

# TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

**TO:** Mayor and Councilmembers  
**FROM/PHONE:** Dennis Andresky 797-1151  
**SUBJECT:** Resolution

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID TO PURCHASE ONE CANON DIGITAL COPIER IR550 PER MIAMI DADE COUNTY SCHOOL BOARD CONTRACT NUMBER 245-ZZ11.

**REPORT IN BRIEF:** Canon Copier to replace six year old Canon that has one million copies. Machine is in constant need of repair and is used by several divisions in Parks and Recreation. A standard 90 day warranty is in effect for the new machine. An annual maintenance/service agreement will be obtained from the most cost effective vendor and is not included in the price of this machine.

**PREVIOUS ACTIONS:** n/a

**CONCURRENCES:** Approved in FY 00/01 budget

**FISCAL IMPACT:**

Has request been budgeted? yes

If yes, expected cost: \$16,028.00

Account Name: Capital Equipment

What account will funds be appropriated from: 001-0820-572-6401

Additional Comments:

**RECOMMENDATION(S):** Approve resolution

**Attachment(s):** Resolution, Miami Dade County School Board, Pricing Page

RESOLUTION \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID TO PURCHASE ONE CANON DIGITAL COPIER IR550 PER MIAMI DADE COUNTY SCHOOL BOARD CONTRACT NUMBER 245-ZZ11.

WHEREAS, the Town of Davie is in need of a new copier for the Parks and Recreation Department; and

WHEREAS, the Miami Dade County School Board solicited sealed bids for such copy machines; and

WHEREAS, after review, the Town Council wishes to accept the contract awarded by Miami Dade County School Board to Ikon Office Solutions.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA.

SECTION 1. The award by the Miami Dade County School Board Contract number 245-ZZ11, is hereby accepted in the amount of \$16,028.00 by the Town Council.

SECTION 2. The Town Council of the Town of Davie hereby authorizes the expenditure from account #001-0820-572-6401 in the amount of \$16,028.00.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2001.

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

ATTEST:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2001.

# TOWN OF DAVIE PROCUREMENT AUTHORIZATION

<u>ACCOUNT NUMBER</u>	<u>BUDGET ITEM &amp; DESCRIPTION</u>	<u>APPROXIMATE COST</u>
001-0820-572-6401 CAPITAL EXPENDITURE	Canon Digital Copier IR550	\$16,028.00
<u>METHOD OF PROCUREMENT (check the one that applies)</u>		

Open Competitive Bidding  
 Piggyback on Contract Number Miami Dade County School Board Contract Number 246-2211  
 Sole Source  
 Request For Proposals

**SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED**

Signed [Signature]  
 Department Head  
 Have Funds been Reserved REDN. 23248  
 Date 4/20/01 Signed [Signature]  
 Signed \_\_\_\_\_  
 Town Administrator

<u>VENDOR</u>	<u>BIDS SUBMITTED</u>	<u>COST</u>
<u>IKON OFFICE SOLUTIONS</u>		<u>\$16,028.00</u>

Signed [Signature]  
 Procurement Manager

<u>TOWN ADMINISTRATOR'S RECOMMENDATION</u>	
<u>Vendor</u>	<u>Cost</u>
<u>IKON OFFICE SOLUTIONS</u>	<u>\$16,028.00</u>

Signed \_\_\_\_\_  
 Town Administrator

## CANON IMAGE RUNNER 550 (DIGITAL)

### COPIER SYSTEM

- \* Scan Once - Print Many
- \* 1200 x 600 Copy Resolution
- \* 100 Sheet Automatic Document Feeder
- \* Saddle Finisher
- \* Powerful Editing Functions
- \* 256 Gray Scale
- \* Easy To Use Touch Screen
- \* Trayless Duplexing
- \* Can Store Pre Printed Forms
- \* Smart Scan
- \* 55 Copies A Minute
- \* Shadow Erase
- \* 25% to 400% Zoom
- \* 4,150 Sheet Paper Capacity
- \* Photo Mode
- \* Feeds Covers & Multi Paper Stock (17 to 110 lb Stock)
- \* Confidential Mailboxes

### HIGH SPEED LASER PRINTER

- \* 55 Pages A Minute
- \* RIP-While-Print
- \* 11x17 Capability
- \* 200 MHz With 64 MB Image Server
- \* 2.1 GB Hard Drive
- \* Plug And Play
- \* Continuous Print
- \* Cross Platform Capability
- \* Built In Duplex Capability
- \* PCL5e / PostScript 3

### PURCHASE PRICE

Copier:	\$11,258.00
Printer Board:	\$ 4,770.00
Total:	\$16,028.00

### SERVICE AND SUPPORT PROGRAM

**\$183.90 Per Month.** Includes Proactive And Customer Initiated Calls, All Parts, Labor, And Supplies (Everything Except Paper And Staples). The Program Provides A Guarantee 4 Hour Maximum Emergency Response Time, Replacement Guarantee And Loaner Protection Plan. Includes Up To 13,000 Copies A Month; Excess Copies At .0093 Per Copy.

- The pricing is based on the Miami-Dade County School Board Pricing contract number 246-ZZ11
- All delivery, set-up and installation is included.

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
SCHOOL BOARD ADMINISTRATION BUILDING

COMPLETE USING  
TYPEWRITER  
OR  
BALL-POINT PEN  
ONLY.

1450 Northeast Second Avenue  
Miami, Florida 33132



Direct all inquiries to the  
Bureau of Procurement and  
Materials Management.

BUYER NAMED:

R. Sreej

PHONE: (305) 995-2344

TDD PHONE (305) 995-2400

BIDDER QUALIFICATION FORM

BID NO. 246-2211 BID TITLE Copying Equipment, Service and Supplies  
BIDS WILL BE ACCEPTED UNTIL 2:00 PM ON 7/18/00 IN ROOM 351,  
SCHOOL BOARD ADMINISTRATION BUILDING, 1450 NE 2ND AVENUE, MIAMI, FL. 33132, AT WHICH TIME THEY WILL BE  
PUBLICLY OPENED. BIDS MAY NOT BE WITHDRAWN FOR 180 DAYS AFTER OPENING. (REFER TO INSTRUCTIONS TO  
BIDDERS, para.IV.B.)

THE SUBMISSION OF THE BID BY THE VENDOR, ACCEPTANCE AND AWARD OF THE BID BY THE SCHOOL BOARD OF  
MIAMI-DADE COUNTY, FLORIDA, AND SUBSEQUENT PURCHASE ORDERS ISSUED AGAINST SAID AWARD SHALL  
CONSTITUTE A BINDING, ENFORCEABLE CONTRACT. UNLESS OTHERWISE STIPULATED IN THE BID DOCUMENTS, NO  
OTHER CONTRACT DOCUMENTS SHALL BE ISSUED.

I. A. BIDDER CERTIFICATION AND IDENTIFICATION. (SEE INSTRUCTIONS TO BIDDERS, para. I. A.2.)

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person  
submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I  
agree to abide by all conditions of this bid; and I certify that I am authorized to sign this bid for the bidder.

B. Vendor certifies that it satisfies all necessary legal requirements as an entity to do business with the School Board of  
Miami-Dade County, Florida.

II. INDEMNIFICATION

The Bidder shall hold harmless, indemnify and defend the indemnities (as hereinafter defined) against any claim, action,  
loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation,  
attorney's fees and court costs arising out of bodily injury to persons including death, or damage to tangible property  
arising out of or incidental to the performance of this Contract (including goods and services provided thereto) by or on  
behalf of the Bidder, whether or not due to or caused in part by the negligence or other culpability of the indemnity,  
excluding only the sole negligence or culpability of the indemnity. The following shall be deemed to be indemnities: The  
School Board of Miami-Dade County, Florida and its members, officers and employees.

III. PERFORMANCE SECURITY. Refer to INSTRUCTIONS TO BIDDERS, para I.A.1., and VI., and check (x) below:

WHEN PERFORMANCE SECURITY IS REQUIRED I WILL FURNISH A:

Performance Bond \_\_\_\_\_ Check (Cashier's, Certified, or Equal) \_\_\_\_\_

PLEASE TYPE OR PRINT BELOW

LEGAL NAME OF VENDOR: IKON OFFICE SOLUTIONS

MAILING ADDRESS: 490 SAWGRASS CORPORATE PARKWAY

CITY, STATE, ZIP CODE: SUNRISE FL. 33325

TELEPHONE NUMBER: 1-800-789-6540 FAX # 954-835-0100

BY: SIGNATURE (ORIGINAL) [Signature] DATE 7-11-00  
OF AUTHORIZED REPRESENTATIVE

NAME (TYPED): ALAN J. HANSEL TITLE ACCT. MANAGER  
OF AUTHORIZED REPRESENTATIVE

## ACQUISITION INFORMATION

Vendor	<u>IKON OFFICE SOLUTIONS</u>
Copier Make and Model	<u>CANON IR 550</u>
Purchase Price*	<u>\$ 11,258.00</u>

\* Purchase price must include all required features and necessary accessories to meet the required minimum specifications for this make/model. (a stand is required on tabletop models), delivery to purchaser, installation, (which includes initial start-up supplies except paper), removal charges, and user training. Additional available options and pricing may be provided on a separate sheet, these items will not be considered in the evaluation process.

## REQUIRED MINIMUM SPECIFICATIONS

CRC's Recommended Monthly Copying Volume	50,000 copies
Multicopy Speed (letter)	50 cpm
Paper Capacity	1,000 sheets
Bypass Capacity	50 sheets
Maximum Original Size	11" x 17"
Maximum Copy Size	11" x 17"
Automatic Duplex / Capacity	auto 1:2, 2:2, 2:1 / 50 sheets
Feeder Speed / Capacity	50 cpm / 50 sheets
Stapler Sorter Bins / Sheet Capacity / Staple Capacity*	20 bins / 50 sheets / 25 sheets
Finisher Sheet Capacity / Staple-Stitch Capacity*	1,000 sheets / 25 sheets
Preset Reduction Settings	legal-letter / ledger-letter
Preset Enlargement Settings	letter-legal / letter-ledger
Variable Reduction and Enlargement	required

\* Copier must be equipped with either a sorter or finisher meeting the minimum specifications as stated above.

## SUPPLIES

ITEM*	CONTAINER SIZE / TYPE	COST	YIELD
<i>EXAMPLE: TONER</i>	<i>800G CARTRIDGE</i>	<i>\$64.63</i>	<i>20,000 COPIES</i>
Toner		<i>\$ NO CHARGE</i>	<i>SEE</i> copies
Developer		<i>\$ NO CHARGE</i>	copies
Cartridge		<i>\$ NO CHARGE</i>	<i>CATALOG</i> copies
Staples		<i>\$ SEE CATALOG PAGE</i>	copies
Toner Waste Container		<i>\$ NO CHARGE</i>	<i>PAGE</i> copies
Other		<i>\$</i>	<i>0</i> %
Maximum annual price increase for above listed supply items			<i>0</i> %

\* List all supplies and parts, excluding paper, that are required to keep the copier fully operable and are not included in the service contract.



## CANON DIGITAL COPIER

EFFECTIVE: 07/11/00

DESCRIPTION	PRODUCT CODE	MODEL NUMBER	MDCPS PRICE	
ImageRunner 550	BCN482	CB550	\$9,160.27	* Copier
SET UP & INSTALLATION				
<b>SERIALIZED ACCESSORIES</b>				
DESCRIPTION	PRODUCT CODE	MODEL NUMBER	MDCPS PRICE	
FINISHER-D1 (STACKER STAPLER FINISHER)	BCN404	ZCFIN	\$2,097.73	* Copier
SADDLE FINISHER-D2 (SADDLE STITCH FINISHER) *5	BCN400	ZCFIN	\$7,120	
COVER INSERTION UNIT-A1 (POST PROCESS) *1	BCN400	ZCFIN	\$640	
PAPER FOLDING UNIT-B1 (Z FOLDING UNIT) *1	BCN200	ZCFIN	\$4,390	
PAPER DECK-C1	BCN605	ZCFPD	\$1,768	
NETWORK MULTI-POL PRINTER BOARD-F1 (ETHERNET Only)	BCN20J	CBF1	\$4,500	* Printer
MUST INCLUDE ONE 32MB MEMORY UPGRADE DMM	B12M22		\$90	* Printer
*1 AVAILABLE ONLY AS AN OPTION FOR SADDLE FINISHER D2 (BCN400).				
<b>NON SERIALIZED ACCESSORIES</b>				
DESCRIPTION	PRODUCT CODE	MDCPS PRICE		
NETWORK INTERFACE KIT-TR4 *3 (TOKEN RING)	BC220K	\$915		
COPY TRAY-DH	BC220K	\$160		
CASSETTE-F2 (UNIVERSAL)	BC208G	\$105		
*2 THE NETWORK INTERFACE KIT-TR4 (BC220K) CAN ONLY BE INSTALLED ON THE NETWORK MULTI-POL PRINTER BOARD F1 (BCN20J) AND IS ONLY NEEDED				
*4 MUST INCLUDE SYSTEM CONSULTING SERVICES. SEE ABOVE SECTION				
<b>SUPPLIES</b>				
DESCRIPTION	PRODUCT CODE	MDCPS PRICE	QTY/EB	
IR490 BLACK TONER / CASE-3 CTG	RAC08		21,000 @ 6%	
STAPLE CARTRIDGE-E1 / CASE-3 CTGS / CTG-5000 STAPLES	RAC29	\$50.00	15,000	
STAPLE CARTRIDGE-D2 / CASE-3 CTGS / CTG-3000 STAPLES *5	RAC7C	\$30.00	6,000	

\*5 STAPLE CARTRIDGE-D2 FOR SADDLE FINISHER D2 ONLY, BUT MUST ALSO INCLUDE STAPLE CARTRIDGE-E1 FOR OTHER FINISHING METHODS THAN S

ALL ITEMS SUBJECT TO AVAILABILITY.