Request for City Council Committee Action
From the department of Public Works and Purchasing

Date	May 13, 2002	
To	Ways and Means Committee	
Prepared	Gary Warnberg	Director, Purchasing
Approved by	Merry Keefe	City Clerk
Subject	**Official Publication No. 5849 - Bids for Multifunctional Digital Machines - Copier/Fax/Printer/Scan Machines**	
Presenters in Committee	Merry Keefe	City Clerk

Recommendation
Acceptance of the low bid meeting specifications of Metro Sales, Inc. for an estimated annual expenditure of $ 250,000.00 to furnish and deliver multifunctional digital machines - copier/fax/printer/scan machines to various City departments and boards as directed by the Office of the City Clerk, all in accordance with our specifications and attached Price Schedule.

Terms are net 30 days. F.O.B.: Destination.

Financial Impact (Check those that apply)

____ No financial impact (If checked, go directly to Background/Supporting Information)

___ Action requires an appropriation increase to the Capital Budget
___ Action requires an appropriation increase to the Operating Budget
___ Action provides increased revenue for appropriation increase
___ Action requires use of contingency or reserves
_X_ Other financial impact (Explain): Action is within Budget

___Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information
Tabulation of bids received on Official Publication No. 5849 for Multifunctional Digital Machines - Copier/Printer/Fax/Scan Machines for the Office of the City Clerk is attached.

cc: S. Ristuben
R. Nubbe (approved by Civil Rights Contract Compliance)

Metro Sales, Inc.
1620 East 78th Street
Minneapolis MN 55423-4645

Offl. Publ #5849

Phone (612) 798-1248

Copier #1

1.	Machine Manufacturer and Model Number		Ricoh Aficio 1045
	Base Price		$ 5,868.00
2.	Options:		
	a.	1500 Sheet Large Capacity Tray	$ 794.00
	b.	Paper Feed Pedestal	$ N/A
	c.	Multi-position finisher	$ 1455.00
	d.	Saddle Stitch Finisher	$ N/A
	e.	Hole punch	$ 397.00
	f.	Network Interface Card and Print Controller	$ 1452.00
	g.	Print board	$ -----
	h.	Fax Board Walk-up	$ 607.00
	i.	Additional 32 MB memory Printer	$ 187.00
	j.	Fiery Controller with minimum 64 MB memory	$ N/A
	k.	Additional Copier Memory 20 MB	$ 131.00
	l.	Cabinet. Fill in "O" if cabinet is included in all configurations	$ 104.00
2.	Warranty - 90 days		
3.	Cost per copy for maintenance		$ 0.0076

Copier #2

4.	Machine Manufacturer and Model Number		Ricoh Aficio 1035
	Base Price		$ 4,691.00
5.	Options:		
	a.	1500 Sheet Large Capacity Tray	$ 794.00
	b.	Paper Feed Pedestal	$ N/A
	c.	Multi-position finisher	$ 1455.00
	d.	Saddle Stitch Finisher	$ N/A
	e.	Hole punch	$ 397.00
	f.	Network Interface Card and Print Controller	$ 1452.00
	g.	Print board	$ -----
	h.	Fax Board Walk-up	$ 607.00
	i.	Additional 32 MB memory Printer	$ 187.00
	j.	Fiery Controller	$ N/A
	k.	Additional Copier Memory 20 mb	$ 131.00
	l.	Cabinet. Fill in "O" if cabinet is included in all configurations	$ 104.00
6.	Warranty - 90 days		
7.	Cost per copy for maintenance	Per copy	$ 0.0076

Offl. Publ. #5849

Copier #3

8. Machine Manufacturer and Model Number — Ricoh Aficio 1027

Base Price — $ 3,886.00

9. Options:

a.	Finisher	$	516.00
b.	Convenience Stapler	$	N/A
c.	Job Separator Offsetting	$	N/A
d.	Additional 16 MB Ram copier memory	$	131.00
e.	Network Interface Card	$	200.00
f.	Print Controller	$	487.00
g.	Cabinet Fill in "O" if cabinet is included in all configurations	$	94.00
h.	Fax Board Walk-up	$	568.00
i.	Additional 3rd paper source drawer	$	162.00

10. Warranty - 90 days

11. Cost per copy for maintenance — Per copy — 0.01047

Copier #4

12. Machine Manufacturer and Model Number — Ricoh Aficio 1022

Base Price — $ 3,131.00

13. Options:

a.	Finisher	$	516.00
b.	Convenience Stapler	$	N/A
c.	Job Separator Offsetting	$	N/A
d.	Additional 16 MB Ram copier memory	$	131.00
e.	Network Interface Card	$	200.00
f.	Print Controller	$	487.00
g.	Cabinet Fill in "O" if cabinet is included in all configurations	$	94.00
h.	Fax Board Walk-up	$	568.00
i.	Additional 3rd paper source drawer	$	162.00

14. Warranty - 90 days

15. Cost per copy for maintenance — Per copy — $ 0.01047

16. Stand fee for network installation all components — $ 250.00 per connect 4 PC's

Minneapolis
City of Lakes

OFFICE OF CITY CLERK
350 5TH STREET SOUTH - ROOM 304
MINNEAPOLIS, MINNESOTA 55415-1382

(612) 673-2216
FAX (612) 673-3812

STEVEN J. RISTUBEN
ASSISTANT CITY CLERK

May 1, 2002

Nancy Przymus
City of Minneapolis Purchasing Department
552 Towle Building
Minneapolis MN 55415

Dear Nancy:

I have reviewed the nine sets of bids on Official Publication #5849 for multifunctional digital copier/printer/fax/scanner machines. This bid included the purchase of the equipment including maintenance and supplies for a five year period in four segments, 45 copies per minute, 35 copies per minute, 27 copies per minute and 22 copies per minute.

The apparent low bidder, Copy Cat, was not acceptable as they did not meet specifications because they did not have walk-up fax capability on Copier #1.

The apparent second low bidder, Savin, is not acceptable as they did not meet specifications because they did not bid a networkable Copier #4.

I recommend the third lowest bidder, Metro Sales, Inc., because they did meet specifications. The estimated annual expenditure is $200,000.

Sincerely,

Steven J. Ristuben

"BIDS FOR MULTIFUNCTIONAL DIGITAL: COPIER/PRINTER/FAX/SCAN MACHINES" - City Clerks

	Offl. Publ. #5849 Bids opened 10 AM, CDST April 11, 2002 Minneapolis MN	Stringer Business Systems Inc.	Loffler Companies Inc.	Metro Sales Inc.	Wagner Business Systems	Savin Corp.	Copy Cat Business Systems	Dhan Office Solutions	Sharp Electronics Inc.	Marco		
1.	Copier #1 Manufacturer and Model Number	Lanier 5645	Canon IR 5000	Ricoh AF10 1045	Toshiba Estudio 45	Savin 2515	KM Kyoy RI 4530	Savin 2545P	Sharp AR-M450	Sharp AR-M450		
	Base Price $	See Bid 5,983.00	11,643.00	5,848.00	4,710.00	5,645.00	5,632.00	6,880.00	6,874.00	6,726.00		
2a.	Options: 1500 Sheet Capacity Tray $	776.00	1,500.00	794.00	486.00	486.00	incl	501.00	incl	incl		
b.	Paper Feed Pedestal $	786.00	incl	N/A	476.00	732.00	N/A	748.00	incl	incl		
c.	Multi position finisher $	828.00	1800.00	1,455.00	1,408.00	776.00	1,365.00	1,406.00	765.00	796.00		
d.	Saddle stitch finisher $	N/A	3100.00	N/A	2,105.00	N/A	~~all to~~ See Bid 665.00	N/A	1,575.00	1,457.00		
e.	Hole punch $	388.00	450.00	397.00	267.00	346.00	See Bid 259.00	359.00	345.00	338.00		
f.	Network Interface Card and Print Controller $	2,224.00	1,950.00 incl above	1,452.00	2,558.00	930.00	1,200.00	incl See Bid	975.00	975.00		
g.	Print Board $	incl	incl	N/B	1,230.00	930.00	incl item F	incl print contr	incl	incl		
h.	Fax Board Walk Up $	593.00	incl	607.00	737.00	527.00	N/A	549.00	685.00	692.00		
i.	Add'l 32 Mb Memory Printer	incl	incl	187.00	(145.00/128 MB) N/A	23.00	40.00	64 MB incl	125.00	125.00		
j.	Fiery controller with minimum 64 MB memory $	N/A	3,718.00	N/A	1,230.00	N/A	N/A	See Bid 1,078.00	N/A	N/A		
k.	Add'l Copier Memory 20 MB	incl	incl	131.00	N/A	23.00	128 MB	N/A	100.00	103.00		
l.	Cabinet	0	0	104.00	0	84.00	0	98.00	0	0		
2a.	If warranty exceeds 90 days State length in days	N/A	90	—	—	0	—	—	90	90		
2b.	Parts not covered in warranty	N/A	—	—	Paper + Staples	none	Staples 54.00 for 15000	—	none	none		
3.	Cost per copy for maintenance $	0.0075	.0073	0.0076	.0078	.0070	.0045	.0104	.0075	.0075		
4.	Copier #2 Manufacturer and Model Number	Lanier 5635	N/B	Ricoh Afisio 1035	Toshiba Estudio 35	Savin 2535	KM Kyoy RI 3530	Savin 2535P	Sharp AR-M350	Sharp AR-M350		
	Base Price $	See Bid 4,798.00		4,691.00	4,168.00	4,507.00	3,968.00	5,817.00	6,194.00	6,044.00		
5.	Options: 1500 Sheet Capacity Tray $	776.00		794.00	486.00	486.00	3000 sht. 635.00	501.00	incl	incl		
b.	Paper Feed Pedestal $	786.00		N/A	476.00	732.00	N/A	748.00	"	incl		

"BIDS FOR MULTIFUNCTIONAL DIGITAL COPIER/PRINTER/FAX/SCAN MACHINES" - City Clerk

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	Copier #2 - continued:	1	2	3	4	5	6	7	8	9		
c.	Multi-position finisher $	828.00	N/B	1,455.00	1,408.00	776.00	1,160.00	1,606.00	765.00	796.00		
d.	Saddle Stitch Finisher $	N/A		N/A	2,105.00	N/A	1,231.00	N/A	1,545.00	1,457.00		
e.	Hole Punch $	388.00		397.00	267.00	346.00	573.00	2/3 359.00	345.00	338.00		
f.	Network Interface Card and Print Controller $	incl P.S. 2,224.00		1,452.00	2,558.00	927.00	1,375.00	incl. See Bid	975.00	975.00		
g.	Print Board $	incl		N/B	1,230.00	927.00	incl in F	incl/w Print Cont	incl	incl		
h.	Fax Board Walk Up $	593.00		607.00	737.00	527.00	723.00	549.00	685.00	692.00		
i.	Add'l 32 MB Memory Printer	incl		187.00	(145/128 MB) N/A	23.00	40.00	see note	125.00	125.00		
j.	Fiery Controller $	N/A		N/A	1,230.00	N/A	N/A	1,078.00	N/A	N/A		
k.	Add'l Copier Memory 20 mb	incl		131.00	N/A	Standard	40.00	See Note	100.00	100.00		
l.	Cabinet $	0		109.00	0	84.00	0	N/A	0	0		
6a.	If warranty exceed 90 days State length in days	N/A		—	—	0	—	98.00	90	90		
6b.	List parts not covered in warranty	N/A		—	Paper + Staples	none	Staples 54.00 - 15000	—	none	none		
7.	Cost per copy for maintenance $	0.0075	—	0.0076	.0085	.0070	.0045	.0108	.0075	.0075		
8.	Copier #3 Manufacturer and Model Number	Lanier 5627	Cannon IR-2800	Richo Aficio 1027	Toshiba E Studio 28	Savin 2527	KM Kayer KI 2530	Savin 2527	Sharp AR-M350	Sharp AR-287		
	Base Price $	See Bid 4,210.00	5,650.00	3,886.00	3,842.00	4,065.00	3,385.00	3,693.00	6,194.00	5,607.00		
9a.	Options: Finisher $	623.00	2,040.00	516.00	866.00	758.00	1,231.00	584.00	765.00	853.00		
b.	Convenience Stapler $	N/A	735.00	N/A	incl w finisher	incl w fin	473.00	N/A	incl/w fin.	incl w fin.		
c.	Job Separator Offsetting $	158.00	295.00	N/A	"	241.00	Standard	147.00	"	"		
d.	Add'l 16 MB Ram Copier Memory	incl	128 MB Stand	131.00	N/A	23.00	40.00	32 MB 44.00	80.00	80.00		
e.	Network Interface Card $	incl	250.00	200.00	incl w/ Print Cont	193.00	1,375.00	188.00	285.00	281.00		
f.	Print Controller $	1,170.00	incl above 1380.00	487.00	1,230.00	482.00	incl in F	See Bid 470.00	700.00	1,149.00		

"BIDS FOR MUTLIFUNCTIONAL DIGITAL COPIER/PRINTER/FAX/SCAN MACHINES" - City Clerk

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	Copier #3 - continued:	1	2	3	4	5	6	7	8	9		
g.	Cabinet $	0	0	94.00	0	93.00	0	90.00	0	0		
h.	Fax Board Walk Up $	554.00	595.00	568.00	737.00	556.00	723.00	543.00	685.00	N/A		
i.	Add'l 3rd paper source drawer	613.00	1000 Sht 840.00 / 2500-1,300.00	162.00	154.00 ~~[illegible]~~	583.00	incl in Stand	2x500 568.00	incl.	456.00		
	Indicate which controller allows network scanning & faxing	F	X	F	*	—	yes	—	*	*		
10a	If warranty exceeds 90 days - State length in days	N/A	90	—	—	0	—	—	90	90		
10b	List parts not covered in warranty	N/A	—	—	paper + staples	none	staples 54.00-15.00	—	none	none		
11.	Cost per copy for Maintenance $/copy	.0085	.0083	0.01047	.0085	.0115	.0045	.0139	.0075	.0085		
12.	Copier #4 Manufacturer and Model Number	Lanier 5622	Cannon IR-2200	Ricoh Aficio 1022	See Note Rosetta Studio 165	Sovin 2518D	KM RI 2530	Sovin 2522	Sharp AR 235	Sharp AR-156		
	Base Price $	See Bid 3,422.00	5,455.00	3,131.00	2,506.00	2,659.00	3,385.00	2,888.00	3,300.00	1,381.00		
	Options:											
13a	Finsiher $	623.00	2,040.00	516.00	806.00	N/A	1,231.00	584.00	935.00	N/A		
b	Convenience Stapler $	N/A	735.00	N/A	159.00	N/A	473.00	N/A	incl w fin	N/A		
c	Job Separator Offsetting	158.00	295.00	N/A	120.00	incl	stand.	147.00	"	N/A		
d	Add'l 16 MB Ram Copier Memory	incl	128MB stan	131.00	101-64MB N/A	23.00	40.00	32MB 44.00	80.00	N/A		
e	Network Interface Card $	incl	250.00	200.00	238.00	227.00	1,375.00	188.00	275.00	N/A		
f	Print Controller $	1,170.00	incl. 1,380.00	487.00	326.00	307.00	incl in E	See Bid 470.00	850.00	401.00		
g	Cabinet $	0	0	94.00	0	90.00	0	90.00	0	66.00		
h	Fax Board Walk Up $	554.00	595.00	568.00	322.00	307.00	723.00	543.00	900.00	517.00		
i	Add'l 3rd paper source drawer	613.00	1000-840.00 / 2500-1300.00	162.00	154.00	186.00	Stand incl	2x500 568.00	290.00	N/A		
	Indicate which controller allows network scanning and faxing	F	yes	F	*	no	yes	—	yes*	no*		
14a	If warranty exceeds 90 days state length in days	N/A	90	—	—	0	—	—	90	90		
14b	List parts not covered in warranty	N/A	—	— ~~[illegible]~~	paper + staples	none	staples 54.00-15.00	—	none	none		

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		1	2	3	4	5	6	7	8	9		
15.	Cost per copy for maintenance $/copy	.0085	.0083	0.01047	.012	.0115	.0045	.0191	.01	.012		
16.	Standard fee for network installation $/hour	150.00	1 time chg 295.00	to com. 4 ft 250.00	75.00	270.00	99.00	125.00	125.00	125.00		
	Nubmer of hours per unit	1	time tow. 295	—	2	1	1	3	may 2 billable	may 2 bill.		
17.	Trade Ins Mita DC 3060 $/ea	75.00	0	—	0	100.00	300.00	1000.00	50.00	50.00		
	Mita 3055 $/ea	"	"	—	0	"	10.00	"	"	"		
	Minolta EP2050 $/ea	"	"	—	300.00	"	100.00	0	"	"		
	Minolta EP4050 $/ea	"	"	—	400.00	"	200.00	0	75.00	"		
	Savin 9013N $/ea	"	"	—	50.00	"	50.00	500.00	25.00	25.00		
	Ricoh 3513 $/ea	"	"	—	150.00	"	50.00	"	"	"		
	Ricoh 3813 $/ea	"	"	—	200.00	"	50.00	"	"	"		
	Toshiba 2060 $/ea	"	"	—	500.00	"	200.00	0	50.00	75.00		
	Toshiba 3560 $/ea	"	"	—	600.00	"	200.00	0	100.00	100.00		
	Toshiba 4560 $/ea	"	"	—	700.00	"	400.00	0	150.00	100.00		
	Toshiba E Studio 35 $/ea	100.00	"	—	2,000.00	"	1500.00	2000.00	175.00	150.00		
	Toshiba E Studio 45 $/ea	100.00	"	—	2,500.00	"	1500.00	"	255.00	150.00		
	Cash discount - % 20 days	0	0	0	0	0	0	2	N/A	—		
	Acknowledge Addenda	yes	yes	—	#1	yes	—	yes	yes	yes		

We, the undersigned, hereby certify that the above bids were publicly opened and read aloud:

P. O'Brien for
FINANCE OFFICER

David M. [illegible]
ASST. DIRECTOR, PURCHASING