



City of Roswell
Request for Information
State or Government Consortium Contracts for Multifunction Printer Lease
RFI# 18-024-E

1. Introduction

1.1. Purpose of Procurement

This Request for Information (“RFI”) is being issued to solicit information from interested suppliers with respect to State or Government Consortium Contracts for Multi-Function Printer leases accessible to the City of Roswell (hereinafter, “the City”) as further described in this RFI. The City will use the information generated by this RFI in conjunction with other information available to the City to determine the solution that it is in the best interests of the City to fulfill this need.

Be advised that the City’s current plan is to utilize a State or Consortium contract to fulfill its multi-function copier needs, and the main purpose of this RFI is to seek industry input regarding Multi-Function Copier lease contracts currently available to Georgia municipalities. However, should the City determine to proceed with a solicitation based on the responses to the Request for Information (RFI), phase two will then be a formal Request for Proposal (RFP) or Invitation to Bid (ITB) to be handled in accordance with the City of Roswell’s purchasing policies and procedures.

If action is taken to procure copier leases through a state contract or consortium, the competitive bidding requirement will be considered met through the original procurement process, and no further accommodation or notice for competition is required by law, policy, or procedure.

1.2. Overview of the RFI Process

The objective of the RFI is to gather information to assist the City in its consideration of available resources/methods to fulfill the need/goal identified above. The RFI method is not a competitive solicitation method and, as a result, does not satisfy the requirement for competitive bidding. The RFI method is no more than an information gathering tool and such information gathered may or may not be used by the City to develop a competitive solicitation. Suppliers are not required to respond to an RFI and a supplier’s failure to respond to an RFI will not prohibit the supplier’s participation in any competitive solicitation or process that may result from the RFI. However, suppliers are strongly encouraged to respond to RFIs as this is a great way to ensure the City is aware of the suppliers’ available goods and services.

1.3. Schedule of Events

The schedule of events set out herein represents the State Entity’s best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the RFI will be publicly posted prior to the closing date of this RFI. After the close of the RFI, the City reserves the right to adjust the remainder of the proposed dates on an as needed basis with or without notice.

Description	Date	Time
Release of RFI	1/4/18	NA
Deadline for Written Questions from Suppliers	1/17/18	5:00 p.m. Local Time
Deadline for Submitting Responses	01/24/18	2:00 p.m. Local Time



1.4. Official Issuing Officer (Buyer)

Edward McAdoo III
emcadoo@rowsellgov.com

2. Instructions to Offerors

By submitting a response to the RFI, the Offeror is acknowledging that the Offeror:

1. Has read the information and instructions,
2. Agrees to comply with the information and instructions contained herein.

2.1. General Information and Instructions

2.1.1. Submitting Questions

All questions concerning this RFI must be submitted in writing via email to the Issuing Officer identified in Section 1.4 "Issuing Officer" of this RFI.

2.1.2. City's Right to Amend and/or Cancel the RFI

The City reserves the right to amend this RFI. Any revisions must be made in writing prior to the RFI closing date and time. By submitting a response, the supplier shall be deemed to have accepted all terms and agreed to all requirements of the RFI (including any revisions/additions made in writing prior to the close of the RFI whether or not such revision occurred prior to the time the supplier submitted its response) unless expressly stated otherwise in the supplier's response. THEREFORE, EACH SUPPLIER IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING THE REVISED RFI AND MAKING ANY NECESSARY OR APPROPRIATE CHANGES AND/OR ADDITIONS TO THE SUPPLIER'S RESPONSE PRIOR TO THE CLOSE OF THE RFI. Suppliers are encouraged to frequently check the RFI for additional information. Finally, the City reserves the right to cancel this RFI at any time.

2.1.3. Costs for Preparing Responses

Each response should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the response and participating in this RFI process is the sole responsibility of the supplier. The State will not provide reimbursement for such costs.

2.1.4. ADA Guidelines

The City adheres to the guidelines set forth in the Americans with Disabilities Act.

2.1.5. Public Access to Procurement Records

Each response is considered open record and all information received in response to this RFI, including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after bid opening with the following four (4) exceptions: (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the City of Roswell; (3) any company financial information requested by the City of Roswell to determine vendor responsibility, unless prior written consent has been given by the Offeror; and (4) other constitutional protections.

2.2. Submittal Instructions



Listed below are key action items related to this RFI. The Schedule of Events in Section 1.3 identifies the dates and time for these key action items. This portion of the RFI provides instructions regarding the process for reviewing the RFI, preparing a response to the RFI and submitting a response to the RFI.

2.2.1. RFI Released

The release of this RFI is formally communicated through the posting of this RFI on the Georgia Procurement Registry and City Website.

2.2.2. RFI Review

The RFI consists of the following:

1. This document, entitled “The City RFI Document”, and
2. Any and all documents provided by the City as attachments to the RFI or links contained within the RFI or its attached documents.

Please carefully review all information contained in the RFI, including all documents available as attachments or available through links. Any difficulty accessing the RFI or opening provided links or documents should be reported immediately to the Issuing Officer (See Section 1.4).

2.2.3. Preparing a Response

When preparing a response, the supplier must consider the following instructions:

1. Ensure its response is accurate and readily understandable.
2. Clearly label attachments so that the City can easily organize and navigate the supplier’s response.

2.2.4. “Hard Copy” and Electronic Copies Required

Supplier must provide the following number of copies:

- 2 hard copies
- 1 CD-ROM copy or flash drive

2.2.5. Electronic Copies

1. Use caution in creating electronic files (i.e., make sure files do not contain viruses, etc.).
2. Use commonly accepted software programs to create electronic files. The City has the capability of viewing documents submitted in the following format: Microsoft Word or WordPad, Microsoft Excel, portable document format file (PDF), and plain text files with the file extension noted in parentheses (.txt).

2.2.6. Submitting the Response

Mark the outside of shipping package as follows:

Name of Company
Point of Contact for Company and Phone Number and e-mail address
RFI# 18-024-E

**Mail or hand deliver to the following location:
Fascimile or email responses to the RFI will NOT be Accepted.**

City of Roswell
Purchasing Division
38 Hill Street, Suite 130
Roswell, GA 30075



3. Requested Information

The purpose of this RFI is to gather information relevant to the leasing of multifunctional copiers through a manufacturer or dealer that can provide leasing arrangements through a statewide or other government contract or consortium accessible to Georgia municipalities. The City is only interested in leasing new equipment and models currently in production.

3.2.4. Information Format

A great deal of freedom is offered to respondents in creation of their response. It is understood that hyperlinks will only be useful in the electronic copy. Please make sure your responses provide the following elements:

1. A one to two page summary of the information that your firm really wants the City to know.
2. A table providing the following headings for all contract you proposed for consideration: Contract Title; Owner; Owner Contact; Advantages; Recommended / not-Recommended for this application (Municipal lease).

4. Additional Information

The City may, at its discretion, ask one or more suppliers to provide additional information and/or meet with the City to further discuss the supplier's information for up to two weeks following submission of responses.

5. Useful City Information

1. Please use this information to inform your recommendation requested in the table. The city is interested in technology / security / access solutions that do not require on-site visits and allow for remote updates. Current solution allows for City badge to provide access to use any copier and bill to applicable department codes from any machine.
 - a. The City of Roswell currently operates using the following software / hardware / programs / protocols and is seeking to maintain compatibility:
 - Active Directory Integration
 - ValueProx ID cards
 - RF Ideas Wave ID PcProx Plus device
 - Window Domain Controller (Windows 2012 and higher)
 - Ricoh FlexRelease CX
 - Supports RightFax digital fax solution integration
 - b. Device Specifications / current operating environment
 - Interfaces
 - Standard: 1000Base-T/100Base-TX/10 Base-T Ethernet, USB 2.0 Type A (3 Ports), SD Slot on Operation Panel
 - Network Protocol
 - TCP/IP (IPv4, IPv6)
 - Operating Systems
 - Windows® Vista/7/8.1/10/Server 2008/Server 2008R2/ Server2012/ Server2012R2/Server 2016; Unix: Sun Solaris, HP-UX, SCO OpenServer, RedHat Linux, IBM AIX, Citrix XenDesktop 7.0/7.1, XenApp 6.5/7.5, Mac OS X v.10.9 or later, SAP R/3, SAP S/4, IBM iSeries AS/400-using OS/400 Host Print Transform
 - Security Features



- DataOverwriteSecurity System (DOSS), HDD Encryption, User Codes, SNMP v3 Support, Encryption, Locked Print, User Authentication, 802.1x Wired Authentication, Quota Setting/Account Limit, Digitally Signed PDF, and more
- Scan Modes
 - Scan-to-Email (with LDAP support)
 - Scan-to-Folder (SMB/FTP)
 - Scan-to-URL
 - Scan-to-Media (USB/SD Card)
 - Network TWAIN Scanning

2. The city has the following quantity and usage profile:

Pages Per Minute	Avg / Max Monthly Volume	# of Units
20-25	4,000/15,000	2
20-25	5,000/20,000	4
20-25	15,000/30,000	4
30-35	2,000/7,500	3
30-35	2,000/5,000	2
30-35	4000/15000	1
30-35	5,000/20,000	25
40-45	10,000/50,000	5
50-55	5,000/2,0000	1
50-55	12,000/50,000	6
	Total Units	53

6. List of RFI Attachments

The following documents make up this RFI. Please see Section 2.2.2 “RFI Review” for instructions about how to access the following documents. Any difficulty locating or accessing the following documents should be immediately reported to the Issuing Officer.

- A. City RFI (this document)
- B. List of multi-use machines with location and monthly average usage for b/w and color.

12/16/2017 updated

DEPARTMENT	DELIVERY ADDRESS	Automatic Document Feeder	Standard Finisher	Booklet Finisher	Hole Punch	Number of Paper Drawers	PostScript Feature	On-Board Faxing	Data Overwrite Security for Hard Drive	Surge Protection	Autostore Advanced Scanning & Connection to Fax Server	User ID Card Authentication	B/W Average Monthly Volume	Color Average Monthly Volume
Public Works-Stormwater	105 Dobbs Drive	Yes	No		No	2	Yes	No	Yes	Yes	Yes	No	807	356
R&P - Smith Plantation (Desktop)	935 Alpharetta St.	Yes	No		No	1	Yes	Yes	Yes	Yes	No	No	1,704	508
Building Operations	38 Hill Street, Suite G65	Yes	No		No	2	Yes	No	Yes	Yes	No	No	356	8,869
R&P - Cultural Arts (Desktop)	950 Forest Street	Yes	No		No	1	Yes	Yes	Yes	Yes	No	No	100	118
Admin - Admin Suite	38 Hill Street Suite 115	Yes		Yes	Yes	4	Yes	No	Yes	Yes	Yes	Yes	8,379	8,437
Admin - Community Relations	38 Hill Street Suite 120	Yes	Yes		Yes	4	Yes	No	Yes	Yes	Yes	Yes	5,029	950
Admin - Court Services	38 Hill Street Suite 210	Yes	Yes		No	2	Yes	No	Yes	Yes	Yes	Yes	3,203	N/A
Admin - Court Services	38 Hill Street Suite 210	Yes	Yes		No	2	Yes	No	Yes	Yes	Yes	Yes	6,043	992
Admin - Court Services Probation	38 Hill Street Suite 210	Yes	Yes		No	2	Yes	No	Yes	Yes	Yes	Yes	1,375	N/A
Admin - Court Services Solicitor	38 Hill Street Suite 210	Yes	Yes		Yes	2	Yes	No	Yes	Yes	Yes	Yes	327	152
Admin - Human Resources	38 Hill Street Suite G60	Yes	Yes		Yes	4	Yes	No	Yes	Yes	Yes	Yes	1,948	1,856
Admin - IT	38 Hill Street Suite G25	Yes		Yes	Yes	4	Yes	No	Yes	Yes	Yes	Yes	400	696
Admin - Legal Department	38 Hill Street Suite 110	Yes	Yes		Yes	4	Yes	No	Yes	Yes	Yes	Yes	1,391	755
CD	38 Hill Street Suite G30	Yes		Yes	Yes	4	Yes	No	Yes	Yes	Yes	Yes	7,267	8,227
CD - Planning Department	38 Hill Street Suite G20	Yes		Yes	Yes	4	Yes	No	Yes	Yes	Yes	Yes	4,516	5,607
Finance Department	38 Hill Street Suite 130	Yes		Yes	Yes	4	Yes	No	Yes	Yes	Yes	Yes	6,472	3,522
Finance Department (AP)	38 Hill Street Suite 210	Yes	Yes			2	Yes	No	Yes	Yes	Yes	Yes	563	N/A
Finance Dept	38 Hill Street Suite 130	Yes	Yes		Yes	4	Yes	No	Yes	Yes	Yes	Yes	1,299	10
Fire Department - Battalion Office	1200 Hembre Road	Yes	Yes		No	3	Yes	No	Yes	Yes	Yes	Yes	749	941
Fire Department - RAPSTIC (Maxwell Rd.)	11565 Maxwell Road	Yes		Yes	Yes	4	Yes	No	Yes	Yes	Yes	Yes	10,017	4,263
Fire Department Headquarters	1810 Hembree Road	Yes		Yes	Yes	4	Yes	No	Yes	Yes	Yes	Yes	1,459	1,598
Police - 911	39 Hill Street	Yes	Yes			2	Yes	No	Yes	Yes	Yes	Yes	9,894	630
Police - CID	39 Hill Street	Yes	Yes		Yes	4	Yes	No	Yes	Yes	Yes	Yes	6,427	4,118
Police - CSU	39 Hill Street	Yes	Yes		Yes	2	Yes	No	Yes	Yes	Yes	Yes	1,617	510
Police - Evidence Room	39 Hill Street	Yes	Yes			2	Yes	No	Yes	Yes	Yes	Yes	909	438
Police - Jail	39 Hill Street	Yes	Yes		Yes	2	Yes	No	Yes	Yes	Yes	Yes	1,423	117
Police - Mailroom	39 Hill Street	Yes	Yes			2	Yes	No	Yes	Yes	Yes	Yes	2,867	N/A
Police - Records	39 Hill Street	Yes	Yes		Yes	4	Yes	No	Yes	Yes	Yes	Yes	3,710	1,898
Police Dept - Jail	39 Hill Street	Yes	Yes			2	Yes	No	Yes	Yes	Yes	Yes	13,649	388
Public Works	38 Hill Street Suite 235	Yes	Yes			4	Yes	No	Yes	Yes	Yes	Yes	2,277	3,543
Public Works-Garage	1810 Hembree Road	Yes	Yes			2	Yes	No	Yes	Yes	Yes	Yes	1,691	N/A
PW - (105 Dobbs Dr)	105 Dobbs Drive	Yes	Yes		Yes	2	Yes	No	Yes	Yes	Yes	Yes	1,009	621
PW - Env Recycle	11570 Maxwell Road	Yes	Yes			2	Yes	No	Yes	Yes	Yes	Yes	616	233
R&P - City Hall	38 Hill Street Suite 100	Yes		Yes	Y	4	Yes	No	Yes	Yes	Yes	Yes	4,580	4,031
R&P - Cultural Arts	950 Forest Street	Yes	Yes		Yes	2	Yes	No	Yes	Yes	Yes	Yes	614	418
R&P - Dobbs	150 Dobbs Drive	Yes	Yes		Yes	2	Yes	No	Yes	Yes	Yes	Yes	1,179	898
R&P - East Roswell Rec Ctr	9000 Fouts Road	Yes	Yes		Yes	2	Yes	No	Yes	Yes	Yes	Yes	2,769	1,718
R&P - Hembree Park Rec Ctr	850 Hembree Road	Yes	Yes		Yes	2	Yes	No	Yes	Yes	Yes	Yes	1,992	690
R&P - Roswell Area Park/Physical Activity Ctr	10495 Woodstock Road	Yes	Yes		Yes	2	Yes	No	Yes	Yes	Yes	Yes	6,186	4,419
R&P - Roswell River Landing (Desktop)	245 Azalea Drive	Yes	No		No	1	Yes	Yes	Yes	Yes	No	No	341	784
Transportation - (38 Hill Street)	38 Hill Street Suite 230	Yes	Yes		Yes	4	Yes	No	Yes	Yes	Yes	Yes	212	375
Transportation - (Hembree)	1810 Hembree Road	Yes	Yes			4	Yes	No	Yes	Yes	Yes	Yes	2,082	929
Transportation - Signal/Sign Shop	1810 Hembree Road	Yes	Yes			2	Yes	No	Yes	Yes	Yes	Yes	310	N/A
R&P - Activity Bldg, 1st floor	10495 Woodstock Rd	Yes	Yes			2	Yes	No	Yes	Yes	Yes	No	1,046	498
R&P - Activity Bldg, 2nd floor	10495 Woodstock Rd	Yes	Yes			2	Yes	No	Yes	Yes	Yes	No	892	1,093
R&P - Adult Recreation Center	830 Grimes Bridge Rd.	Yes	Yes			2	Yes	No	Yes	Yes	Yes	No	5,839	6,528
R&P - Art Center West	1355 Woodstock Rd.	Yes	Yes			2	Yes	No	Yes	Yes	Yes	No	258	85
R&P - Main Office	38 Hill Street	Yes	Yes		Y	4	Yes	No	Yes	Yes	Yes	No	4,993	N/A
R&P - Visual Arts Center	10495 Woodstock Rd	Yes	Yes			2	Yes	No	Yes	Yes	Yes	No	704	512
R&P - Waller Park	250 Oak Street	Yes	Yes			2	Yes	No	Yes	Yes	Yes	No	39	10
Admin - Council	38 Hill Street Suite 215	Yes	Yes		Yes	4	Yes	No	Yes	Yes	Yes	No	1,559	6,659
R&P - Barrington Hall (Desktop)	535 Barrington Dr.	Yes	No		No	2	Yes	Yes	Yes	Yes	Yes	No	1,326	N/A
R&P - Adult Rec Building (Desktop)	200 Dobbs Dr.	Yes	No		No	1	Yes	Yes	Yes	Yes	Yes	No	1,522	865

147,936

86,465