



CITY COUNCIL ACTION REPORT

December 14, 2009

TO: John Szerlag, City Manager

FROM: Susan A. Leirstein, Purchasing Director
William S. Nelson, Fire Chief

SUBJECT: Standard Purchasing Resolution 1: Award to Low Bidder –
Document Scanner and Printer

Background

- The fire department has scanned documents over the last five years to increase efficiency through applied technology.
- The fire department scans numerous required documents such as fire protection system service reports, site plans; hazardous materials inventory sheets, etc., for retrieval in the field by fire fighters and staff.
- The fire department scans and attaches these documents to the City's LibertyNET document imaging system which provides for electronic premise information and more efficient FOIA request retrievals versus numerous paper documents in file drawers.
- On October 29, 2009, bids were opened to furnish a GEI Colortrac SmartLF Gx+ T42C Scanner and Canon iPF 750 printer with universal stand, including software, three (3) years on-site parts and labor warranty, delivery, installation, and training.
- 135 vendors were notified via the MITN system. Six bid responses were received; as well as one statement of no bid.
- Canon Business Solutions withdrew their bids for the iPF750 printer for pricing errors.
- City staff recommends awarding to Priority Office Solutions LLC of Shelby Township, the low total bidder, as other vendor bids were based on an "All or None Award".

Financial Considerations

- Funds to purchase these items are budgeted in the fire department capital equipment account #401.336.337.7978.010.
- The fire department's current document scanner is obsolete and will be sold at auction, thereby recouping some cost.

Legal Considerations

- ITB-COT 09-43, GEI Colortrac SmartLF Gx+ T42C Scanner and Canon iPF 750 printer with universal stand, was competitively bid as required by City Charter and Code.
- The award is contingent upon vendor submission of properly executed contract documents including insurance certificates and all other specified requirements.

December 14, 2009

To: John Szerlag, City Manager

Re: Award To Low Bidder – Document Scanner and Printer

Recommendation

Staff recommends awarding the GEI Colortrac SmartLF Gx+ T42C Scanner and Canon iPF 750 printer with universal stand, including software, three (3) years on-site parts and labor warranty, delivery, installation, and training to the low total bidder, Priority Office Solutions, LLC, of Shelby Township, Michigan, for an estimated total cost of \$16,398.00.

Information provided by: David Roberts, Assistant Fire Chief

Alternate Bid

VENDOR NAME:

| | | | |
|----|---------------------------------------|--------------------------|--------------------------|
| ** | Priority Office Solutions, LLC | Canon Business Solutions | Canon Business Solutions |
|----|---------------------------------------|--------------------------|--------------------------|

PROPOSAL: TO FURNISH AND INSTALL ONE NEW GEI COLORTRAC SCANNER AND ONE NEW CANON iPF750 PRINTER FOR THE CITY OF TROY FIRE DEPARTMENT

| | | | |
|---------------------------------|---|-----------------------|-----------------------|
| <u>ITEM #1</u> | One (1) New GEI Colortrac Scanner or approved alternate including stand, software, (3) three years on-site parts and labor warranty and training in accordance with the specifications | | |
| COMPLETE FOR THE SUM OF: | \$ 10,499.00 | \$ 13,250.00 | \$ 12,950.00 |
| MANUFACTURED BY: | Colortrac, Inc. | Vidar | Vidar |
| MODEL | SmartLF Gx+ T42c | SD 4230 PL | SD 4230 |
| AUTHORIZED DEALER: Y or N | Yes | Yes | Yes |
| <u>ITEM #2</u> | One (1) New Canon iPF 750 printer or approved alternate with stand, two (2) complete color ink-sets, and three (3) years on-site parts and labor warranty in accordance with the specifications | | |
| COMPLETE FOR THE SUM OF: | \$ 5,899.00 | Withdraw | Withdraw |
| GRAND TOTAL-- | ** \$ 16,398.00 | n/a | n/a |
| MANUFACTURED BY: | Canon | Canon | Canon |
| MODEL | iPF 750 | iPF 750 | Image Prograf 750 |
| AUTHORIZED DEALER: Y or N | Yes | Yes | Yes |
| DESCRIPTIVE LITERATURE: | Marked as Brochures | Proposal | Proposal |
| SERVICE FACILITY: | Printer: Shelby Twp MI Scanner: 800-842-8448 | Farmington Hills | Farmington Hills |
| Miles from Troy: | 15 (Door to Door) | 19 | 19 |
| Response Time: | 48 Hrs | 4 Hrs | 4 Hrs |
| CONTACT INFORMATION: | Name: Steve Elliott | Adam Bergstrom | Adam Bergstrom |
| 24 Hr Phone: | 586-786-1776 | 1-800-355-1385 | 1-800-355-1385 |
| Hrs of Operations | M-F 8 AM to 5 PM | 8:30 AM to 5 PM | 8:30 AM to 5 PM |
| REFERENCES: | See page 5 of bid Y or N: Yes | Yes | Yes |
| INSURANCE: | Can Meet: XX Cannot Meet: | XX | XX |
| PAYMENT TERMS: | Net 30 | Purchase | Purchase |
| WARRANTY: | As Specified - Full three year coverage | | |
| DELIVERY: | 10 Days A.R.O. | 2 wks after bid award | 2 wks after bid award |
| EXCEPTIONS: | Attached To Bid | Blank | Blank |
| PROPOSAL | All or None Award May be purchased by line Item | Blank | Blank |
| ACKNOWLEDGEMENT | Y or N: Yes | Yes | Yes |
| ADDENDUM #1 | Y or N: Referenced | Yes | Yes |

NO BIDS:

Dunn Blue _____

** LOW TOTAL BIDDER

ATTEST:

Diane Fisher _____
 William McNabb _____
 David Roberts _____
 Linda Bockstanz _____

Susan Leirstein CPPO CPPB
 Purchasing Director

sl

VENDOR NAME:

| | | |
|----------------|-----------------|----------------|
| New Dimensions | Source Graphics | Konica Minolta |
| Mgmt Systems | | |

PROPOSAL: TO FURNISH AND INSTALL ONE NEW GEI COLORTAC SCANNER AND ONE NEW CANON iPF750 PRINTER FOR THE CITY OF TROY FIRE DEPARTMENT

| | | | |
|--|--|-------------------------------|---------------------|
| ITEM #1 One (1) New GEI Colortrac Scanner or approved alternate including stand, software, (3) three years on-site parts and labor warranty and training in accordance with the specifications | | | |
| COMPLETE FOR THE SUM OF: | \$ 12,344.00 | See Quotation \$ 15,218.55 | \$ 25,096.00 |
| MANUFACTURED BY: | Colortrac | Colortrac | Bell & Howell |
| MODEL | SmartLF Gx T42c | Gx+ T42c | Infinity WF 42 |
| AUTHORIZED DEALER: Y or N | Yes | Yes | Yes |
| ITEM #2 One (1) New Canon iPF 750 printer or approved alternate with stand, two (2) complete color ink-sets, and three (3) years on-site parts and labor warranty in accordance with the specifications | | | |
| COMPLETE FOR THE SUM OF: | \$ 5,814.00 | See Quotation \$ 7,250.70 | \$ 8,865.00 |
| GRAND TOTAL -- | \$ 18,158.00 | \$ 22,469.25 | \$ 33,961.00 |
| MANUFACTURED BY: | Canon | Canon | Epson |
| MODEL | iPF 750 | iPF750 | 9880 |
| AUTHORIZED DEALER: Y or N | Yes | Yes | Yes |
| DESCRIPTIVE LITERATURE: Marked as | Brochures | AAAQ8858 | Descript Literature |
| SERVICE FACILITY: Location: | Detroit | Detroit | Detroit/Troy |
| Miles from Troy: | 15 | Blank | within 25 |
| Response Time: | 24 Hrs | 24 - 48 Hrs | 24 Hrs |
| CONTACT INFORMATION: Name | Neal Kadlec | Paradigm Imaging | Anna Stewart |
| 24 Hr Phone: | 248-619-6100 | 888-221-7226 | N/A |
| Hrs of Operations | M-F 8:30 AM to 5 PM | 8 AM to 5 PM | 8 AM to 5 PM |
| REFERENCES: Y or N | Yes | Yes | Yes |
| INSURANCE: Can Meet Cannot Meet | XX | XX | XX |
| PAYMENT TERMS: | Net 30 Days | N30 | Net 30 |
| WARRANTY: | As Specified - Full three year coverage | | |
| DELIVERY: | 2 Wks from Receipt of PO | W/In 5-7 ARO | 2 Wks from P.O. |
| EXCEPTIONS: | Optional ScanWorks | Blank | Blank |
| | Colortrac software to | | |
| | Maximize scanner \$569 | | |
| PROPOSAL All or None Award | One Lot Pricing | One Lot Pricing | Blank |
| ACKNOWLEDGEMENT Y or N | Yes | Yes | Yes |
| ADDENDUM #1 Y or N | Yes | No | No |