



# REQUEST FOR QUOTATION

For Multi-Function Copiers



WASHINGTON TOWNSHIP  
Information Systems

8200 McEwen Road  
Dayton, OH 45458

**SUBMISSION DETAILS****SUBMISSION DEADLINES**

All submissions for responding to this request must be submitted to our office by:

**Friday, February 2nd, 2018**

**No later than 4:30pm**

Anticipated Contract award date:

**February 13th, 2018**

**SUBMISSION DELIVERY ADDRESS**

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quotation. The delivery address to be used for all submissions is:

**Marshall Motley**

Information Systems Specialist

Washington Township

8200 McEwen Road

Dayton, OH 45458

Phone: (937) 433-0152

Email: [CopierReplacement@washingtontwp.org](mailto:CopierReplacement@washingtontwp.org)

**ELECTRONIC SUBMISSIONS**

Electronic submissions in response to this Request for Quotation will be accepted as long as they meet the following criteria:

Sent via email to: [CopierReplacement@washingtontwp.org](mailto:CopierReplacement@washingtontwp.org)

Document standards:

- Must be in PDF format

**ADDITIONAL DOCUMENTATION**

As a condition to the awarding of a contract under this Request for Quotation, the Proposer must submit a Delinquent Personal Property Tax Statement in the form attached hereto as Appendix A. O.R.C. Section 5719.042 specifically provides that, after the award by a taxing district of any contract let by competitive Proposal and prior to the time the contract is entered into, the person/entity making the Proposal shall submit to the district's Fiscal Officer a statement affirmed under oath that the person/entity with whom the contract is to be made was not charged at the time the Proposal was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which the taxing district has territory or that such person was charged with delinquent personal property taxes on any such tax list, in which case the statement shall also set forth the amount of such due and unpaid delinquent taxes and any due and unpaid penalties and interest thereon. If the statement

indicates that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the district's Fiscal Officer to the County Treasurer within thirty days of the date it is submitted, and a copy of the statement shall be incorporated into the contract.

## INTRODUCTION AND EXECUTIVE SUMMARY

Washington Township provides vital local services through its Development Services, Fire, Information Systems, Police, Public Works, and Recreation departments. Washington Township is a "home rule" township, meaning that residents have adopted Limited Self-Government giving Township trustees the ability to enact resolutions, similar to city ordinances, provided they do not conflict with state laws or a list of specified exceptions.

The Information Systems Department is seeking a knowledgeable and cost-effective provider to supply multi-function copier systems to assist in the operation of day-to-day printing, scanning, and faxing responsibilities.

For the purpose of this quote, multi-function copier systems have been divided into two configurations. Minimum specifications for each can be found in the Minimum Configuration Requirements section of this document. Anticipated purchase of hardware will be Q1 2018.

## MINIMUM CONFIGURATION REQUIREMENTS

### BASE CONFIGURATION

- Must be a new machine, no used or refurbished parts
- Capable of printing full color up to but not limited to 2400x600 dpi and black and white 600x600 dpi
- Network connectivity via hardline 10BaseT/100BaseTX and/or Gigabit Ethernet
- Centralized management of user access and permissions
- Minimum of 3 separate paper trays
- Capable of handling 8-1/2 x 11, 8-1/2 x 14 and 11x17 paper sizes with 500 sheet capacity for each
- Minimum printing speed of 45 ppm
- Scanning:
  - Resolution no less than 200 dpi
  - Directly to one or multiple email addresses
  - Directly to File Share folder
  - In black and white and color
  - Including but not limited to PDF and JPEG
  - Duplex
- Capable of feeding envelopes

### ALTERNATE CONFIGURATION

- Must meet all configurations established under the "Base Configuration" section
- 3-hole
- Staple
- Booklet

## MANAGED PRINT SERVICES

In addition to multi-function copier systems, Washington Township is accepting proposals for managed printer services of the copier and printer fleet.

Make/Model	Issued Date	Color		Black and White	
		Copier	Printer	Copier	Printer
Savin 9250	7/1/2010	n/a	n/a	198917	157705
Savin MP C4503	3/1/2014	25650	68184	66872	121726
Savin C5050	6/2/2010	30549	86151	362514	285438
Ricoh SP 3610SF	3/1/2017	n/a	n/a	651	7017
Savin MP C2004	1/30/2017	5287	7571	12260	4031
Savin MP 2501	11/30/2016	n/a	n/a	10480	11030
Savin MP C4504	1/30/2017	11516	31134	38479	31213
Lanier LD445c	1/23/2008	80840	106894	251297	151840

Model	Number of Print Jobs This Year	
	B/W	Color
HP M252dw	2094	11282
HP M252dw	230	996
HP M252dw	1723	2082
HP M252dw	855	1398
HP M402n	2475	n/a
HP M402n	21723	n/a
HP M402n	512	n/a
HP M402n	5265	n/a
HP M402n	518	n/a
HP M402n	5787	n/a
HP M402n	3332	n/a
HP M402n (x5)	3200*	n/a
HP CP1518ni	n/a	568
HP Laserjet 1300 (x5)	4400*	n/a

\*Approximately

## ASSUMPTIONS & CONSTRAINTS

Washington Township assumes that the systems proposed will be able to perform basic functions intended for Multi-Function Copiers.

Washington Township reserves the right to add to or waive any requirements contained within this document. Changes to the document after posting will be uploaded to the Township website for review.

## ITEMS TO SUBMIT WITH QUOTE

Washington Township requests at minimum the items listed below must be submitted along with the quote.

The quote must include the following breakdown:

- Base Configuration Cost
- Alternate Configuration Cost
- Warranty coverage
- Company representative contact information
- Estimated delivery time from date of purchase
- Managed Print Services Cost and Contract if applicable

## SELECTION CRITERIA

Washington Township will use the methods listed in this section to assist in the process of selecting a vendor.

- Copier feature set
- Cost
- Timeline delivery
- Company structure and service history with Township (if any)

The Township is not required to furnish a statement of the reason why a particular candidate was deemed to be most qualified. Acceptance of all contracts and terms are subject to final approval by the Township. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this RFP and the candidate's proposal as negotiated.

## TERMS AND CONDITIONS

Washington Township will purchase the hardware outright, and will not accept financing or rental options. Any warranties must be proposed for at least 36 consecutive months.

At minimum, warranty support must be available Monday-Friday from 8:00am – 5:00pm EST. Provider will adhere to Township requirements for remote support. Remote support can be offered through a secured connection via Provider's WebEx-like portal or through the Township's own secured software tunnel.

UPDATES

APPENDIX A

DELINQUENT PERSONAL PROPERTY TAX STATEMENT  
(O.R.C. 5719.042)

I, \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Title) (Company)

affirm that, as of \_\_\_\_\_, the time that the Proposal for Multi-Function Copiers was submitted to Washington Township, the Company:

\_\_\_\_\_ owes delinquent Personal Property Taxes to the Montgomery County Auditor.

\_\_\_\_\_ does not owe delinquent Personal Property Taxes to the Montgomery County Auditor.

**(If Personal Property Taxes are delinquent, complete the following section):**

The amount of delinquent Personal Property Taxes due to Montgomery County is \$\_\_\_\_\_, and the amount of unpaid penalties and interest is \$\_\_\_\_\_.

**Name and Address of Company:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF AFFIANT**

Sworn and subscribed to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**SIGNATURE OF NOTARY PUBLIC**

A Notary Public in and for Montgomery County, Ohio

My Commission expires: \_\_\_\_\_.