

CLEVELAND PUBLIC LIBRARY

Finance Committee

May 14, 2019

**RESOLUTION RANKING AND SELECTING MANAGED PRINT SERVICES VENDOR
AND AUTHORIZING AGREEMENT**

WHEREAS, On December 15, 2011, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into an agreement with Xerox to purchase multifunction devices for the Main Library and Library branches; and

WHEREAS, The Library's fleet of multifunction devices and printers are now approaching the end of their useful lives, and the Library Administration has determined that it was in the Library's best interest to seek proposals from vendors for managed print services, including replacing and servicing the Library's multifunction devices, desktop printers, and production printing equipment; and

WHEREAS, In order to ensure that the Library will continue to receive quality managed print services at a competitive price, on November 16, 2018 the Library invited eight firms to participate in a Request for Proposal (RFP) process to replace and service the Library's fleet of multifunction devices and printers and to replace and service the Library's production printers used by the Graphics Department; and

WHEREAS, The Library received six (6) technical proposals in response to the RFP, and the Library's selection committee reviewed the technical proposals for responsiveness to the requirements contained in the RFP, and determined that ACE Meritech, Applied Laser Technologies, and Blue Technologies were the three most responsive firms; and

WHEREAS, The selection committee interviewed, conducted site visits and demonstrations, and requested price proposals from each of the three most responsive firms; and

WHEREAS, The selection committee summarized the price proposals received from the three most responsive firms and determined that Applied Laser Technologies was the least expensive followed by Blue Technologies and ACE Meritech. A summary of the three firms' price proposals is attached to this Resolution; and

WHEREAS, The selection committee unanimously agreed that the equipment proposed by Applied Laser Technologies was the most user friendly and would benefit the Library's patrons the most; and

WHEREAS, The selection committee recommends that this Board authorize the Library to negotiate an agreement or agreements with Applied Laser Technologies or a related lending institution to replace the Library's multifunction devices, desktop printers, and production printing equipment under either an outright purchase, a three-year lease with two one-year renewal terms, or a five-year lease and to provide service to such equipment; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby accepts the recommendation of the selection committee, and authorizes the Executive Director, CEO or his designee to negotiate and execute an agreement with Applied Laser Technologies (BSL-Applied Laser Technologies LLC) and/or any related lending institution for the purchase or lease of multifunction devices, desktop printers, and production equipment for a total cost not-to-exceed \$550,000 for outright purchase, or a three-year lease with the option for two one-year renewal terms with such amounts being charged to the General Fund to Capital Outlay if purchased or Purchased/Contracted Services if leased, which agreement shall be subject to the approval of the Chief Legal Officer; be it further

RESOLVED, That the Board of Trustees of the Cleveland Public Library further authorizes the Executive Director, CEO or his designee to negotiate and execute an agreement with Applied Laser Technologies (BSL-Applied Laser Technologies LLC) for the service and maintenance of the Library's multifunction devices, desktop printers, and production equipment for an annual cost not-to-exceed \$90,000 with such amount being charged to the General Fund 1xxx0053-53350 (Machine Maintenance), where xxx=branch/department, which agreement shall be subject to the approval of the Chief Legal Officer; be it further

RESOLVED, That the Executive Director shall submit such executed agreements to this Board for ratification at the next regularly scheduled Board meeting.

		ACE	ALT	BLUE	
ONE TIME CHARGE	MFD	\$217,752	\$181,922	\$199,701	
ONE TIME CHARGE	PAY STA	\$291,384	\$248,285	\$210,292	used Pay-A
ONE TIME CHARGE	DESK TOP	\$55,070	\$63,792	\$60,116	
ONE TIME CHARGE	PRODUCT	\$61,526	\$49,767	\$49,211	
	MISC	\$6,785	\$2,500	\$1,118	
Total Estimated					
	Purchase Price	\$632,517	\$546,266	\$520,438	
Total Estimated 3-					
	year lease	\$673,006	\$543,460	\$562,383	
	MFD Maint	\$65,546	\$97,506	\$76,000	
ANNUAL CHARGES	PS MAINT	\$33,630	\$34,200	\$54,720	
ANNUAL CHARGES	DESK TOP	\$8,047	\$9,734	\$11,356	
ANNUAL CHARGES	PRODUCT	\$49,464	\$56,170	\$58,133	
ANNUAL CHARGES	EXISTING	\$34,392	\$40,557	\$67,430	
Estimted Annual Maintenance over 3 years		\$191,079	\$238,167	\$267,639	
Purchase Price - Total estimated cost over 3 years		\$830,381	\$786,932	\$789,195	
3-year lease - Total estimated cost over 3 years		\$864,085	\$781,626	\$830,022	

NOTES:

PRODUCTION PRINTER STATS FROM 2018 USAGE: B/W ONLY MACHINE = 1,113,929 ; B/W = 22,421 & COLOR = 427,024

MFD USAGE STATS FROM 2017 ALLOCATED ACCORDING TO QUANTITY (IE-MFP-A 49/58 = 85%)

DESKTOP AND EXISITING PRINTER STATS FROM CJ's AVERAGE OF 108152 PER MACHINE

LOCATION:	TOTAL SUMMARY	ACE		cost of copies B&W/Color	ALT		cost of copies B&W/Color	BLUE		cost of copies B&W/Color
Qty	Proposed Equipment	Unit Price	Total Price	2,098,195	Unit Price	Total Price	2,098,195	Unit Price	Total Price	2,098,195
				490,010			490,010			490,010
49	Multi-Function Device Configuration: MFP-A	\$3,327.68	\$163,056.32		\$2,744.70	\$134,490.30		\$3,213.72	\$157,472.28	
3	Multi-Function Device Configuration: MFP-B	\$5,598.27	\$16,794.81		\$4,603.52	\$13,810.56		\$4,226.00	\$12,678.00	
3	Multi-Function Device Configuration: MFP-C	\$5,805.27	\$17,415.81		\$4,809.40	\$14,428.20		\$4,510.67	\$13,532.01	
3	Multi-Function Device Configuration: MFP-D	\$6,828.27	\$20,484.81		\$6,397.64	\$19,192.92		\$5,339.67	\$16,019.01	
58	TOTAL PROPOSED PRICE FOR MFD DEVICES:		\$217,751.75			\$181,921.98			\$199,701.30	
	MFP-A Cost Per Page B&W	\$0.0035	\$6,204.15		\$0.0050	\$9,749.37		\$0.0039	\$6,913.19	
	MFP-A Cost Per Page Color	\$0.03	\$12,419.22		\$0.04300	\$17,800.88		\$0.035	\$14,489.09	
	MFP-B Cost Per Page B&W	\$0.0029	\$314.73		\$0.0050	\$596.90		\$0.0039	\$423.26	
	MFP-B Cost Per Page Color	\$0.03	\$760.36		\$0.04300	\$1,089.85		\$0.035	\$887.09	
	MFP-C Cost Per Page B&W	\$0.0029	\$314.73		\$0.0050	\$542.64		\$0.0039	\$423.26	
	MFP-C Cost Per Page Color	\$0.03	\$760.36		\$0.04300	\$1,089.85		\$0.035	\$887.09	
	MFP-D Cost Per Page B&W	\$0.0029	\$314.73		\$0.0050	\$542.64		\$0.0039	\$423.26	
	MFP-D Cost Per Page Color	\$0.03	\$760.36		\$0.04300	\$1,089.85		\$0.035	\$887.09	
	TOTAL ESTIMATED ANNUAL COST FOR COPIES:		\$21,848.63			\$32,501.98			\$25,333.31	
	TOTAL MFD ESTIMATED COST:		\$239,600.38			\$214,423.96			\$225,034.61	
38	Pay Station Configuration: PAY-A	\$7,668.00	\$291,384.00		\$6,533.82	\$248,285.16		\$5,534.00	\$210,292.00	
38	Pay Station Configuration: PAY-B	\$8,706.00	\$330,828.00		\$7,147.06	\$271,588.28		\$6,894.29	\$261,983.02	
38	Pay Station Configuration: PAY-C	\$7,668.00	\$291,384.00		\$7,658.82	\$291,035.16		NO BID	NO BID	
38	Pay Station Configuration: PAY-D	\$8,706.00	\$330,828.00		\$8,272.06	\$314,338.28		NO BID	NO BID	
	TOTAL PAY STATION PROPOSED PRICE:		SEE ABOVE			SEE ABOVE			SEE ABOVE	
	Pay Station Maintenance Cost Per Year	\$295.00	\$11,210.00		\$300.00	\$11,400.00		\$720.00	\$27,360.00	PAY-A
								\$864.00	\$32,832.00	PAY-B
64	Desktop Printer Configuration: DESK-A	\$561.00	\$35,904.00		\$680.88	\$43,576.32		\$599.00	\$38,336.00	
4	Desktop Printer Configuration: DESK-B	\$690.00	\$2,760.00		\$792.64	\$3,170.56		\$776.00	\$3,104.00	
4	Desktop Printer Configuration: DESK-C	\$1,986.25	\$7,945.00		\$2,074.70	\$8,298.80		\$2,257.05	\$9,028.20	
4	Desktop Printer Configuration: DESK-D	\$2,115.25	\$8,461.00		\$2,186.46	\$8,745.84		\$2,412.05	\$9,648.20	
	TOTAL PROPOSED PRICE FOR DESK TOP PRINTER DEVICES:		\$55,070.00			\$63,791.52			\$60,116.40	
	DESK-A Cost Per Page B&W	\$0.0069	\$746.25		\$0.00750	\$811.14		\$0.00875	\$946.33	
	DESK-A Cost Per Page Color	N/A	N/A		N/A	N/A		N/A	N/A	
	DESK-B Cost Per Page B&W	\$0.0069	\$746.25		\$0.00750	\$811.14		\$0.00875	\$946.33	
	DESK-B Cost Per Page Color	N/A	N/A		N/A	N/A		N/A	N/A	
	DESK-C Cost Per Page B&W	\$0.0055	\$594.84		\$0.00750	\$811.14		\$0.00875	\$946.33	
	DESK-C Cost Per Page Color	N/A	N/A		N/A	N/A		N/A	N/A	
	DESK-D Cost Per Page B&W	\$0.0055	\$594.84		\$0.00750	\$811.14		\$0.00875	\$946.33	
	DESK-D Cost Per Page Color	N/A	N/A		N/A	N/A		N/A	N/A	
	TOTAL ESTIMATED ANNUAL COST FOR COPIES:		\$2,682.17			\$3,244.56			\$3,785.32	
	TOTAL DESK TOP PRINTER ESTIMATED COST:		\$57,752.1696			\$67,036.08			\$63,901.72	
1	Production Black & White Device	\$22,880.00	\$22,880.00		\$18,182.35	\$18,182.35		\$17,308.00	\$17,308.00	
1	Production Color Device	\$38,646.00	\$38,646.00		\$31,584.70	\$31,584.70		\$31,903.00	\$31,903.00	
1	Production Color Device (ALTERNATE BID)	\$26,575.00	\$26,575.00		N/A	N/A		N/A	N/A	
	TOTAL PROPOSED PRICE FOR PRODUCTION PRINTER DEVICES:		\$61,526.00			\$49,767.05			\$49,211.00	
	PRODUCTION B&W DEVICE COST PER PAGE B&W	\$0.0031	\$3,453.18		\$0.00370	\$4,121.54		\$0.0039	\$4,344.32	
	PRODUCTION B&W DEVICE COST PER PAGE COLOR	N/A	N/A		N/A	N/A		N/A	N/A	
	PRODUCTION COLOR DEVICE COST PER PAGE B&W	\$0.01	\$224.21		\$0.00370	\$82.96		\$0.0039	\$87.44	
	PRODUCTION COLOR DEVICE COST PER PAGE COLOR	\$0.03	\$12,810.72		\$0.03400	\$14,518.82		\$0.035	\$14,945.84	
	PRODUCTION COLOR DEVICE (ALTERNATE BID) COST PER PAGE B&W	\$0.0034	\$76.23		N/A	N/A		N/A	N/A	
	PRODUCTION COLOR DEVICE (ALTERNATE BID) COST PER PAGE COLOR	\$0.03	\$12,810.72		N/A	N/A		N/A	N/A	
	TOTAL ESTIMATED ANNUAL COST FOR COPIES:		\$16,488.11			\$18,723.31			\$19,377.61	
	TOTAL PRODUCTION PRINTER ESTIMATED COST:		\$78,014.11			\$68,490.36			\$68,588.61	
	Existing Equipment Charges:									
	Existing Models									
1	HP LaserJet PRO M501DN									
	Misc Charge to Assume Maint of above Device - PER PRINT MONTHLY									
	COST PER PAGE B&W	\$0.0065	\$702.99		\$0.00750	\$811.14		\$0.009	\$973.37	
	COST PER PAGE COLOR	N/A	N/A		N/A	N/A		N/A	N/A	
1	HP Color LaserJet PRO M452DN									
	Misc Charge to Assume Maint of above Device - PER PRINT MONTHLY									
	COST PER PAGE B&W	\$0.0065	\$702.99		\$0.00750	\$811.14		\$0.033875	\$3,663.65	
	COST PER PAGE COLOR	\$0.08	\$8,652.16		\$0.09500	\$10,274.44		\$0.1452	\$15,703.67	
3	HP LaserJet M506									
	Misc Charge to Assume Maint of above Device - PER PRINT MONTHLY									
	COST PER PAGE B&W	\$0.0065	\$702.99		\$0.00750	\$811.14		\$0.0090	\$973.37	
	COST PER PAGE COLOR	N/A	N/A		N/A	N/A		N/A	N/A	
1	HP LaserJet 3015DN									
	Misc Charge to Assume Maint of above Device - PER PRINT MONTHLY									
	COST PER PAGE B&W	\$0.0065	\$702.99		\$0.00750	\$811.14		\$0.01075	\$1,162.63	
	COST PER PAGE COLOR	N/A	N/A		N/A	N/A		N/A	N/A	
	TOTAL EXISTING EQUIPMENT ANNUAL MAINTENANCE CHARGES:		\$11,464.11			\$13,519.00			\$22,476.69	
	Miscellaneous Charges:									
	Disposal of old equipment	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	
	Delivery/Installation/Training	\$4,160.00	\$4,160.00		\$0.00	\$0.00		\$0.00	\$0.00	
2	PaperCut Interface for Standalone Printers (InterCard?)	\$1,312.50	\$2,625.00		\$1,250.00	\$2,500.00		\$558.82	\$1,117.64	
	Other Recommendations:	N/A	N/A		N/A	N/A		N/A	N/A	
	TOTAL MISCELLANEOUS CHARGES:		\$6,785.00			\$2,500.00			\$1,117.64	