



**TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR PROPOSAL (RFP)**

**DIGITAL MULTI-FUNCTIONAL COPIER/PRINTERS
FOR TOWN OFFICES AND THE BOARD OF EDUCATION
48-MONTH LEASE AGREEMENT
RFP # 5898 DUE: JUNE 16, 2011 at 3:00 PM**

GENERAL INSTRUCTIONS

The Town of Trumbull (hereinafter referred to as "Town") and the Trumbull Board of Education (herein after referred to as, "BOE") is requesting proposal (RFP) for a 48 (forty-eight) month lease of **DIGITAL MULTI-FUNCTIONAL COPIER/PRINTERS** from qualified companies (hereinafter referred to as "Proposer", "Responder" "Bidder" "Contractor", "Vendor", "Firm", "Organization" or "Vendor").

It is the intention of the Town to award the requirement for this request to ONE vendor for both the Town and BOE.

SUBMISSION OF PROPOSALS

- a) Responses to this RFP shall be submitted at the date and time noted above. No oral, telephonic, emailed, or faxed responses shall be considered. No oral, telephonic, emailed, or faxed corrections, deletions, or additions to any response shall be accepted. The Town reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any responses received after the above scheduled date and time shall not be accepted or opened.
- b) Responses shall be submitted using the **PROPOSAL RESPONSE FORM** contain herein. Failure to do so may result in disqualification of a proposal.
- c) Proposals are to be submitted in **TRIPPLICATE** (one (1) **ORIGINAL** and two (2) **EXACT COPIES**).
- d) Submit Three (3) copies of official literature, brochures, etc., which support the requested RFP data.
- e) Responses shall be submitted in a clear, concise and legible manner so as to permit proper evaluation of responsiveness and delivered in a sealed envelope addressed as follows:
RFP # 5898 – Due: June 16, 2011
Town of Trumbull
Purchasing Department
Attention: Robert J. Chimini, Purchasing Agent
5866 Main Street, Trumbull CT 06611
- f) Responses are to be typed or completed and signed in ink. Incomplete or unsigned responses shall be disqualified and not be considered.
- g) Be advised that the person signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.
- h) Any alternate proposal that does not meet the specifications contained herein shall be submitted and clearly entitled "**ALTERNATE PROPOSAL**".

RFP RESPONSE TIME AND PRICING

- a) A proposal may be withdrawn prior to the above scheduled date and time by written request to the Purchasing Agent and prior to the required due date and time.
- b) ALL RFP responses shall be received at the office of the Purchasing Agent, Trumbull Town Hall, prior to the advertised hour of opening (3:00PM). RESPONSES RECEIVED AFTER THAT HOUR WILL NOT BE ACCEPTED, OPENED OR CONSIDERED and returned to the responder.
- c) Shortly after the proposal due time all proposals will be publicly opened and read aloud. NO award shall be made at the time of the aforementioned public reading. Following the public reading, all proposals will be turned over to the designated Town and BOE personnel for review and award recommendation.
- d) A tabulation of proposals received shall be made available for public inspection. The details of proposals received may be inspected by making a formal request and appointment with the Town's Purchasing agent.
- e) All prices quoted are to be firm for a period of one hundred and twenty (120) days following bid opening. Bidders shall be required to deliver awarded items at the prices quoted in their original proposal. Special Consideration will be given to responses with extended firm price dates.

BID BOND

A Bid Bond payable to the TOWN must accompany each Bid for five (5%) percent of the total amount of the Bid. As soon as the Bid prices have been compared, the Town will return bonds to all bidders except the three lowest responsible Bidders. When an Agreement is executed, the bonds of the two remaining unsuccessful Bidders shall be returned. The Bid Bond of the successful Bidder shall be retained until a lease agreement is executed and approved, after which it will be returned. A certified check may be used in lieu of a Bid Bond.

PROPOSAL COSTS

The respondent shall be responsible for all costs incurred in the development and submission of this proposal. The Town assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a proposal by a Respondent, the evaluation of an accepted proposal, or the selection of finalists. The Town shall not be contractually bound until the Town and the successful respondent have executed a written agreement for the performance of the work.

TOWN OPTIONS

- a) After a review of all factors, terms and conditions including price the Purchasing Authority of the Town has the right to reject any or all bids, or any part thereof, or to waive defects in same or accept any proposal if it is deemed to be in the best interest of the Town.
- b) The Town reserves the exclusive right to determine whether or not a proposal meets or exceeds the stated specifications.
- c) The Town reserves the right to make awards on an item-by-item basis or as a total award.

STATE, LOCAL AND FEDERAL LAWS

The respondent shall be solely responsible for strict compliance with all federal, state and local statutes, laws, codes, rules, regulations and ordinances, and for the procurement and maintenance of all necessary licenses and permits relating to contractor's performance of services.

ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting for work to be performed related to this request, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

INDEMNIFICATION

The responder shall indemnify and save harmless the Town and its officers, agents, servants and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, on account of bodily injury, sickness, disease, death or other damages sustained by any person or persons injury or damage to or destruction of any property, directly or indirectly arising out of, relating to, or in connection with the work called for in the agreement, whether or not due or claimed to be due in whole or in part to the active, passive or concurrent negligence, fault or contractual default of the vendor, its officers, agents, servants or employees, any of its subcontractors, the Town, any of its respective officers, agents, servants, or employees and/or any other person or persons, and whether or not such claims, demands, suits or proceedings are just, unjust, groundless, false, or fraudulent, and the vendor shall and does hereby assume and agrees to pay for the defense of all such claims, demands, suits and proceedings, provided, however, that the vendor shall not be required to indemnify the Town, its officers, agents, servants, or employees, against any such damages occasioned solely by acts or omissions of the Town, its officers, agents, servants or employees, other than supervisory acts or omissions of the Town, its officers, agents, servants, or employees, in connection with the work called for in the agreement.

CONFLICT OF INTEREST

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

AVAILABILITY OF FUNDS

Any award associated with this RFP is contingent upon the availability of funds to the Town and BOE. In the event that funds are not available, any agreement resulting from this RFP shall become void.

F.O.B.

Prices are to be quoted F.O.B. Trumbull, Connecticut (inside delivery). Deliveries made under this RFP shall be shipped to the Town and/or Board of Education locations designated when the order is issued. RFP prices should take this factor into consideration.

TAX EXEMPT

The Town of Trumbull is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in the bid price. The Town of Trumbull's Tax Exempt number is: 05-010 31-000.

DELIVERY REQUIREMENTS AND METHOD OF AWARD

- a) Because the applications for which the specified materials and/or equipment are intended to be used, the Town and Board of Education considers the referenced delivery dates to be of utmost importance. If, in the judgment of the Town and Board of Education it is in the best interest of the Town and the Board of Education, favorable consideration may be given to the proposal that offers the most favorable delivery date.
- b) The successful vendor (s) will be notified of the Town's award(s) as soon as possible. The major portion of the Town and Board of Education's purchase orders shall be issued under this RFP request and forwarded to the respective vendor(s) with exact quantities, delivery instructions, date of delivery, etc. within sixty (60) days or as soon as practical after the RFP opening date and review.

SPECIFICATIONS:

If quoted materials and/or equipment do not meet the attached specifications on ALL points, the bidder must outline ALL exceptions in a letter attached to its bid response otherwise, it will be presumed that the bidder is bidding in accordance with to all specifications as required herein. A space has been provided for the bidder to write the manufacturer and model number of each item quoted. This column **MUST** be completed in order for a proposal to be evaluated.

REFERENCES

All responders to this request shall submit with their proposal (See Attached Form) at least five (5) references for similar equipment supplied to similar entities. (List primary contact names, addresses and phone numbers, etc.). References shall be for implementation of like scope and size to this procurement. Preferable references would be State & Local environments with network connected equipment. It is the intention of the Town to contact all references listed.

INQUIRIES

- a) All inquiries regarding this request must be submitted in writing to the following (faxed or emailed questions are acceptable) and shall be answered up to the close of business on **JUNE 13, 2011**, after which time no additional questions will be accepted.
- b) To ensure consistent interpretation of items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or by Fax as appropriate to all bidders.
- c) General inquiries may be directed to:

Robert J. Chimini
Purchasing Agent
Town of Trumbull
203-452-5042 Phone 203-452-5083 Fax
rchimini@trumbull-ct.gov

Richard Mastrioianni
Assistant Manager of Technology
Trumbull Board of Education
203-452-4311 Phone 203-452-4313 Fax
mastrior@trumbullps.org

OR

Stephen Sirico, CPA
Manager Business
Trumbull Board of Education
203-452-4332 Phone
siricos@trumbullps.org

The Town reserves the right to communicate with any or all bidders to clarify the provisions of Proposals.

ADDENDUMS

It is the sole responsibility of the vendor to verify any addendums that may have been issued relating to this request prior to final submission of a proposal. Any notice of addendum shall be published on the Town of Trumbull website www.trumbull-ct.gov – Purchasing Department “Bid Notices” or by calling the Town Purchasing Agent (203-452-5042). Failure to submit a proposal that does not address changes or addendums may result in disqualification of a proposal.

HAZARDOUS MATERIALS

Material Safety Data Sheets (MSDS) for applicable materials submitted on a RFP response should be mailed under separate cover to:

Florie Mallozzi, Chemical Safety Officer
Trumbull Public Schools
6254 Main Street
Trumbull, CT 06611 (203-452-4338)
mallozzf@trumbullps.org

TERMINATION FOR DEFAULT OR FOR CONVENIENCE OF THE TOWN OR BOE

Performance under a lease agreement resulting from this RFP may be terminated by the Town or BOE whenever:

- a) The vendor, in the sole opinion of the Town or BOE, is in default of the performance of the agreement and fails to correct such default within the period specified by the Town or BOE in a notice specifying the default; or the Town or BOE determines that the termination is in its best interest.
- b) Termination will be effected by delivery to the vendor of a notice to terminate, stating the date upon which the termination becomes effective. Upon receipt of the notice to terminate, the vendor shall:
 - Prepare to stop all work or service by the termination date.
 - Meeting with the Town and/or BOE representative to review to determine time critical tasks and to take such action as is necessary to protect the Town or BOE rights.
 - Cooperate and participate when needed in the orderly transition of the work or service being performed by the Proposer.

AMBIGUITY IN THIS REQUEST FOR PROPOSAL

Prior to submitting a response to this request, it is the responsibility of the Proposer to bring to the attention of the Town or BOE any ambiguity in this document. Not to do so shall result in the Proposer forfeiting any claim for adjustment based on such ambiguity as should have been noted by a prudent Proposer.

OWNERSHIP INFORMATION

The Town or BOE shall have unlimited right to use, disclose, or duplicate, for any purpose whatsoever, all information developed, derived, documented, or furnished by the Proposer under any agreement resulting from this RFP. In the event of an award, all data collected and other documentation produced as part of the agreement shall become the exclusive property of the Town and may not be copied or removed by any employee of the Proposer without written permission of the Town.

SELECTION PROCESS

- a) In the course of the evaluation of proposals the Town and BOE may request a selected vendor or vendors to make presentations or demonstrations of proposed products or equipment. These presentations and demonstrations shall be performed at no cost to the Town or BOE. Each presenting firm additionally may be asked to make a formal presentation at an interview followed by a question and answer period.
- b) Final approval and selection shall be made by the Town and BOE with the ultimate selection based on what is in the best interest of the Town and BOE.

INSURANCE

The selected firm is required to furnish a Certificate of Insurance naming the Town of Trumbull as the additional insured.

**TOWN OF TRUMBULL, CONNECTICUT
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**DIGITAL MULTI-FUNCTIONAL COPIER/PRINTERS
FOR TOWN OFFICES AND THE BOARD OF EDUCATION
48-MONTH LEASE AGREEMENT
RFP # 5898 DUE: JUNE 16, 2011 at 3:00 PM**

REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least five (5) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

CLIENT 1:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 2:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 3:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 4:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 5:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

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SPECIAL INSTRUCTIONS

- A. DIGITAL MULTI-FUNCTIONAL COPIER/PRINTERS 68 total (BOE – 58; Town – 10)**
- | | |
|----------------------------------|--|
| The BOE will provide an annual: | 21,700,000 Black & White copy guarantee. |
| The BOE will provide an annual: | 500,000 Color copy guarantee. |
| The Town will provide an annual: | 14,750,000 Black & White copy guarantee. |
| The Town will provide an annual: | 350,000 Color copy guarantee. |
- B. For copies in excess of above copy guarantee, a discount may be made available.
- C. The RFP response must be expressed as a fixed 48- month lease agreement. This cost is to include all new equipment, service and chemical supplies.
- D. All Black & White copies produced on the Color Units will be at the same usage cost as the Black & White units.
- E. The 48-month lease agreement must include service, parts, labor, preventative maintenance, delivery, installation, operator training and chemical supplies.
- F. Submit a copy of standard service agreement.
- G. There shall be no price increase during the life of the agreement as proposed.
- H. All equipment quoted must carry a replacement guarantee for a minimum of Lease Term. This replacement guarantee shall be provided by the vendor at the time of the RFP response and should be signed by an authorized service manager of the manufacturer.
- I. Service shall be provided by a designated service team, each factory trained on all products by the manufacturer. Four (4) hour average response time required.
- J. Alternate RFP responses will be considered under separate cover. All line items in the RFP response form shall be complete in full-failure to do so may disqualify your response.
- K. Provide a Copier Performance Guarantee with outline provisions for replacement of non-performing copiers.
- L. Copier volume capability must meet or exceed Buyers Laboratory Inc. specification guide listed as manufacturer's recommended monthly volume. Failure to meet this criterion will result in automatic disqualification of your entire RFP response.
- M. Equipment manufacturing status will be based on the Federal government's GSA schedule terms (new or newly manufactured).
- N. Newly Manufactured Criteria – Equipment that has been assembled for the first time from new parts, which may contain some reprocessed parts or components that meet the manufacturer's new parts and components performance standards.
- O. All vendors must supply a customer service toll free Help Desk available 24/7.
- P. All copier/printers must be Microsoft certified.
- Q. Winning vendor is responsible for internal moves, removal, and return of present equipment.
- R. Removal of all delivery and packing material is the responsibility of the selected vendor.
- S. Pricing must include all property taxes and insurance.
- T. Data overwrite security and/or image overwrite security features must be included on all copiers.
- U. Vendor will only charge a single click rate for both 8 ½ x 11 as well as 11 x 17 copies
- V. Pricing must include any electrical work which must be done to meet the electrical needs of your proposed solution. Appendix A contains a complete list of currently installed equipment.
- W. Any costs for equipment moves during the agreement are the responsibility of the selected vendor.

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SPECIFICATIONS FOR MULTI-FUNCTION SYSTEM PROCUREMENT

RFP Basic Structure and Terms

- A. RFP is based on 3 BW MFP speed bands and 1 Color/BW MFP band**
- **Band 6 - 55 +**
 - **Band 7 - 75 +**
 - **Band 8 - 95 +**
 - **Band 9 - BW/Color – 50+ PPM B&W / 38+ PPM Color**
- B. All equipment baseline configurations are as a copier/printer/scanner. Options may include additional fax capability on select units.
- C. Vendors may add additional equipment options by listing the option and showing the monthly price to add that option
- D. Pricing includes # of copies maintenance & supplies excluding paper and staples, 48 month lease pricing. Pricing should also include full training on each machine based on its specific configuration. Training must be delivered within 2 days of equipment installation.
- E. Pricing should include an overage rate for all pages over the base monthly minimum which is reconciled on an annual basis
- F. Pricing must include the return of the 56 leased copiers to the leasing company. The return of the leased equipment, and all costs associated with the return, is the responsibility of the winning vendor.
- G. Pricing must include a satisfaction guarantee from the manufacturer where the customer determines if the machine is not performing effectively and needs to be replaced.
- H. The Town and BOE are always interested in any and all cost reduction opportunities. The response may include cost savings initiatives your company offers (i.e. print management).
- I. Pricing must include all property taxes and insurance.
- J. All consumables must be manufactured and delivered by the OEM.
- K. Vendor will only charge a single click rate for both 8" x 11" as well as 11" x 17"
- L. What environmental initiatives does your company offer?

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THE FOLLOWING FORM MUST BE SUBMITTED WITH PROPOSAL

EVALUATION CRITERIA AND INFORMATION REQUIREMENTS

Evaluation criteria – All proposals shall be evaluated and weighted in each of the following areas.

- Technical compliance: 30%
- Corporation size/strength, experience, references, implementation plan: 20%
- Administrative compliance: 10%
- Price: 35%
- In-house equipment evaluation: 5%

The Town reserves the right after reviewing initial responses to limit the number in-house evaluation tests and oral presentations.

A. List guaranteed equipment up time for all units proposed on RFP response.

B. Will the vendor offer a replacement guarantee for up to Term of Lease on all equipment proposed?

C. Can vendor for a fee make machine interior inaccessible to unauthorized personnel?

D. What provision, if any, is made in the agreement for the BOE to exercise an option for an "Upgrade", "Downgrade", or "Service swap" if dissatisfied with a given copier unit?

E. What provision, if any, is made in the agreement (if applicable to this particular RFP request, in part or total) for the BOE to "cancel" said agreement for any reason.

F. What provision is made for training members of the customer's staff as to the proper usage of equipment to be leased?

G. Are there any charges for this particular training service?

- If yes, cost per session _____
- Are there any limitations on the number of "no charge" training services? _____
- If yes, maximum number _____

H. What is the scope and frequency of your operator training for key operators included in the lease cost

I. Cost for additional training _____

J. Number of personnel _____

K. What security features are built-in to each of your models to prevent unauthorized access to the machine and any data (copy, print, scan, and fax) stored on the machine? Please specific features and any vendor independent certification of these features.

M. Provide any vendor independent tests demonstrating performance including network print productivity of your proposed systems? Please include file types, number of copies, etc.

N. What additional software capabilities do you offer to manage the fleet of equipment effectively? Desired capabilities include remote configuration and management, automatic network output device identification (vendor independent copier and printer identification), reporting capabilities for meter reads/reported error alerts/asset lists, troubleshooting capability, SNMP group set-up and management, etc.

O. What training and network deployment support services are included with the pricing of your equipment? Provide a brief summary of qualifications by the people providing this service. _____

P. What technical engineering features are built into the system to minimize downtime and minimize technician service calls?

Q. Please provide examples (attached) of how you have used this technology and combined with other software and hardware to improve operations of similar organizations (examples such as asset consolidation, print migration, scanning applications to convert existing paper, document management applications, forms automation, integration with a centralized print shop/copy center, etc.)

R. What capabilities do you provide for your equipment to support the visually and physically impaired?

S. Can your company meet a target service time of 4 hours? _____

- T. What type of service reporting can you provide on a quarterly basis to demonstrate actual service response time by device? Please include a brief sample. _____
 - U. What remedies will you offer for equipment that is down for more than 24 hours? For equipment that does not meet a 95% uptime for 3 months in a row?
-

Section 2 Administration Requirements

Invoicing

- A. Monthly invoice for the units leased. Quarterly reconciliation for meters with usage charge if necessary,**

Electronic Web-based Administrative Support

- B. Does your company provide the ability to submit meter reads by serial number via an Internet web site for non networked devices? _____
- C. Does your company provide networked equipment that can automatically submit meter reads to the vendor without any user intervention? _____
- D. Does your company provide networked equipment that can automatically order supplies when supplies are low without any user intervention? _____
- E. Does your company provide the networked equipment to open up services calls proactively?

- F. Does your company provide the ability to automatically get order/delivery status on-line via a company web site? _____
- G. Does your company provide the ability to renew purchase orders over the web? _____
- H. Does your company provide the ability to change delivery and billing addresses by system over the web? _____
- I. Does your company provide the ability to schedule equipment moves via a company web site?

Section 3 Implementation and References

1. Required installation starting date 8/1/2011 completed on or before 8/15/2011
2. Include a detailed implementation plan
3. Describe how this project will be managed pre and post sale.

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SPECIFICATIONS/REQUIREMENTS

THE FOLLOWING FORMS MUST BE SUBMITTED WITH PROPOSAL

Section 4

BAND 6 - TECHNICAL REQUIREMENTS

QUANTITY DESIRED: 20 (BOE – 19; TOWN – 1)

(ALL 20 MUST HAVE FINISHER, THREE HOLE PUNCH, PRINT AND A HIGH CAPACITY PAPER TRAY)

9 WILL INCLUDE FAX FOR BOE.

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
Base Copier Specification			
Laser Marking Engine with minimum engine speed	55 PPM or greater		
Duty Cycle	200K		
Duplex document handler capacity	100 sheets or greater		
Duplex document handler speed	50 ppm or greater		
Maximum paper size	11" x 17"		
Paper sides output	Duplex		
Minimum Memory	384 MB		
Minimum paper capacity	3,600 sheets		
Maximum paper capacity	3,600 sheets or greater		
Minimum paper sources	3 paper sources that are user adjustable (with no tools) from 5.5" x 8.5" to 11" x 17". Ideally trays should automatically recognize paper size		
Paper tray weight range	17 – 110 lbs		
Paper tray paper types	Bond, tabs, labels, transparencies,		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
	recycled, 3-hole, plain		
Required bypass tray specification	100 sheets		
Bypass tray weight range	17 – 110 lbs		
Document feeder scanning technology	Scan once, print many		
Finisher stapling	50 sheet, multi-position stapling		
Hole punching	Optional capability to 2 or 3-hole punch output sheets		
Convenience stapler	bolt-on stapler as an alternative/enhancement to finisher		
FCOT	3.4 seconds		
Warm-up time	30 seconds		
Envelope capability	Provide optional capability through paper trays		
Function independence	If one module becomes inoperative, other functions continue to run (i.e., if fax breaks, can still copy/print)		
Jam Clearance	Unit provides step-by-step instructions with pictures		
Copy modes	1 ¹ 1, 1 ² 2, 2 ² 2, 2 ¹ 1		
Number of copies	Up to 999 on the panel		
Quality settings	Text, Photo & mixed mode		
R/E	Range of 25-400%		
Job Build	Copier feature that enables multiple scans to be appended to each other.		
Book Copy	Yes		
Booklet mode	Yes		
Covers	Yes		
Auto Center	Yes – automatically center document on page		
Auto size sense	Yes – automatically sense the size of the document and output onto correct paper		
Mixed size mode	Yes – automatically sense the size of		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
	mixed size documents in the document handler and output onto size for size paper or automatically reduce/enlarge to a common paper size		
Scan ahead	10 job minimum scan ahead capability (next job can be scanned into the system and queued up while other jobs being output)		
Fax Requirements	Requirements if faxing is included in the equipment configuration		
33.6K modem	Required		
Able to fax 2-sided originals	Required		
Fax Mailboxes	Able to fax to a private, password protected mail box		
Leverage MFP features for faxing	Should be able to print incoming faxes 2-sided and stapled		
Print Requirements	Requirements if printing is included in the equipment configuration		
Network printing capability	PCL 5e and/or 6, PS 3 standard		
Graphical print drivers from the desktop	Windows NT, 2000, XP & 2003 Mac OS X, Unix (Sun, Linux)		
Print driver certification	Microsoft print drivers should be WHQL certified by Microsoft		
Web printing	Should provide a method to print via a web browser which does not require a custom print driver to be installed		
Print resolution	True 1200 dpi desired		
Memory for print controller	128 MB RAM for print controller		
Processor on print	433 MHz or greater		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
controller			
Hard drive on print controller	9 GB or greater		
Secure/confidential printing	Ability to change password through the print driver on a job by job basis.		
Time specific printing	Ability to specify the desired time when they would like a print job to print.		
Toner saver mode	Print with lower density black to save on toner cost		
Watermark capability	Provide watermark or overlay capability as part of print driver		
Bi-directional print driver	Yes – print drivers should be bi-directional reporting job and machine status information back to user		
Job Queue	Job queue for printing must be visible from the panel and embedded web server		
Supported print protocols	Direct TCP/IP, queue-based printing, Port 9100, LPR, IPP		
Scan Requirements	Requirements if scanning is included in the equipment configuration		
Scan to E-mail via SMTP messaging	Required scanning feature; Must provide network user authentication for tracking purposes and security purposes. Must provide a method to access the global address list via LDAP protocol; If additional hardware is required for these features, please identify requirements in comment column.		
Scan to desktop capability	Optional capability to push documents directly to individual desktops		
Scan Resolution	600-600 dpi		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
Scan formats	TIFF and PDF; If color, JPG also. If additional software or hardware is required, please identify in comments column		
OCR software	Optional capability for up to 25 users per machine. Please detail offering in comments column		
Optional OCR software feature	Able to create text searchable PDF files		
Optional OCR software feature	Able to convert scans to common Office document types and maintain format integrity		
Optional OCR software feature	Able to create secure PDF		
Optional OCR software feature	Able to assemble multiple scans into a single document		
Optional OCR software feature	Able to perform annotation functions on scanned document		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
Security Features			
<u>IP restricted access</u>	Provides a method such as IP Filtering for limiting access to the device		
<u>Disk overwrite</u>	Provide software to overwrite all print, copy, scan and fax jobs that are written to the hard drive		
<u>Vendor independent industry certification</u>	Should provide a vendor independent certification such as NIAP		
<u>User authentication</u>	Users should be authenticated against Active Directory (or equivalent) prior to initiating any function at the machine that will access the network		
Remote Administration			
<u>Base capability</u>	Machine should be able to be configured remotely for all machine and protocol settings using web technology preferably via an embedded web server		
<u>Clone feature</u>	Feature that enables copying of device settings (protocol and scanning set-ups) that can be exported to other machines		
<u>Notification feature</u>	Feature that enables notification of unique individuals to be notified of machine errors (i.e., jam error e-mail to key operator, network error e-mail to IT)		
<u>Meter read submission</u>	Should have a feature that enables machine to submit meter reading to vendor over the Internet		
<u>Job queue</u>	Should have a feature that enables remote viewing and manipulation of the job queue		
<u>Billing meters</u>	Feature that provides a method to		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
	remote view all meters for copy, print, fax and scan on the machine		
<u>Patching</u>	Feature that provides a method to remotely and automatically patch the machine from behind the customer's firewall		
Device Management			
Fleet Management software for Administration and IT support	Vendor independent SNMP management tool that provides administrative functions including: device identification, device status, administrative reporting, device organization using SNMP community names, remote troubleshooting and installation. Geared towards managing output device fleet.		
Plug-ins for third party SNMP management tools	Plug-ins for IBM Tivoli, CA-Unicenter, HP OpenView, Microsoft Management Console		
Fleet Management Reports	Fleet management software should enable extensive reporting including asset list, asset status/error reports, meter reads, etc. Reporting information should be based on MIB information provided by the device.		

- A. For this band, how many copy jobs can the user scan ahead and store in memory?
- B. For this band, is the user able to interrupt a copy or print job to produce a rush copy job? If so, are all the features of the machine accessible during job interrupt?
- C. For this band, will the system continue to function if one of the 4 capabilities is inoperable (i.e., if the document handler is inoperative, will the machine still be able to print or if the fax
- D. For this band, if a user requests a missing resource (i.e., staple cartridge empty or missing legal paper), will other job continue processing and printing in the machine until the missing resource is supplied?

**TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR PROPOSAL (RFP)**

**DIGITAL MULTI-FUNCTIONAL COPIER/PRINTERS
FOR TOWN OFFICES AND THE BOARD OF EDUCATION
48-MONTH LEASE AGREEMENT
RFP # 5898 DUE: JUNE 16, 2011 at 3:00 PM**

SPECIFICATIONS/REQUIREMENTS

THE FOLLOWING FORMS MUST BE SUBMITTED WITH PROPOSAL

Section 5

**BAND 7 BLACK/WHITE TECHNICAL REQUIREMENTS; 75 PPM,
QUANTITY DESIRED 22;(BOE – 16; TOWN – 6)
(ALL 22 MUST HAVE FINISHER, THREE HOLE PUNCH, PRINT AND A HIGH CAPACITY PAPER TRAY)
3 WILL INCLUDE FAX FOR BOE.**

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
Base Copier Specification			
Laser Marking Engine with minimum engine speed	75 PPM or greater		
Duty Cycle	300K		
Duplex document handler capacity	100 sheets or greater		
Duplex document handler speed	50 ppm or greater		
Maximum paper size	11" x 17"		
Paper sides output	Duplex		
Minimum Memory	384 MB		
Minimum paper capacity	3,600 sheets		
Maximum paper capacity	3,600 sheets or greater		
Minimum paper sources	3 paper sources that are user adjustable (with no tools) from 5.5" x 8.5" to 11" x 17". Ideally trays should automatically recognize paper size		
Paper tray weight range	17 – 110 lbs		
Paper tray paper types	Bond, tabs, labels, transparencies,		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
	recycled, 3-hole, plain		
Required bypass tray specification	100 sheets		
Bypass tray weight range	17 – 110 lbs		
Document feeder scanning technology	Scan once, print many		
Finisher stapling	50 sheet, multi-position stapling		
Hole punching	Optional capability to 2 or 3-hole punch output sheets		
Saddle stitch booklet finishing	Optional capability		
Convenience stapler	bolt-on stapler as an alternative/enhancement to finisher		
FCOT	2.7 seconds		
Warm-up time	30 seconds		
Function independence	If one module becomes inoperative, other functions continue to run (i.e., if fax breaks, can still copy/print)		
Jam Clearance	Unit provides step-by-step instructions with pictures		
Copy modes	1 ¹ 1, 1 ² 2, 2 ² 2, 2 ¹ 1		
Number of copies	Up to 999 on the panel		
Quality settings	Text, Photo & mixed mode		
R/E	Range of 25-400%		
Job Build	Copier feature that enables multiple scans to be appended to each other.		
Annotation/Bates Stamping	Yes		
Book Copy	Yes		
Booklet mode	Yes		
Covers	Yes		
Auto Center	Yes – automatically center document on page		
Shift	Yes – move image on document		
Auto size sense	Yes – automatically sense the size of the document and output onto		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
	correct paper		
Mixed size mode	Yes – automatically sense the size of mixed size documents in the document handler and output onto size for size paper or automatically reduce/enlarge to a common paper size		
Scan ahead	10 job minimum scan ahead capability (next job can be scanned into the system and queued up while other jobs being output)		
Fax Requirements	Requirements if faxing is included in the equipment configuration		
33.6K modem	Required		
Fax resolution	From 200x100 (standard) up to 600x 600		
Able to fax 2-sided originals	Required		
Fax Mailboxes	Able to fax to a private, password protected mail box		
Leverage MFP features for faxing	Should be able to print incoming faxes 2-sided and stapled		
Print Requirements	Requirements if printing is included in the equipment configuration		
Network printing capability	PCL 5e and/or 6, PS 3 standard		
Graphical print drivers from the desktop	Windows NT, 2000 & XP, Mac OS X, Unix (Sun, LinuxLinux)		
Print driver certification	Microsoft print drivers should be WHQL certified by Microsoft		
Web printing	Should provide a method to print vis a web browser which does not		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
	require a custom print driver to be installed		
Print resolution	True 1200 dpi desired		
Memory for print controller	256 MB RAM for print controller		
Processor on print controller	1.4 GHz or greater		
Hard drive on print controller	60 GB or greater		
Exception Page processing	Provide the ability to select individual media for specific pages including tabs and card stock		
Secure/confidential printing	Ability to change password through the print driver on a job by job basis.		
Time specific printing	Ability to specify the desired time when they would like a print job to print.		
Toner saver mode	Print with lower density black to save on toner cost		
Watermark capability	Provide watermark or overlay capability as part of print driver		
Bi-directional print driver	Yes – print drivers should be bi-directional reporting job and machine status information back to user		
Job Queue	Job queue for printing must be visible from the panel and embedded web server		
Supported print protocols	Direct TCP/IP, queue-based printing, Port 9100, LPR, IPP		
Encryption	Should include an encrypted print option using an industry standard protocol such as IPSec. If additional hardware is required, please note in the comments column.		
Scan Requirements	Requirements if scanning is included in the equipment configuration		
Scan to E-mail via SMTP	Required scanning feature; Must		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
messaging	provide network user authentication for tracking purposes and security purposes. Must provide a method to access the global address list via LDAP protocol; If additional hardware is required for these features, please identify requirements in comment column.		
Scan to desktop capability	Optional capability to push documents directly to individual desktops		
Scan Resolution	200-600 dpi		
Scan formats	TIFF and PDF; If color, JPG also. If additional software or hardware is required, please identify in comments column		
OCR software	Optional capability for up to 25 users per machine. Please detail offering in comments column		
Optional OCR software feature	Able to create text searchable PDF files		
Optional OCR software feature	Able to convert scans to common Office document types and maintain format integrity		
Optional OCR software feature	Able to create secure PDFs		
Optional OCR software feature	Able to assemble multiple scans into a single document		
Optional OCR software feature	Able to perform annotation functions on scanned document		
Job Build for scanning	The ability to use a "build job" feature for network scanning where a single file can be created at the device from a mix of different scans done from both the glass as well as the document handler. Scans can be different sized originals		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
Encryption	Should provide a scan encryption capability using an industry standard protocol such as "https" or IPSec. If additional hardware required, please note in comments section		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
Security Features			
<u>Auditing/Tracking</u>	Should provide a method to track activity by user for copy print, fax, scan		
<u>Print encryption</u>	Provide an industry standard method to encrypt print jobs		
<u>Scan encryption</u>	Provide an industry standard method to encrypt scan jobs		
<u>Administration encryption</u>	Provide an industry standard method to encrypt remote administration communications		
<u>SNMP encryption</u>	Support SNMP v3.0 standard with encryption		
<u>IP restricted access</u>	Provides a method such as IP Filtering for limiting access to the device		
<u>Disk overwrite</u>	Provide software to overwrite all print, copy, scan and fax jobs that are written to the hard drive		
<u>Vendor independent industry certification</u>	Should provide a vendor independent certification such as NIAP		
<u>User authentication</u>	Users should be authenticated against Active Directory (or equivalent) prior to initiating any function at the machine that will access the network		
Remote Administration			
<u>Base capability</u>	Machine should be able to be configured remotely for all machine and protocol settings using web technology preferably via an embedded web server		
<u>Clone feature</u>	Feature that enables copying of device settings (protocol and scanning set-ups) that can be exported to other machines		
<u>Notification feature</u>	Feature that enable notification of unique individuals to be notified of		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
	machine errors (i.e., jam error e-mail to key operator, network error e-mail to IT)		
<u>Meter read submission</u>	Should have a feature that enables machine to submit meter reading to vendor over the Internet		
<u>Job queue</u>	Should have a feature that enables remote viewing and manipulation of the job queue		
<u>Billing meters</u>	Feature that provides a method to remote view all meters for copy, print, fax and scan on the machine		
<u>Patching</u>	Feature that provides a method to remotely and automatically patch the machine from behind the customer's firewall		
<u>Device Management</u>			
Fleet Management software for Administration and IT support	Vendor independent SNMP management tool that provides administrative functions including: device identification, device status, administrative reporting, device organization using SNMP community names, remote troubleshooting and installation. Geared towards managing output device fleet.		
Plug-ins for third party SNMP management tools	Plug-ins for IBM Tivoli, CA-Unicenter, HP OpenView, Microsoft Management Console		
Fleet Management Reports	Fleet management software should enable extensive reporting including asset list, asset status/error reports, meter reads, etc. Reporting information should be based on MIB information provided by the device.		

- A. For this band, how many copy jobs can the user scan ahead and store in memory?
- B. For this band, is the user able to interrupt a copy or print job to produce a rush copy job? If so, are all the features of the machine accessible during job interrupt?

- C. For this band, will the system continue to function if one of the 4 capabilities is inoperable (i.e., if the document handler is inoperative, will the machine still be able to print or if the fax is inoperable, will the machine still be able to make copies)?
- D. For this band, if a user requests a missing resource (i.e., staple cartridge empty or missing legal paper), will other job continue processing and printing in the machine until the missing resource is supplied?

**TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR PROPOSAL (RFP)**

**DIGITAL MULTI-FUNCTIONAL COPIER/PRINTERS
FOR TOWN OFFICES AND THE BOARD OF EDUCATION
48-MONTH LEASE AGREEMENT
RFP # 5898 DUE: JUNE 16, 2011 at 3:00 PM**

SPECIFICATIONS/REQUIREMENTS

THE FOLLOWING FORMS MUST BE SUBMITTED WITH PROPOSAL

Section 6

**BAND 8 BLACK /WHITE TECHNICAL REQUIREMENTS –95 PPM,
QUANTITY DESIRED 9 FOR BOE;
(ALL 9 MUST HAVE FINISHER, THREE HOLE PUNCH, PRINT AND A HIGH CAPACITY PAPER TRAY, AND
POST PROCESS INSERTER).**

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
Base Copier Specification			
Laser Marking Engine with minimum engine speed	95 PPM or greater		
Duty Cycle	500K		
Duplex document handler capacity	250 sheets or greater		
Duplex document handler speed	60 ppm or greater		
Maximum paper size	11" x 17"		
Paper sides output	Duplex		
Minimum Memory	512 MB RAM		
Minimum paper capacity	4,050 sheets		
Maximum paper capacity	4,050 sheets or greater		
Minimum paper sources	3 paper sources that are user adjustable (with no tools) from 5.5" x 8.5" to 11" x 17". Ideally trays should automatically recognize paper size		
Paper tray weight range	17 – 110 lbs		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
Paper tray paper types	Bond, tabs, labels, transparencies, recycled, 3-hole, plain		
Required bypass tray specification	100 sheets		
Bypass tray weight range	17 – 110 lbs		
Document feeder scanning technology	Scan once, print many		
Finisher stapling	50 sheet, multi-position stapling		
Hole punching	Optional capability to 2 or 3-hole punch output sheets		
Saddle stitch booklet finishing	Optional capability		
Convenience stapler	bolt-on stapler as an alternative/enhancement to finisher		
FCOT	3 seconds		
Warm-up time	300 seconds		
Function independence	If one module becomes inoperative, other functions continue to run (i.e., if fax breaks, can still copy/print)		
Jam Clearance	Unit provides step-by-step instructions with pictures		
Copy modes	1 ¹ 1, 1 ² 2, 2 ² 2, 2 ¹ 1		
Number of copies	Up to 999 on the panel		
Quality settings	Text, Photo & mixed mode		
R/E	Range of 25-400% with at least 3 presets		
Job Build	Copier feature that enables multiple scans to be appended to each other.		
Annotation/Bates Stamping	Yes		
Book Copy	Yes		
Booklet mode	Yes		
Covers	Yes		
Auto Center	Yes – automatically center document on page		
Shift	Yes – move image on document		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
Auto size sense	Yes – automatically sense the size of the document and output onto correct paper		
Mixed size mode	Yes – automatically sense the size of mixed size documents in the document handler and output onto size for size paper or automatically reduce/enlarge to a common paper size		
Scan ahead	10 job minimum scan ahead capability (next job can be scanned into the system and queued up while other jobs being output)		
Fax Requirements	Requirements if faxing is included in the equipment configuration		
33.6K modem	Required		
Fax resolution	From 200x100 (standard) up to 600x600		
Able to fax 2-sided originals	Required		
Fax Mailboxes	Able to fax to a private, password protected mail box		
Leverage MFP features for faxing	Should be able to print incoming faxes 2-sided and stapled		
Print Requirements	Requirements if printing is included in the equipment configuration		
Network printing capability	PCL 5e and/or 6, PS 3 standard		
Graphical print drivers from the desktop	Windows NT, 2000 & XP, Mac OS X, Unix (Sun, Linux)		
Print driver certification	Microsoft print drivers should be WHQL certified by Microsoft		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
Web printing	Should provide a method to print via a web browser which does not require a custom print driver to be installed		
Print resolution	True 1200 dpi desired		
Memory for print controller	256 MB RAM for print controller		
Processor on print controller	1.4 GHz or greater		
Hard drive on print controller	60 GB or greater		
Exception Page processing	Provide the ability to select individual media for specific pages including tabs and card stock		
Secure/confidential printing	Ability to change password through the print driver on a job by job basis.		
Time specific printing	Ability to specify the desired time when they would like a print job to print.		
Toner saver mode	Print with lower density black to save on toner cost		
Watermark capability	Provide watermark or overlay capability as part of print driver		
Bi-directional print driver	Yes – print drivers should be bi-directional reporting job and machine status information back to user		
Job Queue	Job queue for printing must be visible from the panel and embedded web server		
Supported print protocols	Direct TCP/IP, queue-based printing, Port 9100, LPR, IPP		
Encryption	Should include an encrypted print option using an industry standard protocol such as IPSec. If additional hardware is required, please note in the comments column.		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
Scan Requirements	Requirements if scanning is included in the equipment configuration		
Scan to E-mail via SMTP messaging	Required scanning feature; Must provide network user authentication for tracking purposes and security purposes. Must provide a method to access the global address list via LDAP protocol; If additional hardware is required for these features, please identify requirements in comment column.		
Scan to desktop capability	Optional capability to push documents directly to individual desktops		
Scan Resolution	200-600 dpi		
Scan formats	TIFF and PDF; If color, JPG also. If additional software or hardware is required, please identify in comments column		
OCR software	Optional capability for up to 25 users per machine. Please detail offering in comments column		
Optional OCR software feature	Able to create text searchable PDF files		
Optional OCR software feature	Able to convert scans to common Office document types and maintain format integrity		
Optional OCR software feature	Able to create secure PDFs		
Optional OCR software feature	Able to assemble multiple scans into a single document		
Optional OCR software feature	Able to perform annotation functions on scanned document		
Job Build for scanning	The ability to use a "build job" feature for network scanning where a single file can be created at the		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
	device from a mix of different scans done from both the glass as well as the document handler. Scans can be different sized originals		
Encryption	Should provide a scan encryption capability using an industry standard protocol such as "https" or IPSec. If additional hardware required, please note in comments section		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
Security Features			
<u>Auditing/Tracking</u>	Should provide a method to track activity by user for copy print, fax, scan		
<u>Print encryption</u>	Provide an industry standard method to encrypt print jobs		
<u>Scan encryption</u>	Provide an industry standard method to encrypt scan jobs		
<u>Administration encryption</u>	Provide an industry standard method to encrypt remote administration communications		
<u>SNMP encryption</u>	Support SNMP v3.0 standard with encryption		
<u>IP restricted access</u>	Provides a method such as IP Filtering for limiting access to the device		
<u>Disk overwrite</u>	Provide software to overwrite all print, copy, scan and fax jobs that are written to the hard drive		
<u>Vendor independent industry certification</u>	Should provide a vendor independent certification such as NIAP		
<u>User authentication</u>	Users should be authenticated against Active Directory (or equivalent) prior to initiating any function at the machine that will access the network		
Remote Administration			
<u>Base capability</u>	Machine should be able to be configured remotely for all machine and protocol settings using web technology preferably via an embedded web server		
<u>Clone feature</u>	Feature that enables copying of device settings (protocol and scanning set-ups) that can be exported to other machines		
<u>Notification feature</u>	Feature that enable notification of unique individuals to be notified of		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
	machine errors (i.e., jam error e-mail to key operator, network error e-mail to IT)		
<u>Meter read submission</u>	Should have a feature that enables machine to submit meter reading to vendor over the Internet		
<u>Job queue</u>	Should have a feature that enables remote viewing and manipulation of the job queue		
<u>Billing meters</u>	Feature that provides a method to remote view all meters for copy, print, fax and scan on the machine		
<u>Patching</u>	Feature that provides a method to remotely and automatically patch the machine from behind the customer's firewall		
<u>Device Management</u>			
Fleet Management software for Administration and IT support	Vendor independent SNMP management tool that provides administrative functions including: device identification, device status, administrative reporting, device organization using SNMP community names, remote troubleshooting and installation. Geared towards managing output device fleet.		
Plug-ins for third party SNMP management tools	Plug-ins for IBM Tivoli, CA-Unicenter, HP OpenView, Microsoft Management Console		
Fleet Management Reports	Fleet management software should enable extensive reporting including asset list, asset status/error reports, meter reads, etc. Reporting information should be based on MIB information provided by the device.		

A. For this band, how many copy jobs can the user scan ahead and store in memory?

- B. For this band, is the user able to interrupt a copy or print job to produce a rush copy job? If so, are all the features of the machine accessible during job interrupt?
- C. For this band, will the system continue to function if one of the 4 capabilities is inoperable (i.e., if the document handler is inoperative, will the machine still be able to print or if the fax is inoperative, will the machine still be able to make copies)?
- D. For this band, if a user requests a missing resource (i.e., staple cartridge empty or missing legal paper), will other job continue processing and printing in the machine until the missing resource is supplied?

**TOWN OF TRUMBULL, CONNECTICUT
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FOR TOWN OFFICES AND THE BOARD OF EDUCATION
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SPECIFICATIONS/REQUIREMENTS

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Section 7

**BAND 9 - COMBINATION BW & COLOR MFP - 38+ PPM COLOR, 50+ PPM BW;
QUANTITY DESIRED 17 (BOE – 14; TOWN – 3)
WITH FINISHER, 3 HOLE PUNCH, PRINT, SCAN, EMAIL, AND HIGH CAPACITY PAPER TRAY)
13 WILL INCLUDE FAX FOR BOE.**

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
Base Copier Specification			
Laser Marking Engine with minimum color engine speed	38 PPM or greater color 50 PPM or greater BW		
Duty Cycle	150K		
Duplex document handler capacity	100 sheets or greater		
Duplex document handler speed	50 ppm or greater		
Maximum paper size	11" x 17"		
Paper sides output	Duplex		
Minimum Memory	2 MB RAM		
Minimum hard drive size	80 GB		
Minimum paper capacity	3300 sheets		
Maximum paper capacity	3300 sheets or greater		
Minimum paper sources	3 paper sources that are user adjustable (with no tools) from 5.5" x 8.5" to 11" x 17". Ideally trays should automatically recognize paper size		
Paper tray weight range	17 – 110 lbs		
Paper tray paper types	Bond, tabs, labels, transparencies, recycled, 3-hole, plain		
Required bypass tray	100 sheets		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
specification			
Bypass tray weight range	17 – 110 lbs		
Document feeder scanning technology	Scan once, print many		
Finisher stapling	50 sheet, multi-position stapling		
Convenience stapler	Bolt on stapler		
Hole punching	Optional capability to 3-hole punch output sheets		
Saddle stitch booklet finishing	Optional capability		
FCOT for color	8.1 seconds		
Warm-up time	240 seconds		
Envelope capability	Provide optional capability through paper trays		
Function independence	If one module becomes inoperative, other functions continue to run (i.e., if fax breaks, can still copy/print)		
Jam Clearance	Unit provides step-by-step instructions with pictures		
Copy modes	1→1, 1→2, 2→2, 2→1		
Number of copies	Up to 999 on the panel		
Quality settings	Text, Photo & mixed mode		
R/E	Range of 25-400%		
Job Build	Copier feature that enables multiple scans to be appended to each other in memory to produce a final document; Parameters such as duplexing, R/E and quality settings should be alterable between each scan		
Book Copy	Yes		
Booklet mode	Yes		
Covers	Yes		
Auto Center	Yes – automatically center document on page		
Shift	Yes – move image on document		
Auto size sense	Yes – automatically sense the size of the document and output onto correct paper		
Mixed size mode	Yes – automatically sense the size of mixed		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
	size documents in the document handler and output onto size for size paper or automatically reduce/enlarge to a common paper size		
Scan ahead	10 job minimum scan ahead capability (next job can be scanned into the system and queued up while other jobs being output)		
Fax Requirements	Requirements if faxing is included in the equipment configuration		
33.6K modem	Required		
Fax resolution	From 200x100 (standard) up to 400x 400		
Able to fax 2-sided originals	Required		
Fax Mailboxes	Able to fax to a private, password protected mail box		
Leverage MFP features for faxing	Should be able to print incoming faxes 2-sided and stapled		
Print Requirements	Requirements if printing is included in the equipment configuration		
Network printing capability	PCL 5e and/or 6, PS 3 standard		
Graphical print drivers from the desktop	Windows NT, 2000 & XP, Mac OS X, Unix (Sun, Linux)		
Print driver certification	Microsoft print drivers should be WHQL certified by Microsoft		
Web printing	Should provide a method to print vis a web browser which does not require a custom print driver to be installed		
Print resolution	True 600 dpi desired		
Memory for print controller	256 MB RAM for print controller		
Processor on print controller	700 MHz or greater		
Hard drive on print controller	16 GB or greater		
Secure/confidential printing	Ability to change password through the print driver on a job by job basis.		
Time specific printing	Ability to specify the desired time when they would like a print job to print.		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
Toner saver mode	Print with lower density black to save on toner cost		
Watermark capability	Provide watermark or overlay capability as part of print driver		
Bi-directional print driver	Yes – print drivers should be bi-directional reporting job and machine status information back to user		
Job Queue	Job queue for printing must be visible from the panel and embedded web server		
Supported print protocols	Direct TCP/IP, queue-based printing, Port 9100, LPR, IPP		
Scan Requirements	Requirements if scanning is included in the equipment configuration		
Scan to E-mail via SMTP messaging	Required scanning feature; Must provide network user authentication for tracking purposes and security purposes. Must provide a method to access the global address list via LDAP protocol; If additional hardware is required for these features, please identify requirements in comment column.		
Scan to desktop capability	Optional capability to push documents directly to individual desktops		
Scan Resolution	200-600 dpi		
Scan formats	TIFF and PDF; If color, JPG also. If additional software or hardware is required, please identify in comments column		
OCR software	Optional capability for up to 25 users per machine. Please detail offering in comments column		
Optional OCR software feature	Able to create text searchable PDF files		
Optional OCR software feature	Able to convert scans to common Office document types and maintain format integrity		
Optional OCR software	Able to create secure PDFs		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
feature			
Optional OCR software feature	Able to assemble multiple scans into a single document		
Optional OCR software feature	Able to perform annotation functions on scanned document		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
Security Features			
<u>Disk overwrite</u>	Provide optional software to overwrite all print, copy, scan and fax jobs that are written to the hard drive		
<u>Vendor independent industry certification</u>	Should provide a vendor independent certification such as NIAP		
<u>User authentication</u>	Users should be authenticated against Active Directory (or equivalent) prior to initiating any function at the machine that will access the network		
Remote Administration			
<u>Base capability</u>	Machine should be able to be configured remotely for all machine and protocol settings using web technology preferably via an embedded web server		
<u>Clone feature</u>	Feature that enables copying of device settings (protocol and scanning set-ups) that can be exported to other machines		
<u>Notification feature</u>	Feature that enable notification of unique individuals to be notified of machine errors (i.e., jam error e-mail to key operator, network error e-mail to IT)		
<u>Meter read submission</u>	Should have a feature that enables machine to submit meter reading to vendor over the Internet		
<u>Job queue</u>	Should have a feature that enables remote viewing and manipulation of the job queue		
<u>Billing meters</u>	Feature that provides a method to remote view all meters for copy, print, fax and scan on the machine		
<u>Patching</u>	Feature that provides a method to remotely and automatically patch the machine from behind the customer's firewall		
Device Management			
Fleet Management software for Administration and IT support	Vendor independent SNMP management tool that provides administrative functions including: device identification, device status, administrative reporting, device		

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price unless band configuration in line above says optional	Comments/ Exceptions
	organization using SNMP community names, remote troubleshooting and installation. Geared towards managing output device fleet.		
Plug-ins for third party SNMP management tools	Plug-ins for IBM Tivoli, CA-Unicenter, HP OpenView, Microsoft Management Console		
Fleet Management Reports	Fleet management software should enable extensive reporting including asset list, asset status/error reports, meter reads, etc. Reporting information should be based on MIB information provided by the device.		

- A. For this band, how many copy jobs can the user scan ahead and store in memory?
- B. For this band, is the user able to interrupt a copy or print job to produce a rush copy job? If so, are all the features of the machine accessible during job interrupt?
- C. For this band, will the system continue to function if one of the 4 capabilities is inoperable (i.e., if the document handler is inoperative, will the machine still be able to print or if the fax is inoperable, will the machine still be able to make copies)?
- D. For this band, if a user requests a missing resource (i.e., staple cartridge empty or missing legal paper), will other job continue processing and printing in the machine until the missing resource is supplied?

**TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR PROPOSAL (RFP)**

**DIGITAL MULTI-FUNCTIONAL COPIER/PRINTERS
FOR TOWN OFFICES AND THE BOARD OF EDUCATION
48-MONTH LEASE AGREEMENT
RFP # 5898 DUE: JUNE 16, 2011 at 3:00 PM**

SPECIFICATIONS/REQUIREMENTS

THE FOLLOWING FORMS MUST BE SUBMITTED WITH PROPOSAL

Section 8

FUNCTIONALITY FOR ALL DEVICES IN RFP-IF YES TO COMPLY THEN THAT MEANS IT IS PRICED INTO THE SOLUTION

Feature Requirement	Desired Specification	Comply?(Y/N); If comply states 'Y', must be included in price	Comments/ Exceptions
Base Copier Specification			
Accounting Database	User Database must reside on the server		
Scan Software	Capability to OCR scan images to Microsoft Applications		
Scan Software	Text searchable PDF files		
Scan Software	Combine scanned documents and MS desktop applications into a password protected PDF file		
Scan Software	View annotations		
Scan Software	View Thumbnails		
Scan Software	Must be able to open automatically scanned document at the desktop into the OCR software without manual intervention		
Graphically User Interface(GUI)	All systems must include common GUI functionality independent of model and system speed.		

Describe the process and methodology for opening and closing customer services issues initiated with the help desk?

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RFP # 5898 DUE: JUNE 16, 2011 at 3:00 PM**

PROPOSAL RESPONSE FORM (MUST BE SUBMITTED WITH PROPOSAL)

THE UNDERSIGNED AFFIRMS AND DECLARES that this proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request.

THE PROPOSAL FOR THE 48-MONTH LEASE AGREEMENT SHALL INCLUDE:

- Black & White Annual Copy Volume: **BOE - 21,700,000; TOWN: - 14,750,000 -**
- Color Annual Copy Volume: **BOE - 500,000 ; TOWN - 350,000**
- **30 seat OCR software (25 for BOE; 5 for TOWN)**
- **68 units in total from 4 different bands**
- All Equipment, Service, Chemical Supplies

PROPOSAL: 48-MONTH LEASE AGREEMENT			
BOARD OF EDUCATION UNITS (QTY: 58)		TOWN UNITS (QTY: 10)	
\$ _____ /MO	\$ _____ YR	\$ _____ /MO	\$ _____ YR
TOTAL: \$ _____		TOTAL: \$ _____	
GRAND TOTAL (BOE + TOWN) \$ _____			

NOTE: ALL INVOICING RECONCILIATION SHALL BE BILLED SEPARATELY FOR THE BOE AND TOWN

Quarterly Reconciliation of meters unless noted otherwise _____

Black & White Cost Per Copy In Excess of Yearly Volume Commitment \$ _____

Color Cost Per Copy In Excess of Yearly Volume Commitment \$ _____

What is the name of the OCR software that is included in the solution? _____

Above Price Shall Remain Firm for: _____ Days (120 Days Required)

Company Name

By (Signature)

Address

Print Name

Title

Date

Telephone/Fax

APPENDIX A

Location	New	Current	Fax Number
	Band	Model	
BOARD OF EDUCATION, 6254 Main Street			
PERSONNEL	9	WCP265	452-4351
PEOPLE/PERSONNEL/SERVICES	7	WCP265	452-4357
CURRICULUM	8	WCP275	
SUPERINTENDENT	9	WC7655	452-4305
BUSINESS OFFICE	7	WCP265	452-4327
WORKROOM	7	WCP265	
CURRICULUM COLOR	9	WC7328	452-4342
TRANSPORTATION	6		
BOOTH HILL ELEMENTARY SCHOOL, 545 Booth Hill Road			
OFFICE	9	WCP265	452-4375
TEAM WORKROOM	7	WCP265	
FACULTY LOUNGE	7	WCP265	
DANIELS FARM ELEMENTARY SCHOOL, 710 Daniels Farm Road			
OFFICE	9	WC7655	452-4387
WORKROOM	7	WCP265	
WORKROOM	7	WCP265	
FRENCHTOWN ELEMENTARY SCHOOL, 30 Frenchtown Road			
OFFICE	9	WC7345	452-4226
TEACHER'S LOUNGE RM 150	8	WCP265	
PRODUCTION/PUB RM 103G	7	WCP265	
JANE RYAN ELEMENTARY SCHOOL, Park Lane			
OFFICE	9	WC7655	452-4409
LIBRARY	7	WCP265	
FACULTY LOUNGE	7	WCP265	
MIDDLEBROOKS ELEMENTARY SCHOOL, 220 Middlebrooks Avenue			
OFFICE	9	WC7655	452-4426
WORKROOM 2ND FLOOR	7	WCP265	
FACULTY LOUNGE	7	WCP265	
TECEC Café/Kitchen	6	WCP255	
TECEC Main Office	9	WC5645	452-4419
TASHUA ELEMENTARY SCHOOL, 410 Stonehouse Road			
OFFICE	9	WC7655	452-4432
MEDIA CENTER	7	WCP265	
FACULTY LOUNGE	7	WCP265	

APPENDIX A

Location	New Band	Current Model	Fax Number
HILLCREST MIDDLE SCHOOL, 530 Daniels Farm Road			
OFFICE	9	CQ9201	452-4479
MEDIA FACULTY LOUNGE WORK ROOM	8	WCP275	
TEAM ROOM END OF B WING	8	WCP265	
HILLCREST GUIDANCE	6	WCP255	452-4477
MEDIA CENTER	6	CC128	
MADISON MIDDLE SCHOOL, 4630 Madison Avenue			
OFFICE	7	WCP275	452-4490
MEDIA CENTER 2nd FLOOR	8	WCP255	
FACULTY LOUNGE 1st FLOOR	7	WCP265	
MADISON GUIDANCE	9	WC7655	452-2222
ALTERNATE SCHOOL	6	IM4511	Imagistics
PROJECT REACH	6	IM3511	Imagistics
AgriScience 530 Daniels Farm Road			
AGRI SCIENCE MAIN OFFICE	6	WCP255	452-4211
AGRI SCIENCE 2nd FLR	6	WCP255	
MAINTENANCE BARN	6	IM3511	Imagistics
TRUMBULL HIGH SCHOOL, 72 Strobel Road			
OFFICE	9	WC7655	452-4593
LIBRARY (Student Copier)	6	WCP255	
MEDIA SECCA 1ST FLOOR RT	8	WCP275	
MEDIA SECCA 1ST FLOOR RT	8	WCP275	
MEDIA SECCA 1ST FLOOR COLOR	9	WC7655	
MEDIA CENTER 2ND FLOOR NEW CONFERENCE ROOM	8	WCP275	
MEDIA CENTER 2ND FLOOR WORK AREA	8	WCP275	
A HOUSE	6	WCP255	452-4590
B HOUSE	6	WCP255	452-4591
C HOUSE	6	WCP255	452-4592
CONTINUING EDUCATION	6	WCP255	452-4595
ATHLETIC DIRECTOR	6	WCP255	452-4361
P.P.S. SPECIAL EDUCATION	6	WCP255	452-3333
BUSINESS OFFICE 2ND FLOOR	6	WCP255	452-5555
M. WING MUSIC/BAND PRACTICE ROOM	6	WCP255	
LOCATION WILL BE PROVIDED DURING INSTALLATION	6	WC4150	
Currently installed models are Xerox WorkCentre, WorkCentre Pro and ColorQube			
There are also a couple of older Imagistics Units designed by IM in Model number			
This information is provided for general equipment size and electrical outlets currently available			

APPENDIX A

Location	New	Current	Fax Number
	Band	Model	
Trumbull Town Hall -5866 Main Street			
Finance Dept (2 nd Floor)	9	Savin 4051SP	N/A
Planning & Zoning	7	Savin 4045E	N/A
Town Clerk	7	Savin 4045E	N/A
Town Clerk (Coin)	6	Savin 4022	N/A
Engineering	7	None	N/A
Recreation Department (5892 Main St)	7	None	N/A
Trumbull Police Dept – 158 Edison Rd			
Records Room	9	Ricoh AFIS10 135	N/A
Chief of Police Office	7	OCE CM2510	N/A
Detective Bureau	9	OCE DL46	N/A
EOC	7	OCE ZB45	N/A