



**TOWN OF STRATFORD
PURCHASING DEPARTMENT
STRATFORD, CONNECTICUT**

REQUEST FOR PROPOSAL

RFP No. 2014-003

Issued: January 24, 2014

Subject: Large Format Copier / Printer / Scanner

The Town of Stratford through the Office of the Purchasing Agent will receive SEALED PROPOSALS for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

A. CLOSING DATE:

Proposals will be received until 3:00 pm February 7, 2014, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any proposal may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any proposals received after the date and time specified shall NOT be considered. No bidder may withdraw a proposal within 45 days after the actual opening thereof.

B. INSTRUCTIONS:

Proposals are to be submitted (TWO COPIES) in a sealed envelope and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Proposals must be delivered to:
Purchasing Department
Stratford Town Hall — Rm 202 2725 Main Street
Stratford, CT 06615

C. CONDITIONS:

Bid Surety:

A Bid Surety is not required.

Taxes: The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

Addendums: All addendums will be posted on the town website www.townofstratford.com. It is the responsibility of the bidder to check the website for any addendums before submitting their bid.

Conflict of Interest: No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

D. RESERVATIONS:

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

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Specifications

The Town of Stratford Engineering Department is seeking proposals for equipment to copy, plot and scan engineering drawings. The intent is to obtain an all-in-one machine as the most cost effective solution to meet the needs of the department with the following minimum characteristics:

- o Network capable
- o Sufficient RAM to quickly print drawings up to 1 GB in size, expandable
- o Compatible with pdf format and AutoCAD format,
- o User friendly menu driven interface,
- o Ability to load two separate rolls of paper as well as single sheet print media,
- o Ability to print on various paper and plastic media,
- o Minimum machine size (W x D x H) 56" x 37" x 44",
- o Ability to scan, print & copy in color and black & white,
- o Scan/copy resolution minimum 600 dpi,
- o Print resolution up to 2400 x 1200 dpi,
- o Print up to A0/E-size drawings,
- o Ability to perform precise size reductions or enlargements to maintain continuity of scale,
- o Ability to copy in minimum 30 seconds per sheet,
- o Minimum Line accuracy +/- 0.1%,
- o ENERGY STAR compliant,
- o Cost efficient operation,
- o Minimum 1 year Warranty,
- o All software and hardware necessary to operate and integrate at Engineering office to be provided and installed.
- o Furnish with 1 complete set of printer ink and 1 set of replacement ink

Vendor to provide cost proposal for the following:

Cost of machine (submit name make and model and detailed description of technical specs meeting the minimum requirements listed above and other features)

Cost of Annual service contract for up to a 10-year period

Cost of replacement printer ink

Estimate of life of printer ink

Cost of replacement of other disposable items not covered by service contract

Warranty terms and exclusions

Provide an option to lease over 5 year period including all terms and conditions

Proposals will be ranked by the following criteria:

Cost of equipment

Cost of operation : service, toner, and other consumables

Specifications and capabilities

Although cost is important, it is not the only factor in determining the best product for the Town.