to print labels and envelopes Access to 11x17 and 8x14 paper trays
	*Average copies per month *Average copies per month	**B&W 2,721** **Color 778**	Scanning RADF	
Police Department	9577 Beckett Road, Suite 500 West Chester, Ohio 45069	**Savin C3333/SR3000**	B&W / Color copier Scanning Stapler Finisher PS Kit	Current capabilities plus ability to print labels and envelopes
*Average copies per month based on 43 mths		**B&W 2,282** **Color 660**	RADF Print Controller Hole punch	

Current Equipment List and Locations

Location	Address	Current Make & Model	Current Options	Preferred Options
Police Department	9577 Beckett Road, Suite 500 West Chester, Ohio 45069	**4 - Savin 9060SP/SR4030**	B&W Copier Scanning Stapler Finisher PS Kit Hole punch Collate	Current capabilities plus ability to print labels and envelopes
*Average copies per month based on 43 mths				
	PD Admin	**4,043**		
	Records Dept	**8,000**		
	UPS	**8,884**		
	CIS	**6,669**		
Community Development Dept.	9577 Beckett Road, Suite 200 West Chester, Ohio 45069	**Savin C5050/SR3030**	Color copier Stapler Finisher Hole punch scanning paper tray 11 x 17 Collate large numbers	Current capabilities plus ability to print labels and envelopes
*Average copies per month based on 43 mths		**B&W 438** **Color 3,639**		
Community Development Dept.	9577 Beckett Road, Suite 200 West Chester, Ohio 45069	**Savin 9060SP/SR4030**	B&W Copier Stapler Finisher scanning paper tray 11 x 17 Large capacity drawer Hole punch Collate large numbers	Current capabilities plus ability to print labels and envelopes
*Average copies per month based on 43 mths		**6,802**		

Current Equipment List and Locations

Location	Address	Current Make & Model	Current Options	Preferred Options
Fire Department	9119 Cincinnati Dayton Road West Chester, Ohio 45069	**Savin C5050/SR3030** (Main Copier)	B&W / Color copier Stapler Finisher Hole punch Scanning PS Kit Large capacity bin legal & 11 x 17 paper trays Printing Labels & Envelopes RADF Shortcuts Stamps Sort, Collate, Enlarge, Reduce	Current capabilities plus ability to print labels and envelopes Direct Scan to Someone Faxing Capabilities Sort or Collate print jobs These sizes are a must have (Reversing Automatic Document Feeder for double sided scanning) Ability to pre-set buttons for jobs we might do often Date, Time,Copy Draft, etc Direct Scan to Someone Faxing Capabilities
*Average copies per month based on 43 mths		**B&W 1,052** **Color 250**		
Fire Department	9119 Cincinnati Dayton Rd West Chester, Ohio 45069	**Savin C2828/SR3000** (EOA Copier)	B&W / Color copier Stapler Finisher Hole Punch Print Controller PS Kit Scanning RADF (Reverse Automatic Document Feeder - detects mixed sized copies) Stamps	Date, Time,Copy Draft, etc (Reversing Automatic Document Feeder for double sided scanning)
*Average copies per month based on 43 mths		**B&W 232** **Color 71**		
Communications	9121 Cincinnati Dayton Road West Chester, Ohio 45069	Currently no copier in contract	N/A	Requesting a copier added to this contract with the following options; dual network cards, B&W/Color, stapler finisher, print controller, PS kit, scanning, RADF, print labels & envelopes