



Request for City Council Committee Action From the Departments of BIS and Procurement

Date: July 16, 2007
To: Honorable Paul Ostrow, Chair Ways & Means Committee
Subject: Approval of Official Publication No. 6802 - Bids for Multifunctional Digital Copiers

Recommendation:
Acceptance of the low bid meeting specifications of Toshiba Business Solutions for an estimated annual expenditure of \$225,000.00 to furnish and deliver multifunctional digital copiers to various City departments and boards as directed by BIS Department; all in accordance with our specifications and attached Price Schedule.

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

Contingent on approval of the Civil Rights Department.

Prepared by: Gary Warnberg Director, Procurement

David M. Johnson

Lynn Willenbring Interim Chief Information Officer

Submitted by

Lynn Willenbring

Approved by: Steven Bosacker, City Coordinator

Steven Bosacker

Presenters: Nancy Larkey Contract Administrator

<p>Financial Impact (Check those that apply)</p> <p><input checked="" type="checkbox"/> No financial impact - or - Action is within current department budget. (If checked, go directly to Background/Supporting Information)</p> <p><input type="checkbox"/> Action requires an appropriation increase to the Capital Budget</p> <p><input type="checkbox"/> Action requires an appropriation increase to the Operating Budget</p> <p><input type="checkbox"/> Action provides increased revenue for appropriation increase</p> <p><input type="checkbox"/> Action requires use of contingency or reserves</p> <p><input type="checkbox"/> Business Plan: <input checked="" type="checkbox"/> Action is within the plan <input type="checkbox"/> Action requires a change to plan</p> <p><input type="checkbox"/> Request provided to department's Finance Department contact when provided to the Committee Coordinator</p>
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Background/Supporting Information:
Tabulation of eight (8) bids received on Official Publication No. 6802 for Multifunctional Digital Copiers is attached.

Attachments - Staff Recommendation
Tabulation Sheet

cc: N. Larkey
R. Nubbe/S. Wilcox

COPIER #1

1. Copier Manufacturer and Model Number: Toshiba e-Studio 452

Base Price \$ 3,509.00

2. Options:

- a. 2500 Sheet large capacity tray \$ 312.00
- b. Paper feed pedestal \$ 254.00
- c. Multi-position finisher \$ 857.00
- d. Saddle stitch finisher \$1,319.00
- e. Hole punch \$ 191.00
- f. Print/Scan capacity** \$1,173.00
- g. Print/Scan capacity with Fiery Controller** \$ N/A
- h. Additional 32 MB Printer Memory \$ N/A
- i. Additional 20 MB Copier Memory \$ N/A
- j. Cabinet. Fill in "0" if cabinet is included in all configurations \$ 131.00
- k. User Authentication \$ included

Warranty: 90 days

3. Cost per copy for maintenance \$ 0.005 per copy

COPIER #2

1. Copier Manufacturer and Model Number: Toshiba e-Studio 352

Base Bid \$ 3,041.00

2. Options:

- a. 1500 Sheet large capacity tray \$ 312.00
- b. Paper feed pedestal \$ 254.00
- c. Multi-position finisher \$ 857.00
- d. Saddle stitch finisher \$1,319.00
- e. Hole punch \$ 191.00
- f. Print/Scan capacity \$1,173.00
- g. Additional 32 MB Printer Memory \$ N/A
- h. Additional 20 MB Copier Memory \$ N/A
- i. Cabinet. Fill in "0" if cabinet is included in all configurations \$ 131.00

Warranty: 90 days

3. Cost per copy for maintenance \$ 0.0057 per copy

COPIER #3

1. Copier Manufacturer and Model Number: Toshiba e-Studio 282

Base Price \$ 3,236.00

2. Options:

Standard with 2,250 capacity drawers

- a. Finisher \$ 606.00
- b. Convenience Stapler \$ N/A
- c. Job Separator Offsetting \$ 102.00
- d. Additional 16 MB RAM Copier Memory \$ N/A
- e. Network Interface Card \$ 504.00
- f. Print/Scan capacity \$ 778.00
- g. Scan Capability \$ 778.00
- h. Additional 32 MB Printer Memory \$ N/A
- i. Additional 20 MB Copier Memory \$ N/A
- j. Cabinet. Fill in "0" if cabinet is included in all configurations \$ 131.00
- k. Additional third 500 paper capacity drawer \$ 254.00

Warranty: 90 days

3. Cost per copy for maintenance \$ 0.0065 per copy

COPIER #4

1. Copier Manufacturer and Model Number: Toshiba e-Studio 202L

Base Price \$ 2,630.00

2. Options:

Standard with 2,250 capacity drawers

- a. Finisher \$ 606.00
- b. Convenience Stapler \$ N/A
- c. Job Separator Offsetting \$ 102.00
- d. Additional 16 RM RAM Copier Memory \$ N/A
- e. Print/Scan capacity \$ 417.00
- f. Cabinet. Fill in "0" if cabinet is included in all configurations \$ 131.00
- g. Additional third 500 paper capacity drawer \$ 254.00

Warranty: 90 days

3. Cost per copy for maintenance \$ 0.0075 per copy

4. Stand fee for network installation for all components \$ 150.00 per hour
Number of hours per unit One (1) hour

Trade-In

Zero allowance given on all trade-in, including the extension period.

- 1. Cost to move existing copier to a same floor, same building \$ 75.00 per move
- Cost to move existing copier to a different floor, same building \$ 75.00 per move
- Cost to move existing copier to a different floor within 2 block area \$ 150.00 per move

Vendor offers to extend bid for an additional 27 months at the sole option of the City of Minneapolis.

"BIDS FOR MULTIFUNCTIONAL DIGITAL COPIERS" - BIS

Offl. Publ. #6802
 Bids opened 10 AM, CDST
 May 3, 2007
 Minneapolis MN

<i>Danka office Imaging</i>	<i>Konica Minolta Business Solutions U.S.A. Inc.</i>	<i>Shen office Solutions</i>	<i>Zoffen Companies</i>	<i>Metro Sales Inc.</i>	<i>Imaging Path</i>	<i>Toshiba Business Solutions</i>	<i>Coordiner Business Systems LTD</i>
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Copier #1

Copier Manufacturer and Model Number

<i>Toshiba 452 E-Studio</i>	<i>Bighub 500</i>	<i>Hyocera-META 5050</i>	<i>Copy Star CS-5050</i>	<i>Rico MP4500</i>	<i>Janier L23455P</i>	<i>Toshiba 452 E-Studio</i>	<i>KM-5050</i>
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Base Price \$
 1500 Sheet large capacity tray \$

<i>3,747.00</i>	<i>4,654.00</i>	<i>6,444.00</i>	<i>5,809.00</i>	<i>5,053.00</i>	<i>16,758.00</i>	<i>3,509.00</i>	<i>4,539.00</i>
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Paper feed pedestal \$

Multi-position finisher \$

Saddle stitch finisher \$

Hole punch \$

Print/Scan capacity \$

Print/Scan capacity with Fiery Controller \$

Additional 32 MB Printer Memory \$

Additional 20 MB Copier Memory \$

Cabinet \$

User Authentication \$

If warranty exceeds 90 days state length in days

List parts not covered in warranty

Cost per copy for Maintenance \$/copy

<i>.0061</i>	<i>.0059</i>	<i>.0039</i>	<i>.0055</i>	<i>.0065</i>	<i>.008</i>	<i>0.005</i>	<i>.00495</i>
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Copier #2

Copier Manufacturer and Model Number

<i>Toshiba 352 E-Studio</i>	<i>11 350</i>	<i>4050E</i>	<i>CS-4050</i>	<i>MP3500</i>	<i>L23355P</i>	<i>352</i>	<i>KM-4050</i>
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Base Price

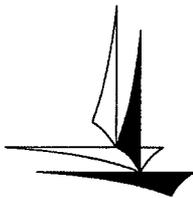
<i>3,229.00</i>	<i>3,413.00</i>	<i>5,697.00</i>	<i>5,111.00</i>	<i>4,095.00</i>	<i>5,762.00</i>	<i>3,041.00</i>	<i>3,888.00</i>
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BIDS FOR MULTIFUNCTIONAL DIGITAL COPIERS" - BIS

Offl. Publ #6802
Page Three (3)

Copier #3 - continued:

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2g. Scan capability \$								
h. Additional 32 MB Printer Memory \$								
i. Additional 20 MB Copier Memory \$								
j. Cabinet \$								
k. Additional third 500 paper capacity drawer \$								
2a. If warranty exceeds 90 days state length in days								
2b. List parts not covered in warranty								
X 3. Cost per copy for maintenance \$.0120	$\frac{.0109}{.0109}$.0039	.0055	.0075	.008	0.0065	.00495
Copier #4								
X 1. Copier Manufacturer and Model Number	165 250	$\frac{200}{160}$	Rico MP2510	CS-1820	MP2000	LP016	202L	KM-1650
X Base Price \$	1,711.66	$\frac{2,506.00}{238.00}$	3,086.00	618.00	1,995.00	1,370.00	2,630.00	1,558.00
2a. Finisher \$								
b. Convenice Stapler \$								
c. Job Separator \$								
d. Offsetting \$								
e. Additional 16 RM RAM Copier Memory \$								
f. Print/Scan capacity \$								
g. Cabinet \$								
g. Additional third 500 paper capacity drawer \$								
2a. If warranty exceed 90 days state length in days								
2b. List parts not covered by warranty								
X 3. Cost per copy for maintenance \$.0184	$\frac{.0109}{.0197}$.014	.0055	.0075	.008	0.0075	.00495



Minneapolis
City of Lakes

**Business Information
Services**
350 South Fifth Street, #127
Minneapolis MN 55415

June 20, 2007

Cheryl Groettum
City of Minneapolis Purchasing
552 Towle Building
Minneapolis, MN 55415

Dear Cheryl:

I have reviewed the bids on Official Publication #6802 for multifunctional digital copier/printer/scanner machines. The bid included the purchase of equipment, supplies, maintenance and support for a three year period. The copiers types bid are 45 copies per minute, 35 copies per minute, 25 copies per minute, and 15 copies per minute.

The apparent low bidder, Konica failed because they could not meet up-time standards.

The apparent second low bidder, Coordinated Business System, was not acceptable as they did not meet specifications. The zoom function could not reach 400% and the extra drawer capacity was insufficient on model KM-1650.

The apparent third low bidder, Loffler, was not acceptable as they did not meet specifications. The zoom function could not reach 400% on model CS-1820.

I recommend the fourth low bidder, Toshiba Business Solutions because they did meet specifications. The estimated annual expenditure is \$225,000.

Sincerely,


Nancy Larkey