

**REQUEST FOR PROPOSALS**  
**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**  
**STAFF PRINTER REPLACEMENT AND MAINTENANCE AGREEMENT**

May 13, 2024

Bloomfield Township Public Library requests proposals from qualified firms for the lease or purchase of sixteen (16) multifunction print (MFP) devices and for a service agreement for maintenance of the equipment.

This request for proposals can be obtained on the Library's website at [www.btpl.org](http://www.btpl.org), at the Welcome Desk at Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Hills, MI 48302, or by contacting Katherine Bryant, Assistant Director, at 248-642-5800, extension 114 or [bryantka@btpl.org](mailto:bryantka@btpl.org). Proposers are encouraged to submit questions by email or phone to Katherine Bryant prior to June 10, 2024.

**The deadline for proposals is Monday, June 10, 2024 at 2:00 p.m. All proposals will be publicly opened immediately at 2:01 p.m. at the Library.**

Proposals must be emailed to [bryantka@btpl.org](mailto:bryantka@btpl.org), hand delivered to the Welcome Desk, or mailed to arrive no later than this day and time. If hand delivered or mailed, please send three copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "Staff Printer Replacement RFP." Address these to: Katherine Bryant, Assistant Director, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Hills, MI, 48302. Library hours are:

Monday through Thursday, 9:30am – 9:00pm

Friday, 9:30am – 6:30pm

Saturday, 9:30am – 5:30pm

Sunday, 12noon – 5:30pm

An optional walk-through of the Library printers may be attended by interested bidders on Thursday, May 30, 2024 at 11:00am.

All questions regarding this request for proposals should be directed to Katherine Bryant by email or phone at [bryantka@btpl.org](mailto:bryantka@btpl.org) or 248-642-5800, ext. 114.

## SCOPE OF SERVICES

Bloomfield Township Public Library currently owns one Canon, three Ricoh, and 12 HP printers for staff use. The printers to be replaced are listed below, along with special requests for each printer.

<b>Location</b>	<b>Printer</b>	<b>Special Request</b>
Staff Hallway	Canon IR 3330i	Scanning, High Volume
Circulation	Ricoh C3004	Scanning, High Volume
Youth Office	Ricoh C3004	Scanning, High Volume
Facilities Dept. Head	Ricoh C3004	Scanning, High Volume
Materials Office	HP CP4025N	Scanning, Labels
Welcome Desk	HP 8600mfp	Scanning, Legal sized printing
Materials Label Printer	HP M452dw	Labels
Youth Desk	HP M454dw	n/a
Adult & Teen Desk	HP M454dw	n/a
Assistant Director Office	HP W251nw	Scanning
Director Office	HP W251nw	Scanning
Facilities Workroom	HP M402dne	Scanning
IT Office	HP M451	n/a
Computer Help Desk	HP M426fnd	n/a
Finance Coordinator	HP M553	Scanning, prints checks
Administrative Assistant	HP LaserJetP1006	Scanning

The Library requires the following for all MFPs:

- Must be able to copy, print, and scan.
- Must print from networked computers – staff secured network.
- Must have a display panel that is customizable and user friendly.
- Must provide the ability to perform automated meter reads.
- Must be able to print from and scan to USB drive.
- Must support full-color printing.

The selected vendor must provide a comprehensive service agreement for ongoing maintenance and support of the printers, including automatic toner replenishment, ensuring minimal downtime and optimal performance throughout the contract period. The vendor will also provide removal of selected older printers and supplies. All MFPs will be network enabled; some tech support may be required during implementation.

## **PROPOSAL REQUIREMENTS**

Proposals must specifically address:

- The full name of the company, local address, telephone number, website, name, title, and email address of the contact person, and the date of submission.
- A description of company background (history, mission, current size).
- A list of current customers with contact names and phone numbers that we may contact as a reference.
- The product line in which the firm specializes.
- Specific models recommended for staff use, including specifications and how bidder will meet all library requirements.
- Response times for service calls and product delivery, i.e. toner.
- Schedule for MFP maintenance and cleaning.
- Cost and terms for a 48- and 60-month lease including maintenance.
- Cost to purchase same equipment with maintenance.
- Cost per page for both black/white and color, and any copy/print minimums.
- Cost of equipment removal if not included in standard installation service.
- Scope of training that will be included with installation.
- Timeline for installation of MFPs after contract is awarded on July 17, 2024.

## **TAXES**

State and local sales and use taxes are not applicable and should not be included in the proposal.

## **METHOD OF EVALUATING PROPOSALS**

Proposals will be evaluated with strict emphasis on quality of MFP devices and service.

Attributes which will be analyzed include:

- Ability to meet proposal requirements.
- Customer reference responses.
- Equipment provided with features outlined.
- Response times for machine repair or replacement and to address product shortages.

After technical qualities have been evaluated, cost and other considerations will be evaluated. If necessary, interviews will be conducted with the select vendors to clarify proposals and ask follow-up questions. Interviews would take place in the weeks of June 24 or July 1.

## **CONTRACT AWARD**

The contract will be awarded in the form of a signed proposal sheet mailed to the vendor selected. Once all factors have been evaluated, a recommendation will be made to the Library Board of Trustees at their regular meeting on July 16, 2024. We will notify the successful proposer on Wednesday, July 17, 2024.

## **WITHDRAWAL OF PROPOSALS**

Any proposer may withdraw the proposal at any time prior to the deadline for receipt of proposals.

## **NEGOTIATION**

Bloomfield Township Public Library solicits this proposal subject to review and negotiation with one or more of the firms under consideration. It is understood that negotiation may lead to proposal revision.

All proposals submitted will remain firm for a period of ninety (90) days.

Bloomfield Township Public Library reserves the right to accept or reject any or all proposals submitted, either in whole or in part; to request additional information from all proposers; to award contract to other than the low proposer; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the Library. Any contract awarded will be made to the vendor who, based on evaluation of all responses, all criteria, and oral interviews, if necessary, is determined to be the best qualified to provide staff printer services.

Successful proposer will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully provide the requested services in accordance with the proposal parameters.

Awards will be made for all or part of the staff printer services, using the proposal entirely or in part, at the Library's discretion, in a manner most favorable to Bloomfield Township Public Library.