Publish: / /2000
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NOTICE FOR BIDS
CITY OF RAPID CITY, SOUTH DAKOTA

NOTICE IS HEREBY GIVEN that sealed bids will be received by the City of Rapid City until 2:00 P.M. _____, at the City Finance Office in the City/School Administration Center, 300 Sixth Street, Rapid City, South Dakota, 57701, for the below listed items.

Specifications can be obtained at the City Finance Office, 300 Sixth Street, Rapid City, South Dakota or the Rapid City Police Department, 300 Kansas City Street, Rapid City, South Dakota, 57701.
If you have any questions on the bid, contact John Beardsley at the Rapid City Police Department, 355-3068:

CONTRACT # COPY-2000-01

   Copy Management Contract

                                        Jim Preston
                                        City Finance Officer

Revised 1/1/2000

ADVERTISING AUTHORITY

This form must be completed and approved by the City Finance Office prior to presenting items to the Common Council and /or Committees of the Common Council. This covers all items which require formal bids, currently anything over $15,000 (except emergency and repair costs).

I. PROJECT IDENTIFICATION NO.: COPY-2000-01

II. PROJECT NAME: Copier Management Contract for RCPD

III. Description of Project/Item(s): Acquisition of Copy Management Program for the Police Department

IV. BID LETTING DATE: 08/   /2000

V. (IF APPLICABLE) Grant No.:   N/A
Funding Source: _____
Estimated Completion Date: _____
Estimated Grant Receipt Date: _____

VI. ESTIMATED COST OF PROJECT/ITEM(S) $ 25,000.00 annually (Not to exceed)

VII. BASIS OF PAYMENT: Assessed (   )   Non-Assessed (   )
Single Payment (   ) Partial Payment (   )

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount
_____	$_____	$_____	$_____
_____	$_____	$_____	$_____
_____	$_____	$_____	$_____
_____	$_____	$_____	$_____
_____	$_____	$_____	$_____
_____	$_____	$_____	$_____
_____	$_____	$_____	$_____
_____	$_____	$_____	$_____
_____	$_____	$_____	$_____
Total	$_____	$_____	$_____

IX. APPROPRIATION DATA

Fund   201_____   _____   _____
Department   Police_____   _____   _____
 Line Item   4244_____   _____   _____

X. DEPARTMENT/DIVISION:

Project Manager _____Date_____
                    JOHN A. BEARDSLEY III, Computer Operations Manager

_____Date:_____

_____Date:_____
CRAIG TIESZEN, Chief of Police

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
Date	Initial	Yes	No	
				Investment Desk
Appropriation / _____ _____ _____ _____				Public Works
				Engineering
Cash Flow /				Project Manager

2000 CONTRACT AND SPECIFICATIONS

for the

PURCHASE

of a

COPIER MANAGEMENT PROGRAM

This contract provides for the purchase of a Copier Management Program for use by various departments of the City of Rapid City. This contract is entered into by and between the City of Rapid City, a municipal corporation of the State of South Dakota, hereinafter referred to as the city, and the undersigned firm or corporation hereinafter referred to as the vendor.

I

The vendor is to furnish articles and commodities specified herein, as required by the City for a period of six (6) months from _____ through _____ inclusive. The City and Vendor, by mutual agreement, may extend this contract without modification for an additional six (6) months.

II

Prices are firm for contract period of five years. Payment shall be made upon proper presentation of an invoice after delivery of the items ready for immediate and continued use. Price decreases are acceptable on invoice(s) presented for payment.

III

The City is exempt by state statute from paying federal, state and local taxes.

IV

All deliveries are F.O.B. destination and shall be made within 30 days of the date of purchase order. An additional 15 days will be allowed for back-ordered items when proper notification is given in writing to the ordering agency that items are not available for immediate delivery.

V

Liquidated Damages: The City will assess liquidated damages on deliveries which are not made in accordance with the schedule established herein. Damages will be assessed in the amount of one (1) percent of the purchase price, per day. Damages may be waived by the City, if the vendor submits to the City, prior to the expiration of the delivery schedule established herein, written documentation that the failure to satisfy the contract delivery is due to circumstances beyond the control of the vendor. The City will be the sole judge of whether the explanation provided by the vendor provides a basis for a waiver of the liquidated damages.

VI

Warranty Support: If within the term of its warranty a contract item does not function properly, the vendor shall correct the problem within fourteen (14) days of being notified of the problem. In event the problem cannot be corrected within

fourteen (14) days, the City may demand a replacement item be delivered within 24 hours of the demand and the vendor shall replace the item with a new item.

IN WITNESS WHEREOF, The Vendor and/or firm and corporation affix their name hereto and the City of Rapid City, South Dakota, its Common Council having duly approved this contract have caused this contract to be executed in its behalf by its Mayor, hereunto duly authorized, attested thereto by its Finance officer and has hereto attached its corporate seal this day of _____, 20____.

CITY OF RAPID CITY   Vendor: _____
                                                      Address:_____
                                                      Rapid City, SD

BY:_____   BY:_____

MAYOR   _____

ATTEST:

_____

FINANCE OFFICER
(SEAL)

SPECIFICATIONS FOR:

City of Rapid City

Copy Management Program

1. All copiers MUST be new, not rebuilt or remanufactured
2. Bid will be for a true copy management plan, no purchase leases will be accepted.
3. In person 4 hour response time for trouble calls, 1 hour by phone.
4. Additional copiers will be provided at no additional cost per copy if the department needs change.
5. If a copier appears to have too many problems it is at the discretion of the Rapid City Police Department, whether or not the copy machine be replaced with a new one of equal or greater capability.
6. A copier will NOT be removed or replaced by the vendor unless the consent of the Rapid City Police Department is granted.
7. Guaranteed Cost per copy for five years based on projected use. (Bid can include costs for excess copies beyond projections.)
8. Copier can be tested for a minimum of at least two working days to insure it will meet department needs.
9. Costs include all toner supplies to copy/print the quantities estimated.
10. Detail copier bid specifications follow:

(A1) Bidder Must submit bid for one or both options (A1) and (A2)
Records Section (Highest Volume) – Analog Copier with option to move to digital with scanning solution
COPIER SPECIFICATIONS: (Anticipate 65,000 copies a month)

1. Manufacturing Status: New
2. Analog copier with the option to replace and upgrade to a digital copier with a document scanning solution that meets department needs and time constraints.
3. Automatic Document Feeder
4. Warm-up 8min or less
5. Multiple Copies 1-999
6. 65 Copies Per Minute Minimum
7. 2000 Sheet Paper Capacity minimum with option to add separate paper deck
8. 50 Sheet Stack Bypass (Intelligent)
9. Copy Size 5-1/2" x 8-1/2" – 11" x 17"
10. Edge to Edge Copying
11. Duplexing (Trayless in Digital copier option)
12. 20 Bin Stapler Sorter with 50 sheet per bin capacity (Finisher for Digital copier in #2)
13. 50% - 200% Zoom Reduction/Enlargement Minimum
14. Non-integrated user controls (All essential tasks can be performed from a single level menu)
15. Automatic exposure (Automatically senses copy density)
16. Automatic paper selection (whether placed on glass or run through Doc feeder)
17. Automatic magnification (whether placed on glass or run through Doc feeder)
18. Editing (to cut and paste up to four areas per page)
19. Margin Shift (Increase right or left margin up to 5/8")
20. Edge Erase (Eliminate black edges and shadows when copying from books and etc.)
21. Job Interrupt (To handle another task and resume)
22. Book Copying
23. Photo Mode (true gray scale for photographic reproductions, halftones and artwork)
24. Job Memory (Store four or more frequently performed tasks in memory)
25. Cover/Slip Sheet Insertion
26. RADF (Reversing Automatic Document Feeder) (Standard)
27. Resettable Counter (Keep track of number of copies per job)
28. Timer (automatically switch copier on and off during certain times of the day and week)
29. Auto Job Start
30. Energy Save Mode
31. Access Code Control - to track copies made by code access
32. Copy jobs do not have to be interrupted to add toner
33. For digital copier in item #2:
    a. When and if we are able move to this solution, the copier must maintain the speed in specifications. Must have separate processing capability for printing and any other processor intensive tasks.
    b. TCP/IP / Ethernet protocol for use on a Windows NT Network able to use copier as a print server
    c. Finisher with available options listed separately with additional cost separated that Department can determine needs and affordability.
    d. Images scanned MUST be in a standard TIFF file format acceptable to our current document imaging system and be able to be placed on our LAN in an acceptable location on the image server.
    e. Able to "tag" images being scanned for indexing & printing needs, six or more tags will be acceptable.
    f. Option to add a "watermark" to the scanned image.

(A2)

Records Section (Highest Volume) – Analog Copier only without option to upgrade to digital

COPIER SPECIFICATIONS: (Anticipate 65,000 copies a month)

1. Manufacturing Status: New
2. Analog copier
3. Automatic Document Feeder
4. Warm-up 8min or less
5. Multiple Copies 1-999
6. 65 Copies Per Minute Minimum (Bids for both 65CPM copiers and faster to 90 CPM are invited)
7. 2000 Sheet Paper Capacity minimum with option to add separate paper deck
8. 50 Sheet Stack Bypass (Intelligent)
9. Copy Size 5-1/2" x 8-1/2" – 11" x 17"
10. Edge to Edge Copying
11. Duplexing
12. 20 Bin Stapler Sorter with 50 sheet per bin capacity
13. 50% - 200% Zoom Reduction/Enlargement Minimum
14. Non-integrated user controls (All essential tasks can be performed from a single level menu)
15. Automatic exposure (Automatically senses copy density)
16. Automatic paper selection (whether placed on glass or run through Doc feeder)
17. Automatic magnification (whether placed on glass or run through Doc feeder)
18. Editing (to cut and paste up to four areas per page)
19. Margin Shift (Increase right or left margin up to 5/8")
20. Edge Erase (Eliminate black edges and shadows when copying from books and etc.)
21. Job Interrupt (To handle another task and resume)
22. Book Copying
23. Photo Mode (true gray scale for photographic reproductions, halftones and artwork)
24. Job Memory (Store four or more frequently performed tasks in memory)
25. Cover/Slip Sheet Insertion
26. RADF (Reversing Automatic Document Feeder) (Standard)
27. Resettable Counter (Keep track of number of copies per job)
28. Timer (automatically switch copier on and off during certain times of the day and week)
29. Auto Job Start
30. Energy Save Mode
31. Access Code Control - to track copies made by code access
32. Copy jobs do not have to be interrupted to add toner

(B)

For Administration and Investigations (Mid-Range Volume)

COPIER SPECIFICATIONS: (Anticipate 12,000 copies a month Investigations& 5,000 Administration)

1. Manufacturing Status: New
2. Digital Copier
3. Multi-Copy Speed - 40 CPM Minimum
4. Warm Up - 70 Sec
5. 1500 Sheet Total Paper Cap. Minimum
6. Automatic Document Feeder
7. Trayless Duplexing
8. Finisher with available options listed separately with additional cost separated that Department can determine needs and affordability
9. 50% - 200% Reduction/Enlargement
10. Copy Size 5-1/2" x 8-1/2" – 11" x 17"
11. Automatic exposure (Automatically senses copy density)
12. Automatic paper selection (whether placed on glass or run through Doc feeder)
13. Automatic magnification (whether placed on glass or run through Doc feeder)
14. Non-integrated user controls (All essential tasks can be performed from a single level menu)
15. Edge to Edge
16. Book Copying
17. Margin Shift
18. Photo Copying Mode (gray scale for reproductions, halftones and artwork)
19. Edge Erase
20. Auto Job Start
21. Interrupt Mode
22. Does NOT require Dedicated Outlet (Only Non-dedicated Power Available)
23. Energy Save Mode
24. TCP/IP Ethernet protocol for use on a Windows NT Network able to use copier as a print server
25. Option to add FAXing capability
26. The copier must maintain the speed in specifications it must have separate processing capability for printing and any other processor intensive tasks to prevent any "bottlenecks" at the copier or on the LAN.

(C)
Traffic and Evidence Sections (Mid-lower volume)
COPIER SPECIFICATIONS: (Anticipate 3,500 copies a month each)

1. Manufacturers Status: New
2. Digital Copier
3. 16 Copies per minute minimum
4. Warm Up Time - 30 Sec
5. 50% - 200% Reduction/Enlargement
6. Automatic Document Feeder
7. Automatic Exposure
8. Non-integrated user controls (All essential tasks can be performed from a single level menu)
9. Photo Mode (gray scale for reproductions, halftones and artwork)
10. Paper Capacity - 500 Sheets
11. Copy Size 5 1/2" x 8 1/2" - 8 1/2" x 17"
12. Quantity Select 1 - 999
13. Edge to Edge Copying
14. Simple "not messy" toner installation
15. Duplexing
16. TCP/IP Ethernet protocol for use on a Windows NT Network able to use copier as a print server
17. Option to add FAXing capability
18. The copier must maintain the speed in specifications it must have separate processing capability for printing and any other processor intensive tasks to prevent any "bottlenecks" at the copier or on the LAN.

(D)
Patrol and Crime Prevention (Mid-lower volume)
COPIER SPECIFICATIONS: (Anticipate 4,000 copies a month Patrol and 2,000 Crime Prevention)

1.   Manufacturers Status: New
2.   Digital Copier
3.   16 Copies per minute minimum
4.   Warm Up Time - 30 Sec
5.   50% - 200% Reduction/Enlargement
6.   Automatic Document Feeder
7.   Automatic Exposure
8.   Non-integrated user controls (All essential tasks can be performed from a single level menu)
9.   Photo Mode (gray scale for reproductions, halftones and artwork)
10. Paper Capacity - 500 Sheets
11. Copy Size 5 1/2" x 8 1/2" - 8 1/2" x 14" or better
12. Quantity Select 1 - 999
13. Edge to Edge Copying
14. TCP/IP Ethernet protocol for use on a Windows NT Network able to use copier as a print server
15. Security to lock out unwanted copier/printer users.
16. The copier must maintain the speed in specifications it must have separate processing capability for printing and any other processor intensive tasks to prevent any "bottlenecks" at the copier or on the LAN.

Note: This copier will primarily be used as a printer for forms and with our document imaging system. The most important aspect of this copier/printer is speed and quality print.

BIDDER'S PROPOSAL

NAME OF BIDDER:_____

ADDRESS:_____

PHONE NO.: _____

Bidder proposes and agrees to and with the City of Rapid City, South Dakota ("City") to furnish COPY MANAGEMENT CONTRACT at the following price, to-wit:

	Unit Price	Extended
1) Copy Management for Police Department: 90,000 copies per month estimated, Items 1 through 10 of the Copy Management Program with Copiers (A1) and/or (A2) through (D) as specified. *(Not including copier options that may* *be added by the Police Department.)*		
	$_____	$_____

_____
(EXTENDED PRICE WRITTEN IN WORDS)

The within proposal and agreement are based upon the conditions, stipulations, and specifications named in the notice inviting bids for the said COPY MANAGEMENT CONTRACT, which notice and detailed specifications are made a part of this contract as if written herein at length. The COPY MANAGEMENT CONTRACT shall be delivered F.O.B., Rapid City Various City Departments, Rapid City, South Dakota, 57701, within _____ calendar days (to be filled by Bidder) after date awarding contract.

The Bidder further agrees and states that he/she has read the notice calling for bids and has studied the detailed specifications and that he/she is familiar with the terms and conditions stipulated therein and agrees to enter into attached Contract.

_____
NAME OF COMPANY - BIDDER

_____   _____
AUTHORIZED SIGNATURE   DATE

_____   _____
PRINT NAME & TITLE   ADDRESS

<u>BIDDER MUST FILL IN ALL SPACES PROVIDED ABOVE</u>

EXPLANATION OF DEVIATIONS AND VARIATIONS OF SPECIFICATIONS

_____

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(If needed, use separate sheet and attach to BIDDER'S PROPOSAL)