

Affirmative Action
(231)724-6703
FAX (231)722-1214

Assessor
(231)724-6708
FAX (231)726-5181

Cemetery
(231)724-6783
FAX (231)726-5617

City Manager
(231)724-6724
FAX (231)722-1214

Civil Service
(231)724-6716
FAX (231)724-4405

Clerk
(231)724-6705
FAX (231)724-4178

Comm. & Neigh.
Services
(231)724-6717
FAX (231)726-2501

Engineering
(231)724-6707
FAX (231)727-6904

Finance
(231)724-6713
FAX (231)724-6768

Fire Department
(231)724-6792
FAX (231)724-6985

Income Tax
(231)724-6770
FAX (231)724-6768

Info. Technology
(231)724-4126
FAX (231)722-4301

Inspection Services
(231)724-6715
FAX (231)728-4371

Leisure Services
(231)724-6704
FAX (231)724-1196

Mayor's Office
(231)724-6701
FAX (231)722-1214

Planning/Zoning
(231)724-6702
FAX (231)724-6790

Police Department
(231)724-6750
FAX (231)722-5140

Public Works
(231)724-4100
FAX (231)722-4188

Treasurer
(231)724-6720
FAX (231)724-6768

Water Billing
(231)724-6718
FAX (231)724-6768

Water Filtration
(231)724-4106
FAX (231)755-5290

MUSKEGON



West Michigan's Shoreline City
www.shorelinecity.com

August 25, 2011

To All Interested Parties:

The City of Muskegon will be conducting interviews for the purpose of selecting a company to provide copier and printer equipment (and related services) for five years and invites your company to participate.

The City seeks a contract that is based on a **cost per page price which price is to be inclusive of toner and all supplies (except paper), maintenance and repairs.**

A list of the copiers and printers currently covered by this contract is attached. This list should serve as the basis for preparing your pricing proposal – i.e. the equipment you propose should meet or exceed the capabilities and functionality of the current listed equipment fleet and you should develop your pricing proposal accordingly.

However, the City is not seeking to simply replace the current equipment fleet. We are looking for a company that best demonstrates its ability to analyze the City's current and future needs and deliver a proposal that provides the most flexible and cost-effective solution for the next five years. We encourage you to propose innovative ideas and ways to meet the City's copier/printer needs.

It is the City's intent to select the firm that provides the best overall value rather than simply choosing the "low bidder". Accordingly, in addition to pricing, other factors will be considered including (but not limited to): availability of value-added service enhancements, availability and commitment to implementing new technologies, independent ratings of equipment offerings, financial strength of your company, guaranteed response time, flexibility to add/change/delete equipment, training resources available to the City, references, equipment warranties, etc.

The selection process will consist of three components: 1) pre-bid walkthrough of City facilities, 2) company presentation/interview/demonstration and, 3) sealed pricing proposal.

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DATE	PURPOSE
9/9/11	Pre-bid meeting and facility walkthrough
9/29/11	Company presentations to selection panel (60 minutes each)
9/30/11	Opening of price proposals
10/11/11	Recommendation to City Commission

PRE-BID MEETING/WALKTHROUGH

- A pre-bid meeting and walkthrough of City facilities will be held 10:00 AM on Friday September 9, 2011 starting at City Hall in the Commission Chambers. At this time City staff will be available to answer questions from prospective bidders. Vendors will also be able to walkthrough City Hall (including Police Department) to view current equipment and workflow layouts. At 11:30 AM (or after the walkthrough of City Hall), a walkthrough tour of the City's Public Service facility (1350 Keating) will be conducted.

COMPANY PRESENTATION

- Individual interviews (60 minutes allotted for each) will be conducted on Thursday, September 29, 2011. At this time each company is invited to present their case as to why they believe their firm offers the best overall value for the City of Muskegon. Interviews will be conducted before a panel of 5-7 City employees closely involved with copier/printer equipment and support services. We are taking the approach that instead of us preparing detailed specifications that attempt to describe our needs, *you* as experienced professionals, are best suited to tell us:
 1. what we should be looking for in copier/printer equipment and services;
 2. proposed changes to current equipment, features, locations, etc. based upon your walkthrough, review and discussions with City staff.
 3. additional value-added services/technologies you have available that we may not be currently taking advantage of;
 4. how your company differentiates itself from others; and,
 5. why your company can provide the City with the best overall value
- The interview format will be casual but structured into three distinct parts:
 - The first part ("*sales pitch*") will consist of presentations geared toward describing your company's strengths and why your company is uniquely qualified to service the City's needs.

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- The second part will be devoted to questions and answers about your services and/or about areas of specific concern to the City.
- The third part of the interview will be devoted to product descriptions and/or hands-on demonstrations.
- We encourage you to summarize your presentation in writing so that panel members have materials to reference as they compare and rank the different companies. You can expect questions from interviewers to be detailed and specific. Additionally, we specifically ask you to bring the following:
 - Names and phone numbers of at least four references from area municipal or commercial clients comparable to the City;
 - Items necessary to conduct equipment demonstrations.
- Interview times can be scheduled by calling the undersigned directly at (231) 724-6709.

PRICING PROPOSAL

- **Sealed pricing proposals are due and will be opened at 2:00 PM on Friday, September 30th.** Pricing proposals should use the attached forms and be submitted in a sealed envelope clearly marked **COPIER PRICING PROPOSAL**.
- The opening of sealed pricing proposals will occur *after* all company presentations have been given and the selection committee's preferences have been determined.
- The term of the contract shall be five (5) years.
- Vendors are required to bid a per page price inclusive of toner and all supplies (except paper), maintenance and repairs. The per page price should be based on a projected total volume of 1.2 million pages printed per year: 1.0 million B&W; 100,000 color.
- All equipment must be new and of the latest model year available. Reconditioned equipment or demonstration models will not be considered.
- All equipment must be able to be readily incorporated into the City's computer network. All software, drivers and networking support of any kind is to be covered.

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- Use the current list of copiers listed in as a general guideline for bidding purposes. However, the City will look favorably upon innovative proposals to alter the equipment fleet in a manner that will provide more effective and efficient services to the City.
- There are no trade-in units to be considered.
- The City reserves the right to accept or reject any or all proposals, reserves all rights granted to it by law, reserves the right to waive formalities and to take such action as it deems necessary in the best interest of the City of Muskegon.
- The effective date of the contract will be December 1, 2011 unless the City agrees to a different date. All equipment must be installed and properly functioning by this date.

Thank you.

/s/

Timothy J. Paul
Director of Finance
231.724.6709

CITY OF MUSKEGON								
CURRENT DEVICES SCHEDULED FOR REPLACEMENT								
Please submit your price proposal on these sheets. If extra space is needed to explain your proposal or ideas, feel free to add pages as necessary.								
	Location	Equipment	Accessories	Type	Usage		Proposed Replacement	Comments (eg. How Proposed Equipment is an Improvement, etc.)
					Annual	Monthly		
1	City Clerk's Department	Kyocera FS-2000		B&W Printer	17,250	1,438		
2	Fire Battalion Chief	Kyocera FS-2000		B&W Printer	3,207	267		
3	Fire Mechanic	Kyocera FS-2000		B&W Printer	1,192	99		
4	Police Detective Captain	Kyocera FS-2000		B&W Printer	5,578	465		
5	Police Internal Affairs	Kyocera FS-2000		B&W Printer	1,738	145		
6	Police Records Manager	Kyocera FS-2000		B&W Printer	4,125	344		
7	Administration	Kyocera FS-3900DN		B&W Printer	1,457	121		
8	Engineering	Kyocera FS-3900DN		B&W Printer	11,383	949		
9	Evironmental/Planning	Kyocera FS-3900DN		B&W Printer	16,851	1,404		
10	Finance	Kyocera FS-3900DN		B&W Printer	1,164	97		
11	Inspections	Kyocera FS-3900DN		B&W Printer	15,064	1,255		
12	Planning Department	Kyocera FS-3900DN		B&W Printer	17,152	1,429		
13	Police Community Bureau	Kyocera FS-3900DN		B&W Printer	17,171	1,431		
14	Police Records	Kyocera FS-3900DN		B&W Printer	64,423	5,369		
15	Police Traffic Bureau	Kyocera FS-3900DN		B&W Printer	6,231	519		
16	Treasurer	Kyocera FS-3900DN		B&W Printer	30,874	2,573		

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	Location	Equipment	Accessories	Type	Usage		Proposed Replacement	Comments (eg. How Proposed Equipment is an Improvement, etc.)
					Annual	Monthly		
17	Treasurer	Kyocera FS-3900DN		B&W Printer	18,811	1,568		
18	Income Tax	Kyocera FS-4000DN		B&W Printer	56,091	4,674		
19	Police Patrol Squad Room	Kyocera FS-4000DN		B&W Printer	37,505	3,125		
20	Treasurer	Kyocera FS-4000DN		B&W Printer	13,942	1,162		
21	Fire Inspectors	Kyocera FS-C5020N		Color	2,541	212		
22	Fire Secretary	Kyocera FS-C5020N		Color	581	48		
23	Police Chief	Kyocera FS-C5020N		Color	3,389	282		
24	Water Filtration Plant	Kyocera FS-C5020N		Color	4,228	352		
25	City Hall Maintenance	Muratec 1330		Multi	636	53		
26	Police Evidence	Muratec 1330		Multi	3,389	282		
27	Fire Inspectors	Muratec 1430		Multi	2,624	219		
28	Fire Secretary	Muratec 1430		Multi	394	33		
29	Information Technology	Muratec 1430		Multi	244	20		
30	Police Traffic Bureau	Muratec 1430		Multi	175	15		
31	Public Works	Muratec 1430		Multi	6,121	510		
32	Water Filtration Plant	Muratec 1430		Multi	4,355	363		

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Please submit your price proposal on these sheets. If extra space is needed to explain your proposal or ideas, feel free to add pages as necessary.								
	Location	Equipment	Accessories	Type	Usage		Proposed Replacement	Comments (eg. How Proposed Equipment is an Improvement, etc.)
					Annual	Monthly		
33	Fire Battalion Chief	Toshiba e-studio 202	TOSHIBA FINISHER HANGING, TOSHIBA MR3020 RADF	B&W Copier	4,223	352		
34	Police Administration	Toshiba e-studio 232		B&W Copier	24,765	2,064		
35	City Clerk's Department	Toshiba e-studio 2500c	TOSHIBA FINISHER ES352/45, TOSHIBA FAX BOARD GD1210, TOSHIBA RADF MR3018	Color Copier	54,755	4,563		
36	CNS	Toshiba e-studio 2500c	TOSHIBA FINISHER ES352/45, TOSHIBA RADF MR3018, TOSHIBA FAX BOARD GD1210	Color Copier	53,751	4,479		
37	Inspections	Toshiba e-studio 2500c	TOSHIBA FINISHER ES352/45, TOSHIBA FAX BOARD GD1210, TOSHIBA RADF MR3018	Color Copier	43,348	3,612		
38	Planning Department	Toshiba e-studio 2500c	TOSHIBA FINISHER ES352/45, TOSHIBA FAX BOARD GD1210, TOSHIBA RADF MR3018	Color Copier	57,733	4,811		
39	Police Detectives Bureau	Toshiba e-studio 2500c	TOSHIBA FINISHER ES352/45, TOSHIBA FAX BOARD GD1210, TOSHIBA RADF MR3018	Color Copier	48,185	4,015		
40	Police Patrol Command Office	Toshiba e-studio 2500c	TOSHIBA FAX BOARD GD1210, TOSHIBA RADF MR3018	Color Copier	63,192	5,266		
41	Administration	Toshiba e-studio 352	TOSHIBA FINISHER HANGING, TOSHIBA LCF ES3511/4511, TOSHIBA RADF MR3018, TOSHIBA FAX BOARD, TOSHIBA PRINT/SCAN ENABLE	B&W Copier	30,868	2,572		
42	Finance	Toshiba e-studio 452	TOSHIBA SADDLESTITCH FIN, TOSHIBA FAX BOARD, TOSHIBA RADF MR3018, TOSHIBA PRINT/SCAN ENABLE	B&W Copier	89,882	7,490		
43	Engineering	Toshiba e-studio 520	TOSHIBA 50 SHEET FINISHER	B&W Copier	45,655	3,805		
44	Income Tax	Toshiba e-studio 520	TOSHIBA PRINT/SCAN ENABLE, TOSHIBA 50 SHEET FINISHER, TOSHIBA FAX BOARD	B&W Copier	119,188	9,932		
45	Police Records	Toshiba e-studio 520	TOSHIBA PRINT/SCAN ENABLE, TOSHIBA 50 SHEET FINISHER, TOSHIBA FAX BOARD	B&W Copier	65,736	5,478		
46	Public Works	Toshiba e-studio 520	TOSHIBA LCF ES600, TOSHIBA PRINT/SCAN ENABLE, TOSHIBA 50 SHEET FINISHER	B&W Copier	112,495	9,375		
47	Capt Olson	Xerox Phaser 3300MFP		B&W Printer	4,736	395		
48	Inspections - Neff	Xerox Phaser 3300MFP		B&W Printer	25,386	2,116		

