

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

December 13, 2011

**RESOLUTION TO PURCHASE PRINT SOLUTION AND PUBLIC COPIERS**

WHEREAS, The Cleveland Public Library began in February 2011 reviewing options to upgrade the printing process and upgrade the current copiers to incorporate multi-function devices due to the (5) year lease expiration of the coin operated copiers; and

WHEREAS, Automation Services, Financial Services and Planning & Research formed a team to look into the print solution process and incorporate the multi-functional devices in the Branches and Main Library Departments; and

WHEREAS, The team began the process of evaluating solutions that would provide our patrons and staff the ability to use one source to print, fax, scan and copy; and

WHEREAS, Four (4) vendors demonstrated their print solution and multi functional equipment for the team to evaluate; and

WHEREAS, In November 2011, proposals were sent to (4) vendors to submit their solutions and pricing; and

WHEREAS, Library management reviewed the proposals and recommends that the Library purchase the print solution and multi functional equipment from Xerox Corporation; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Director to enter into a Purchase Agreement, subject to approval of the Chief Legal Officer's, to purchase (49) Xerox WorkCentre 7120PT, (1)Xerox BK40P, (38) Boscop Virtual Cash Acceptors and the PaperCut print solution software and training for staff for a cost of \$550,271, with the expenditure being charged to the Building and Repair Fund Account 40130105-55520; now therefore be it further

RESOLVED, That the Board of Trustees authorizes the Director to enter into a Service Agreement, subject to approval of the Chief Legal Officer's approval, which includes all parts, labor and travel for all emergency service, at an estimated annual cost not to exceed \$30,000, with the expenditure being charged to the general fund 13010053-53350.

Print Solution and Public Copiers Summary

Purchase Option

	Copiers	Solution	Warranty	Barcode Development Costs	Total
Xerox	\$ 298,638	230,139	0	21,494	\$ 550,271
Blue	\$ 242,931	280,394	32,200	0	\$ 555,525
Ace	\$ 248,451	253,589	87,870	0	\$ 589,910

Maintenance Agreement

	Annual Fee	Copier B&W	Color	Annual Number of Copies B&W	Color	Annual Cost per copy B&W	Color	Total
Xerox	0	0.0120	0.0800	980,000	200,000	11,760	16,000	\$ 27,760
Blue	0	0.0090	0.0600	980,000	200,000	8,820	12,000	\$ 20,820
Ace	0	0.0080	0.0800	980,000	200,000	7,840	16,000	\$ 23,840

Summary - 5 Year Cost

	Purchase Option	Maintenance Agreement	Total 5yr Cost
Xerox	\$ 550,271	138,800	\$ 689,071
Blue	\$ 555,525	104,100	\$ 659,625
Ace	\$ 589,910	119,200	\$ 709,110

**Capital Lease Option to Purchase**

	<b>Copiers</b>	<b>Solution</b>	<b>Warranty</b>	<b>Total</b>
Xerox	\$ 6,487	4,511	0	\$ 10,997
Blue	\$ 5,169	5,311	969	\$ 11,449
Ace	\$ 4,579	4,737	1,619	\$ 10,936

**Maintenance Agreement**

	<b>Annual Fee</b>	<b>Copier B&amp;W</b>	<b>Color</b>	<b>Annual Number of Copies</b>		<b>Annual Cost per copy</b>		<b>Total</b>
				<b>B&amp;W</b>	<b>Color</b>	<b>B&amp;W</b>	<b>Color</b>	
Xerox	0	0.0076	0.0500	980,000	200,000	7,448	10,000	\$ 17,448
Blue	0	0.0090	0.0600	980,000	200,000	8,820	12,000	\$ 20,820
Ace	0	0.0080	0.0800	980,000	200,000	7,840	16,000	\$ 23,840

**Summary - 5 Year Cost**

	<b>Capital Lease</b>	<b>Maintenance Agreement</b>	<b>Barcode Development Costs</b>	<b>Total 5yr Cost</b>
Xerox	\$ 659,848	87,240	21,494	\$ 768,582
Blue	\$ 686,939	104,100		\$ 791,039
Ace	\$ 656,146	119,200		\$ 775,346

Operating Lease

	<u>Copiers</u>	<u>Solution</u>	<u>Warranty</u>	<u>Total</u>
Xerox	\$ 5,823	5,074	0	\$ 10,898
Blue	Did not submit a bid			
Ace	\$ 4,993	4,892	1,766	\$ 11,651

Maintenance Agreement

	<u>Annual Fee</u>	<u>Copier B&amp;W</u>	<u>Color</u>	<u>Annual Number of Copies B&amp;W</u>	<u>Color</u>	<u>Annual Cost per copy B&amp;W</u>	<u>Color</u>	<u>Total</u>
Xerox	0	0.0076	0.0500	980,000	200,000	7,448	10,000	\$ 17,448
Blue	Did not submit a bid							
Ace	0	0.0080	0.0800	980,000	200,000	7,840	16,000	\$ 23,840

Summary - 5 Year Cost

	<u>Operating Lease</u>	<u>Maintenance Agreement</u>	<u>Barcode Development Costs</u>	<u>Total 5yr Cost</u>
Xerox	\$ 653,858	87,240	21,494	\$ 675,352
Blue	0	0		0
Ace	\$ 699,068	119,200		\$ 818,268

Vendor Requirements for the Cleveland Public Library Patron Solution

**Due November 23<sup>rd</sup> by 12 p.m.** in Electronic and Hard Copy to Dave Swinerton

No late proposals will be accepted

Our team has worked hard to ensure that we are able to provide our patrons with a technology solution which will meet all of their needs and is easy to use. Upon many months of research and investigation we have some special requirements that are critical to the solution.

**First, we request a single point of contact for all aspects of the solution including, but not limited to:** MFD service and support, PaperCut MF embedded Software service and support, Charge and Dispense device service and support, Mobile Print Service and support, and Collections services. We require a single point of contact not only for ease of communication but also billing. Therefore all communications will be done directly with the vendor and not through a third party. ***\*Special Note: Please provide 3 references where single point of contact has the solution currently installed\****

**Second, service standards are of the highest importance when evaluating a new solution.** We expect that the vendor will have parts dedicated to the library at their local service site so that we experience the smallest amount of “down time” necessary. If ordering parts is required we expect that they will be shipped over night and installed the next day. Finally, we expect that all service technicians are trained on the devices that they are servicing.

**Third, we require that all training is performed in three waves.** The first wave will be on installation day for the branch and department managers. The second wave will be within 1 week of installation and conducted by the vendor’s trainer for ALL staff at each library location. The third wave will be informal based on the need of branch managers and departments by request.

**Fourth, pricing should be formatted in three ways on the spreadsheet provided.** First and foremost we will NOT accept any impressions included in the pricing. The nature of our environment is public and we do not want to be responsible for volume of which we have no way of predicting from month to month. We require a 60 month Operating Fair Market Value Lease, a 60 month Fixed Purchase Option Lease with a \$1 Buyout, and a Purchase Price with maintenance. Please use the formatted spreadsheet provided for each of the three price quotes. ***\*Special Note: PaperCut MF Embedded Solution and Charge and Dispense Devices should have a 5 year warranty included please indicate price on spreadsheet\****

\*The Cleveland Public Library is part of the Clevnet system which many libraries are a member of in North East Ohio. We request that all pricing be guaranteed for each library within the Clevnet System upon their ability to implement a similar solution at their locations\*

	MFDs	Mobile Print Solution	Charge and Dispense Hardware	Collection Services
End Users	Shared by patrons and staff	Patrons and Staff	Patrons	Collection Services
Number of Devices	50 devices	50 devices	38 charge and dispense devices	Vendor Provided
Break Down	(49) 20 Page Per Minute Color Devices	N/A	35 will have: coin acceptors, bill acceptors, guest card dispenser, and customized Cleveland Public Library logo	Collection of Coins and Bills from all 38 charge and dispense hardware units
	(1) 40 page per minute device with a beveled edge for special collections books		3 will have: coin acceptor, bill acceptor, guest card dispenser, wireless credit card acceptor, receipt printer, and customized Cleveland Public Library logo	Quarterly Collections are required for each of the 30 library locations. Coins are to be Rolled and bills stacked. Money should be delivered to Bank and Check for total should be made out to the Cleveland Public Library and Delivered to Financial Services. Check amount will be cross reconciled against papercut usage reports
Configurations	Color Copy, Color Print, Print from USB, color scan, Scan to USB, Fax, Image/Immediate Overwrite Use Separate controllers for each function to ensure concurrency and multi-tasking	Mobile Printing fully integrated with PaperCut software	38 Wall mounting or pedestal mounting per unit Need 25,000 data base registered guest cards with customized Cleveland Public Library logo and .75 cent credit	A pre-designated person provided by the vendor will set up a collection schedule with library for a quarterly basis
Paper handling	Duplex Automatic Document Feeder, ByPass Tray, 4 adjustable paper 520 sheet paper trays up to 11x17 with customized labels notating paper size and orientation, Offset Catch Tray; No finishing required	Microsoft Word, Microsoft Excel, Microsoft Power Point, PDF, PNG, GIF images, JPG images, TIFF images, Text files, Formatted email printing, Print from web page printing	N/A	N/A
Copy	600x600 dpi, Automatic two-sided, Electronic pre-collation, Automatic tray selection, build job, negative/mirror image, automatic booklet creation, multi-up, Auto RE, Mized-sized originals, covers integration, sample set, book copying, annotation, auto-color selection, area designation, poster mode, watermarks, ID card copy	N/A	N/A	N/A
Print	600x600x4 dpi, 2 GB plus 80 GB hard drive, 10/100 Base-TX Ethernet, High-Speed USB 2.0 direct print, PDF, XPS, PCL6 emulation, HP-GL2 (direct Submission), Automatic two sided, Secure Print, delay print, sample set, booklet creation, cover selection, paper selection by attribute, N-up, watermarks, banner sheets, fit to new paper size, output tray selection, print from USB	N/A	N/A	N/A
Fax	Network Server Fax Enablement Kit, LAN Fax, Fax Forward, two-sided Send and Receive, print on fax up to 11x17, Fax build job. Include Reporting on all faxes made by staff and library personnel and patrons in order to capture volumes	N/A	N/A	N/A
Scan	Scan to Email, Scan to Folder, Network Scan, Text searchable PDF, PDF/A, XPS, MRC compression, thumbnail preview, Scan to USB	N/A	N/A	N/A
Accounting	Accounting Option to charge patrons for Copy, Print, Scan, and Fax	All Mobile Prints to be charged to the patron's account	N/A	N/A
Security	Secure Print, Authentication with Library Card via User Interface key pad AND USB barcode scanner (Honeywell 3800), Password Protected PDF, FIPS 140-2 encryption, S/MIME Encrypted E-mail, IPsec, 802.1x, SNMP v3.0, Email over SSL, Image Overwrite, Data Encryption, Audit Log, Common Criteria Certified		N/A	N/A
Operating Systems	Windows XP and SP3 and above/Server 2003/Server 2008/Vista/Windows 7/ MAC OS 10.4 and above; AIX 5 v5; HP UX 11.0/11i v2; Solaris 8/9/10; Linux Fedora Core 1/5; Red Hot ES4; SUSE 10/11	Needs WiFi or any high speed connection to the internet	Integrated 2 port 10/100 Ethernet, DHCP, DNS Server Compliant, Remote upgrade utility	N/A
Training	Must be included for All Equipment	Must be included for All Equipment	Must be included for All Equipment	All Collection Costs Must be Included for All Equipment
Analyst Services	Network Print and Scanning Enablement Must be included for All Equipment	Must be included for All Equipment	Must be included for All Equipment	All Collection Costs Must be Included for All Equipment
Delivery/Installation Cost	Must be included for All Equipment	Must be included for All Equipment	Must be included for All Equipment	All Collection Costs Must be Included for All Equipment

Cleveland Public Library Solution Pricing Options

Operating Lease

Technology	Configuration	Quantity	Lease Term	Buyout	Monthly Lease Payment Per Unit	Cost of 5 year Warranty (if no please indicate "no")	Purchase Price Per Unit	Service and Supplies Monthly Minimum	BW Cost Per Copy	CLR Cost per Copy	Cost of Analyst Services	Cost of Delivery and Removal of Equipment	Estimated Removal Cost of Proposed Equipment at END of lease	Notes
Proposed MFD Equipment		49 1	60 60	N/A N/A			N/A N/A							
Proposed PaperCut MF Embedded Software							N/A							
Mobile Print Solution							N/A							
Charge and Dispense Devices		35 3		N/A N/A			N/A N/A							
Cash Collection Services							N/A							

Fixed Purchase Option Lease (Capital Lease)

Technology	Configuration	Quantity	Lease Term	Buyout	Monthly Lease Payment	Cost of 5 year Warranty (if no please indicate "no")	Purchase Price Per Unit	Service and Supplies Monthly Minimum	BW Cost Per Copy	CLR Cost per Copy	Cost of Analyst Services	Cost of Delivery and Removal of Equipment	Estimated Removal Cost of Proposed Equipment at END of lease	Notes
Proposed MFD Equipment		49 1	60 60	\$1 \$1			N/A N/A							
Proposed PaperCut MF Embedded Software							N/A							
Mobile Print Solution							N/A							
Charge and Dispense Devices		35 3		\$1 \$1			N/A							
Cash Collection Services							N/A							

Purchase Option

Technology	Configuration	Quantity	Lease Term	Buyout	Monthly Lease Payment	Cost of 5 year Warranty (if no please indicate "no")	Purchase Price Per Unit	Service and Supplies Monthly Minimum	BW Cost Per Copy	CLR Cost per Copy	Cost of Analyst Services	Cost of Delivery and Removal of Equipment	Estimated Removal Cost of Proposed at End of Lease	Notes
Proposed MFD Equipment		49 1	N/A N/A	N/A N/A	N/A N/A		N/A N/A							
Proposed PaperCut MF Embedded Software							N/A							
Mobile Print Solution							N/A							
Charge and Dispense Devices		35 3	N/A N/A	N/A N/A	N/A N/A		N/A N/A							
Cash Collection Services							N/A							