



# TOWN OF OLD SAYBROOK, CONNECTICUT REQUEST FOR PROPOSAL

## Instructions to Responders

### 1. Introduction

The Town of Old Saybrook, Connecticut (the “Town”) seeks written, sealed proposals from interested parties for

- 1) Maintenance and supplies services for the existing fleet of floor model MFD copiers,
- 2) Maintenance and supplies services for the existing fleet of desktop printer and MFD devices,
- 3) Replacement of end-of-lease floor model MFD copiers.

The RFP is not a contract offer, and no Contract will exist unless and until the Town and successful responder sign a written Contract.

Interested parties should submit a proposal in accordance with the requirements and directions contained in the RFP. Responders are prohibited from contacting any Town employee, office or official concerning this RFP, except as set forth in Section 6, below. A responder’s failure to comply with this requirement may result in disqualification.

### 2. Right to Amend or Terminate the RFP

The Town may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this RFP, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the responder that if the Town determines it is in the Town’s best interests. Any such action shall be effected by a posting on the Town’s website, [OldSaybrookCT.gov](http://OldSaybrookCT.gov), under “Jobs, Bids, RFPs”. **Each responder is responsible for checking the Town’s website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

### 3. Key Dates

|  |                             |
|--|-----------------------------|
| Request for Proposal Instructions available: | April 17, 2019              |
| Deadline for Questions:                      | May 03, 2019, 4:30 p.m. EST |
| Deadline for Responses to Questions:         | May 10, 2019, 4:30 p.m. EST |
| Submission Deadline, Public Opening:         | May 17, 2019, 2:00 p.m. EST |
| Preliminary Notice of Award:                 | June 1, 2019                |
| Maintenance/Supplies services commence:      | July 1, 2019                |

Replacement of floor model MFD’s on schedule as negotiated in proposal/contract.

### 4. Obtaining the RFP

All documents comprising the Request for Proposals may be obtained on the Town’s website, [OldSaybrookCT.gov](http://OldSaybrookCT.gov), under “Jobs, Bids, RFPs”.

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**5. Proposal Submission Instructions**

Proposals must be received in the Old Saybrook Town Hall, First Selectman's Office, 302 Main Street, Old Saybrook, CT 06475 by the date and time noted above. Postmarks prior to the submission date and time do **not** satisfy this condition. The Town will not accept submissions by email or fax. Responders are solely responsible for ensuring timely delivery. The Town will reject proposals received after the date and time noted above.

One (1) original and two (2) copies of all proposal documents must be submitted in sealed opaque envelopes clearly labeled with the responder's name, the responder's address, the words "Proposal Documents," and the Proposal Title and Proposal Opening Date.

The Town may decline to accept proposals submitted in unmarked envelopes that the Town opens in its normal course of business. The Town may, but shall not be required to, return such proposal documents and inform the responder that proposal documents may be resubmitted in a sealed envelope properly marked as described above.

Proposal prices must be submitted on the Response Form included in the RFP along with the copier/printer manufacturer and model number. All blank spaces for proposal prices must be completed in ink or be typewritten. The person signing the Proposal Form must initial and errors, alterations or corrections on that form. Ditto marks or words such as "same" shall not be used in the Proposal Form.

Proposals may be withdrawn personally or in writing provided that the Town receives the withdrawal prior to the time and date the proposals are scheduled to be opened. Proposals are considered valid, and may not be withdrawn, cancelled or modified, for sixty (60) calendar days after the opening date, to give the Town sufficient time to review the proposals, investigate the responder's qualifications, secure any required municipal approvals, and execute a binding Contract with the successful responder.

An authorized person representing the legal entity of the responder must sign the Proposal Form and all other forms included in this RFP.

**6. Questions and Amendments**

Prior to the deadline noted above questions about this RFP may be directed to:

Name: Larry Hayden, IT Department Manager  
E-Mail: [Larry.Hayden@OldSaybrookCT.gov](mailto:Larry.Hayden@OldSaybrookCT.gov)

**Responders are prohibited from contacting any Town employee, office or official concerning this RFP. A responder's failure to comply with this requirement may result in disqualification.**

Answers to questions will be addressed in an addendum which will be issued on the Town of Old Saybrook website prior to the deadline noted above. **Each responder is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

All information given by the Town except by written addenda shall be informal and shall not be binding upon the Town nor shall it furnish a basis for legal action against the Town.

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No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no responder shall rely on any alleged oral statement.

**7. Costs of Proposals**

All responders are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Town of Old Saybrook, if any. If the Town elects to reject all proposals, the Town will not be liable to any responder for any claims, whether for costs or damages incurred by the responder in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

**8. Ownership of Proposals**

All proposals submitted become the Town's property and will not be returned to responders. The Town reserves the right to utilize any and all ideas and suggestions submitted in the proposals received.

**9. Freedom of Information Act**

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted. A responder's responses may contain financial, trade secret or other data that it claims should not be public (the "Confidential Information"). A responder must identify specifically the pages and portions of its proposal or additional information that contain the claimed Confidential Information by visibly marking all such pages and portions. Provided that the responder cooperates with the Town as described in this section, the Town shall, to the extent permitted by law, protect from unauthorized disclosure such Confidential Information.

If the Town receives a request for a responder's Confidential Information, it will promptly notify the responder in writing of such request and provide the responder with a copy of any written disclosure request. The responder may provide written consent to the disclosure or may object to the disclosure by notifying the Town in writing to withhold disclosure of the information, identifying in the notice the basis for its objection, including the statutory exemption(s) from disclosure. The responder shall be responsible for defending any complaint brought in connection with the nondisclosure, including but not only appearing before the Freedom of Information Commission, and provided witnesses and documents as appropriate.

**10. Subcontractors and Third Parties**

For the purpose of this document "partners/subcontractors" designates entities who are contractually included within the response to this RFP. "Third Parties" refers to additional services required to support the solution with which the Town will maintain separate contract(s).

It is the Town's intention to award a single agreement for the services to be provided. Providers intending to enter into partnerships, or use subcontractors or third parties to provide any components or supplies or to perform any portion of the ongoing maintenance services must include a description of which portion(s) of the Contract or services will be performed by partners, subcontractors or third parties, the names and addresses of the partners/subcontractors or third parties, and the expected breakdown of costs under the Contract.

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Contractors may not use the services of other partners/subcontractors or third parties not named in the Contractor's proposal without prior written permission from the Town of Old Saybrook. The Contractor will be completely responsible for the actions of its partners/subcontractors providers, the components or subsystems that they provide, and the performance of their work as if the partners/subcontractors/third parties were employed directly by the Contractor.

**11. Contract Requirements**

Any prospective firm must make an affirmative statement to the effect that its retention, if selected, shall not result in a conflict of interests or create an appearance of impropriety with any person or organization which may be affected under this program. Should any potential or existing conflict be known by a prospective firm, said prospective firm must specify the person or organization with which the conflict exists or might arise, the nature of the conflict and whether the prospective firm would or would not step aside or resign from that conflicting engagement or representation if selected by the town of Old Saybrook.

The provider selected shall provide a certificate of insurance indicating the following minimum coverage:

- Workers' Compensation – As required by law (if participants are employees).
- Professional Liability – Minimum limits of \$2,000,000 per occurrence. If the policy is on a claim made basis, the policy shall be continually renewed for two years beyond the termination date of this contract and its renewals.
- All insurance coverage shall be primary.

No assignment of the final contract can be made without the written consent of the Town of Old Saybrook.

**12. Other Terms and Conditions**

- The Town reserves the right to reject any and all proposals and has the right to waive any irregularities and informalities in a proposal at any time during the proposal process until a contract has been executed.
- The award of the contract will be to the firm whose proposal, in the opinion of the Town, is the best proposal taking into consideration all aspects of the responder's response, as well as the total net cost.
- The Town reserves the right to change the quantities of equipment or service levels to be furnished in order to reflect any system requirements which may become known after issuing the RFP. The unit prices furnished with the proposal will be used to modify the responders quoted price.
- The Town will consider proposals from parties who are able to provide services on a timely basis and are free from any obligation and interests which might conflict with the interests of the Town of Old Saybrook.
- All responders, in order for their proposal to be considered, must not be delinquent on any property tax issued by the Town. Responders shall certify that neither they nor any business or corporation fully or partially owned by the responder is not delinquent on Town property taxes.

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**Specifications**

**1. Purpose**

The purpose of this RFP is to select a supplier who shall, for the duration of the contract, provide a “single point-of-contact” for Printer Maintenance and Supply Services for Town Hall administrative offices.

The Town desires to restructure current disjoint maintenance, supplies and leasing services to simplify support and accounting processes by providing a single vendor point of contact. Combining services should additionally provide a cost savings to the Town.

**2. General Information**

The Town of Old Saybrook administrative office has 12 departments currently supported by a copier/printer fleet of 6 floor model multi-function devices (4 color capable) and 27 desktop printers (9 color capable) for which maintenance and supplies services are required. Details of the existing copier/printer fleet and annual usage data are in **Appendix A, Copier - Printer Fleet Usage Data**. This Appendix is available on the Town web site in XLSX spreadsheet format.

All existing floor model multi-function devices are currently under lease programs, each with separate contracts and termination dates. Two devices are beyond their initial lease termination dates, a third reaches termination in December 2019. The Town will consider opportunities to consolidate replacement of these three devices into a single, three device, lease contract.

Desktop printers are purchased by the Town as needed whenever equipment refresh is necessary or whenever new requirements are identified. The number of printers under contract is subject to be decreased or increased at any point in time. No guarantees are made by the Town with regards to quantity or specificity of devices.

**3. Maintenance / Usage Fee(s)**

Regular maintenance, repairs, troubleshooting, remedial support (including all parts, labor and travel) and supplies (toner, drums, rollers, etc.) essentially everything but paper and staples, shall be billed as a click, per-image or per-copy charge.

Toner replacement must be made using recyclable, sealed cartridges (or equivalent) rather than bulk chemicals so that there is no need to come in contact with toner. Proposals should indicate whether OEM or aftermarket toner or maintenance supplies will be used. If both are offered rates reflecting both fee structures should be submitted.

Usage rates may be pooled across the entire fleet of devices or per device class (floor model, desktop) and billed at the end of the usage period on a single invoice.

The Responder shall provide an assessment of the Town’s current printer fleet based on the historical usage data provided in **Appendix A, Copier - Printer Fleet Usage Data**. The purpose of the assessment is to provide the Town with a cost-per-page assuming the print environment remains the same.

This assessment shall be part of the Responder’s proposal and shall be broken out by category of device (i.e. Color MFD, Color Printer, Mono MFD, FAX, etc.). The Responder shall use **Response Form B: Maintenance / Usage Fee Proposal** to respond to this requirement.

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**4. Invoice / Reporting**

Invoices / reports shall include color and black (BW) metering counts and costs for all individual devices.

Reports metering color and black (BW) usage per device are required. Reports metering usage rates per user are desired

**5. Service Level Agreement**

Town operations rely on the functionality and availability of copiers and their efficiency is directly impinged by unscheduled down time. Solutions where devices “phone home” with key metrics, usage and trouble signals are preferred. The following service parameters shall be included in any proposal:

- Four (4) hour average on-site response time from the time a trouble report is made either electronically or verbally.
- Units that are out of service for more than 3 business days shall be replaced with a loaner device of equal or greater capabilities at no cost to the Town.

**6. Recycling of Supplies**

Proposals should include contractor support for recycling of any provided toner, developer, drums, rollers, parts or other supplies.

**7. Copier Leasing Requirements**

Responder will develop a plan to replace current out-of-lease and near-lease-end floor model copier MFD equipment with right-sized devices to align with usage patterns and reduce overall costs. Retention or reallocation of legacy devices will be considered if cost savings are predicted and documented.

The Town will consider 48-month and 60-month lease fair-market-value (FMV) lease agreements that include delivery, setup and removal of the unit at the end of the lease.

Delivery, installation and training of all copiers is to be made within 21 calendar days after receipt of an executed contract unless a longer period is authorized in writing. An operator’s manual is to be delivered with each machine. An e-copy of the setup, administration and operator’s manuals shall be available through the manufacturer’s or vendor’s website.

Management of the termination of current leases along with removal and return of current devices must be included in the proposal and related costs itemized.

All Printer/Copiers furnished under this Contract shall be new equipment, in current production by the manufacturer, available in the marketplace, and newly serialized. The Town of Old Saybrook shall be the first user of each printer /copier furnished on all initial installations. No remanufactured, reconditioned, or used equipment will be accepted. New equipment shall be defined as zero reprocessed components and zero recovered parts. Equipment added after the initial installation may be reconditioned equipment, subject to the advanced approval of the Town.

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Responses are encouraged to include proposal(s) to replace high volume desktop printing devices with more cost-efficient alternatives where appropriate.

### **8. Length of Contract**

The contract for time and attendance services will cover a period of one (1) fiscal years with the option to extend the contract annually with renegotiated fees/costs for additional three years period under the same terms and conditions. The contract will provide for early termination by either party upon sixty (60) days written notification of the intention to do so.

### **9. References**

Responder will provide at least three (3) account references (preferably municipal) where similar services, supplies and products are contracted within the last twelve (12) months. References should include Organization, Address, Contact Person, Phone Number, number of devices and device manufacturers under contract.

### **10. Selection Criteria**

The following criteria will be used to evaluate proposal responses and select a short list of responders that may be requested to make oral presentations:

1. Quality of written proposal and completeness of response to all questionnaire items.
2. Ability to meet service requirements.
3. Experience in providing similar services to other public entities.
4. Qualifications and experience of individuals assigned to this account.
5. Selection for copier leases will be based upon references of manufacturer and service reliability, lease prices, maintenance service price per page, pages per minute offered.
6. Aggregate service cost. Although a significant factor, cost may not be the dominant factor. However, when all other service provided is equivalent, fees will be the determinant factor.

### **11. Format of Proposal**

In order to facilitate the review process, it is required that proposals be organized in the following manner:

- a) Letter of Transmittal indicating interest and providing other information which would assist the Town in the selection process. This letter must be signed by a person legally authorized to bind the firm to a contract.
- b) A statement demonstrating understanding and capability of providing the services described in the Specifications.
- c) Completion of **Response Form A: Questionnaire**. Provide answers in same order as listed in response form. The responder must note questions that they are unable or unwilling to provide.
- d) Completion of **Response Form B: Maintenance / Usage Fee Proposal**. Proposal prices must be submitted on the Proposal Form included in the RFP along for each identified copier / printer. All blank spaces for proposal prices must be completed in ink or be typewritten. The person signing the Proposal Form must initial any errors, alterations or corrections on that form. Ditto marks or words such as "same" shall not be used in the Response Form. An electronic version of the form will be made available on the Town web site.

## Appendix A - Copier - Printer Fleet Usage Data

| Equipment model | Equipment Serial number | Equipment address | Equipment location              | B/W Meter 12/2017 | B/W Meter 6/2018 | B/W Meter 12/2018 | Mfg Date or Lease End |
|-----------------|-------------------------|-------------------|---------------------------------|-------------------|------------------|-------------------|-----------------------|
| HPLJP3015       | VNBCB7001C              | Town Hall         | Accounting - Checks             | 198526            | 209351           | 219095            | 7/1/2010              |
| HPCP2025        | CNGS715951              | Town Hall         | Accounting - Color              | 9241              | 9426             | 9736              | 10/1/2011             |
| HPLJEM506DN     | PHBKQ04065              | Town Hall         | Accounting B/W                  | 17646             | 36338            | 49189             | 11/1/2015             |
| HPLJ4200        | USDNS07214              | Town Hall         | Administration                  | 111027            | 113049           | 115086            | 6/11/2003             |
| HPLJEM506DN     | PHBGQ00452              | Town Hall         | Assessor Admin                  | 6556              | 15152            | 23833             | 8/1/2015              |
| HPCLJPROM452DN  | VNB3M29429              | Town Hall         | Assessors Office                | 2619              | 4965             | 6186              | 6/1/2016              |
| HPLJPROM426FDN  | PHB8J54HDD              | Town Hall         | Building Department             | 10792             | 14503            | 19147             | 5/5/2016              |
| HPLJ4300        | CNGY415240              | Town Hall         | Finance Director                | 57449             | 59217            | 60560             | 1/16/2004             |
| HPCLJPROM477FDW | VNBKK733Q2              | Town Hall         | Fire Marshal Suite              | 533               | 1067             | 1580              | 7/4/2017              |
| HPLJPROM426FDN  | PHB8K3380H              | Town Hall         | It Department                   | 4595              | 5173             | 5787              | 3/4/2017              |
| HPLJEM601       | CNDCG8M0ZJ              | Town Hall         | Land Use B/W                    | 31909             | 37272            | 42137             | 8/20/2014             |
| HPCLJPROM451DN  | CNDF519035              | Town Hall         | Land Use Color                  | 655               | 1063             | 1253              | 1/1/2015              |
| HPLJP3015       | VNB3S12113              | Town Hall         | Registrar of Voters             | 41984             | 45403            | 51205             | 6/1/2012              |
| HPLJM2727       | CNF894J5D8              | Town Hall         | Selectman Fax                   | 20457             | 21272            | 21822             | 4/17/2009             |
| HPLJP3015       | VNB3103562              | Town Hall         | Tax Collector (Counter)         | 22014             | 23836            | 25893             | 2/1/2012              |
| HPLJPROM426FDN  | PHB8J2SH3C              | Town Hall         | Tax Collector Desk              | 2068              | 2068             | 3602              | 2/25/2016             |
| HPLJEM506DN     | PHBKR09905              | Town Hall         | Tax Collectors Office           | 14735             | 21997            | 32098             | 1/1/2016              |
| HPLJ3030        | CNBM039159              | Town Hall         | Town Clerk Fax                  | 23992             | 24414            | 24836             | 5/7/2004              |
| HPCLJPROM451NW  | CNDG157064              | Town Hall         | WPCA Field Office               | 3951              | 4545             | 5184              | 12/1/2014             |
| HPLJPROM401DN   | JPBDY01138              | Town Hall         | WPCA Office                     | 41147             | 47186            | 52425             | 3/1/2012              |
| HPCLJPROM477FDW | VNBKL1BFKY              | YFS               | YFS - Director                  | 0                 | 77               | 154               | 1/11/2018             |
| XPHASER6500     | YXE136981               | Library           | APL - 2nd Floor - Tech Services | 3864              | 4744             | 5024              | 4/1/2014              |
| HPLJ4200        | USDNL20879              | Library           | APL - Circ Desk B/W             | 152878            | 154358           | 155556            | 9/3/2003              |
| HPCLJ4700       | JP4LB03841              | Library           | APL - Circ Desk Color           | 148198            | 164202           | 182687            | 6/29/2007             |
| HPCLJPROM477FDW | VNBKL3G20T              | Library           | APL - Director (new device)     |                   | 3                | 845               | 3/15/2018             |
| HPLJ2420        | CNGKC51795              | Library           | APL - Director (retired device) | 128110            | 128836           |                   | NA                    |
| HPLJPROM402DN   | PHBHC59819              | Library           | APL - Reference Desk            | 2641              | 3619             | 4650              | 9/1/2016              |
| Ricoh MP C2504  | G756RB10283             | Town Hall         | 1st Floor Town Hall             | 62506             | 94037            | 119280            | 1/23/2022             |
| Ricoh MP C3504  | G706MB60745             | Town Hall         | 2nd Floor Town Hall             | 79494             | 118529           | 148098            | 1/23/2022             |
| Ricoh MP 2554   | G145R401018             | Town Hall         | Town Clerk                      | 55244             | 64850            | 77093             | 6/18/2020             |
| Ricoh MP 2554   | G145R401044             | Town Hall         | Assessor                        | 38456             | 46864            | 55066             | 6/18/2020             |
| Ricoh MP C3003  | E153M960689             | Town Hall         | Parks & Rec                     | 266680            | 282988           | 296595            | 10/1/2018             |
| Ricoh MP C2503  | E214MA61289             | YFS               | Y&FS                            | 101174            | 124284           | 146331            | 12/31/2019            |
| Ricoh MP2852SP  | W423LC00177             | Library           | Library                         | 109895            | 121331           | 134039            | 1/6/2019              |



## Appendix A - Copier - Printer Fleet Usage Data

| Equipment model | Equipment Serial number | Equipment address | Equipment location              | Color Meter 12/2017 | ColorMeter 6/2018 | Color Meter 12/2018 | Mfg Date or Lease End |
|-----------------|-------------------------|-------------------|---------------------------------|---------------------|-------------------|---------------------|-----------------------|
| HPCP2025        | CNGS715951              | Town Hall         | Accounting - Color              | 24335               | 25792             | 27126               | 10/1/2011             |
| HPCLJPROM452DN  | VNB3M29429              | Town Hall         | Assessors Office                | 8102                | 12175             | 17183               | 6/1/2016              |
| HPCLJPROM477FDW | VNBKK733Q2              | Town Hall         | Fire Marshal Suite              | 467                 | 1281              | 1639                | 7/4/2017              |
| HPCLJPROM451DN  | CNDF519035              | Town Hall         | Land Use Color                  | 3185                | 4280              | 5523                | 1/1/2015              |
| HPCLJPROM451NW  | CNDG157064              | Town Hall         | WPCA Field Office               | 8929                | 10689             | 12048               | 12/1/2014             |
| XPHASER6500     | YXE136981               | Library           | APL - 2nd Floor - Tech Services | 10974               | 13153             | 13907               | 4/1/2014              |
| HPCLJ4700       | JP4LB03841              | Library           | APL - Circ Desk Color           | 190414              | 197634            | 206148              | 6/29/2007             |
| HPCLJPROM477FDW | VNBKL3G20T              | Town Hall         | APL - Director                  |                     | 1                 | 558                 | 3/15/2018             |
| HPCLJPROM477FDW | VNBKL1BFKY              | Town Hall         | YFS - Director                  | 0                   | 358               | 717                 | 1/11/2018             |
| Ricoh MP C2503  | E214MA61289             | YFS               | Y&FS                            | 27788               | 32017             | 36385               | 12/31/2019            |
| Ricoh MP C2504  | G756RB10283             | Town Hall         | 1st Floor Town Hall             | 40456               | 58852             | 77077               | 1/23/2022             |
| Ricoh MP C3504  | G706MB60745             | Town Hall         | 2nd Floor Town Hall             | 15800               | 33080             | 45758               | 1/23/2022             |
| Ricoh MP C3003  | E153M960689             | Town Hall         | Parks & Rec                     | 167891              | 180177            | 189719              | 10/1/2018             |

**Notes:** Town Hall - 302 Main Street, Old Saybrook, CT  
Library - 60 Old Boston Post Rd, Old Saybrook, CT  
Y&FS (Family Services) - 322 Main Street, Old Saybrook, CT

Metering counts reported from data collected on or about the months indicated.  
E.G. some data may reflect 1/2018 - 1/2019 actual counts but is provided to demonstrate annual usage.

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**RESPONSE FORM A**

**QUESTIONNAIRE**

**I. IDENTIFYING INFORMATION**

- A. Name of Firm
- B. Address of firm's office which will service this account
- C. Professionals who will service this account (may be attached on separate pages)
  - 1. Name
  - 2. Title
  - 3. Credentials
  - 4. Telephone Number
  - 5. Address (if different from IB)
  - 6. Brief summary of experience
- D. For the Project Manager/Leader who will service this account:
  - 1. Years of employment with the firm
  - 2. Brief description of education and professional experience, particularly as it relates to this mandate

**II. FIRM DESCRIPTION**

- A. Describe the resources the firm currently has for effective delivery of these services.
- B. What quality control and scheduling procedures does the firm employ to assure that the services provided clients are of acceptable quality and timely?

**III. OTHER OPTIONAL INFORMATION**

Please feel free to include any other information in your proposal which will help the Town develop an understanding of the capabilities of your firm.

All proposals submitted and information included herein or attached hereto shall become public records upon their delivery to the Director of Finance.

## Response Form B: Maintenance / Usage Fee Proposal

| Equipment model | Equipment Serial number | Equipment address | Equipment location              | Annual B/W Pages | Cost per B/W Page | Annual B/W Cost | Mfg Date or Lease End |
|-----------------|-------------------------|-------------------|---------------------------------|------------------|-------------------|-----------------|-----------------------|
| HPLJP3015       | VNBCB7001C              | Town Hall         | Accounting - Checks             | 20,569           |                   |                 | 7/1/2010              |
| HPCP2025        | CNGS715951              | Town Hall         | Accounting - Color              | 495              |                   |                 | 10/1/2011             |
| HPLJEM506DN     | PHBKQ04065              | Town Hall         | Accounting B/W                  | 31,543           |                   |                 | 11/1/2015             |
| HPLJ4200        | USDNS07214              | Town Hall         | Administration                  | 4,059            |                   |                 | 6/11/2003             |
| HPLJEM506DN     | PHBGQ00452              | Town Hall         | Assessor Admin                  | 17,277           |                   |                 | 8/1/2015              |
| HPCLJPROM452DN  | VNB3M29429              | Town Hall         | Assessors Office                | 3,567            |                   |                 | 6/1/2016              |
| HPLJPROM426FDN  | PHB8J54HDD              | Town Hall         | Building Department             | 8,355            |                   |                 | 5/5/2016              |
| HPLJ4300        | CNGY415240              | Town Hall         | Finance Director                | 3,111            |                   |                 | 1/16/2004             |
| HPCLJPROM477FDW | VNBKK733Q2              | Town Hall         | Fire Marshal Suite              | 1,047            |                   |                 | 7/4/2017              |
| HPLJPROM426FDN  | PHB8K3380H              | Town Hall         | It Department                   | 1,192            |                   |                 | 3/4/2017              |
| HPLJEM601       | CND CG8M0ZJ             | Town Hall         | Land Use B/W                    | 10,228           |                   |                 | 8/20/2014             |
| HPCLJPROM451DN  | CNDF519035              | Town Hall         | Land Use Color                  | 598              |                   |                 | 1/1/2015              |
| HPLJP3015       | VNB3S12113              | Town Hall         | Registrar of Voters             | 9,221            |                   |                 | 6/1/2012              |
| HPLJM2727       | CNF894J5D8              | Town Hall         | Selectman Fax                   | 1,365            |                   |                 | 4/17/2009             |
| HPLJP3015       | VNB3103562              | Town Hall         | Tax Collector (Counter)         | 3,879            |                   |                 | 2/1/2012              |
| HPLJPROM426FDN  | PHB8J2SH3C              | Town Hall         | Tax Collector Desk              | 1,534            |                   |                 | 2/25/2016             |
| HPLJEM506DN     | PHBKR09905              | Town Hall         | Tax Collectors Office           | 17,363           |                   |                 | 1/1/2016              |
| HPLJ3030        | CNBM039159              | Town Hall         | Town Clerk Fax                  | 844              |                   |                 | 5/7/2004              |
| HPCLJPROM451NW  | CNDG157064              | Town Hall         | WPCA Field Office               | 1,233            |                   |                 | 12/1/2014             |
| HPLJPROM401DN   | JPBDY01138              | Town Hall         | WPCA Office                     | 11,278           |                   |                 | 3/1/2012              |
| HPCLJPROM477FDW | VNBKL1BFBK              | YFS               | YFS - Director                  | 154              |                   |                 | 1/11/2018             |
| XPHASER6500     | YXE136981               | Library           | APL - 2nd Floor - Tech Services | 1,160            |                   |                 | 4/1/2014              |
| HPLJ4200        | USDNL20879              | Library           | APL - Circ Desk B/W             | 2,678            |                   |                 | 9/3/2003              |
| HPCLJ4700       | JP4LB03841              | Library           | APL - Circ Desk Color           | 34,489           |                   |                 | 6/29/2007             |
| HPCLJPROM477FDW | VNBKL3G20T              | Library           | APL - Director (new device)     | 845              |                   |                 | 3/15/2018             |
| HPLJ2420        | CNGKC51795              | Library           | APL - Director (retired device) | 726              |                   |                 | NA                    |
| HPLJPROM402DN   | PHBHC59819              | Library           | APL - Reference Desk            | 2,009            |                   |                 | 9/1/2016              |
| Ricoh MP C2504  | G756RB10283             | Town Hall         | 1st Floor Town Hall             | 56,774           |                   |                 | 1/23/2022             |
| Ricoh MP C3504  | G706MB60745             | Town Hall         | 2nd Floor Town Hall             | 68,604           |                   |                 | 1/23/2022             |
| Ricoh MP 2554   | G145R401018             | Town Hall         | Town Clerk                      | 21,849           |                   |                 | 6/18/2020             |
| Ricoh MP 2554   | G145R401044             | Town Hall         | Assessor                        | 16,610           |                   |                 | 6/18/2020             |
| Ricoh MP C3003  | E153M960689             | Town Hall         | Parks & Rec                     | 29,915           |                   |                 | 10/1/2018             |
| Ricoh MP C2503  | E214MA61289             | YFS               | Y&FS                            | 45,157           |                   |                 | 12/31/2019            |
| Ricoh MP2852SP  | W423LC00177             | Library           | Library                         | 24,144           |                   |                 | 1/6/2019              |

## Response Form B: Maintenance / Usage Fee Proposal

| Equipment model | Equipment Serial number | Equipment address | Equipment location              | Annual Color Pages | Cost per Color Page | Annual Color Cost | Mfg Date or Lease End |
|-----------------|-------------------------|-------------------|---------------------------------|--------------------|---------------------|-------------------|-----------------------|
| HPCP2025        | CNGS715951              | Town Hall         | Accounting - Color              | 2,791              |                     |                   | 10/1/2011             |
| HPCLJPROM452DN  | VNB3M29429              | Town Hall         | Assessors Office                | 9,081              |                     |                   | 6/1/2016              |
| HPCLJPROM477FDW | VNBKK733Q2              | Town Hall         | Fire Marshal Suite              | 1,172              |                     |                   | 7/4/2017              |
| HPCLJPROM451DN  | CNDF519035              | Town Hall         | Land Use Color                  | 2,338              |                     |                   | 1/1/2015              |
| HPCLJPROM451NW  | CNDG157064              | Town Hall         | WPCA Field Office               | 3,119              |                     |                   | 12/1/2014             |
| XPHASER6500     | YXE136981               | Library           | APL - 2nd Floor - Tech Services | 2,933              |                     |                   | 4/1/2014              |
| HPCLJ4700       | JP4LB03841              | Library           | APL - Circ Desk Color           | 15,734             |                     |                   | 6/29/2007             |
| HPCLJPROM477FDW | VNBKL3G20T              | Town Hall         | APL - Director                  | 558                |                     |                   | 3/15/2018             |
| HPCLJPROM477FDW | VNBKL1BFKY              | Town Hall         | YFS - Director                  | 717                |                     |                   | 1/11/2018             |
| Ricoh MP C2503  | E214MA61289             | YFS               | Y&FS                            | 8,597              |                     |                   | 12/31/2019            |
| Ricoh MP C2504  | G756RB10283             | Town Hall         | 1st Floor Town Hall             | 36,621             |                     |                   | 1/23/2022             |
| Ricoh MP C3504  | G706MB60745             | Town Hall         | 2nd Floor Town Hall             | 29,958             |                     |                   | 1/23/2022             |
| Ricoh MP C3003  | E153M960689             | Town Hall         | Parks & Rec                     | 21,828             |                     |                   | 10/1/2018             |

**Notes:** Town Hall - 302 Main Street, Old Saybrook, CT  
Library - 60 Old Boston Post Rd, Old Saybrook, CT  
Y&FS (Family Services) - 322 Main Street, Old Saybrook, CT

**Metering counts based upon available calendar year 2018 data.**

## Response Form B: Maintenance / Usage Fee Proposal (Sample)

| Equipment model | Equipment Serial number | Equipment address | Equipment location              | Annual B/W Pages | Cost per B/W Page | Annual B/W Cost | Mfg Date or Lease End |
|-----------------|-------------------------|-------------------|---------------------------------|------------------|-------------------|-----------------|-----------------------|
| HPLJP3015       | VNBCB7001C              | Town Hall         | Accounting - Checks             | 20,569           | \$0.015           | \$308.54        | 7/1/2010              |
| HPCP2025        | CNGS715951              | Town Hall         | Accounting - Color              | 495              | \$0.015           | \$7.43          | 10/1/2011             |
| HPLJEM506DN     | PHBKQ04065              | Town Hall         | Accounting B/W                  | 31,543           | \$0.015           | \$473.15        | 11/1/2015             |
| HPLJ4200        | USDNS07214              | Town Hall         | Administration                  | 4,059            | \$0.015           | \$60.89         | 6/11/2003             |
| HPLJEM506DN     | PHBGQ00452              | Town Hall         | Assessor Admin                  | 17,277           | \$0.015           | \$259.16        | 8/1/2015              |
| HPCLJPROM452DN  | VNB3M29429              | Town Hall         | Assessors Office                | 3,567            | \$0.015           | \$53.51         | 6/1/2016              |
| HPLJPROM426FDN  | PHB8J54HDD              | Town Hall         | Building Department             | 8,355            | \$0.015           | \$125.33        | 5/5/2016              |
| HPLJ4300        | CNGY415240              | Town Hall         | Finance Director                | 3,111            | \$0.015           | \$46.67         | 1/16/2004             |
| HPCLJPROM477FDW | VNBKK733Q2              | Town Hall         | Fire Marshal Suite              | 1,047            | \$0.015           | \$15.71         | 7/4/2017              |
| HPLJPROM426FDN  | PHB8K3380H              | Town Hall         | It Department                   | 1,192            | \$0.015           | \$17.88         | 3/4/2017              |
| HPLJEM601       | CND CG8M0ZJ             | Town Hall         | Land Use B/W                    | 10,228           | \$0.015           | \$153.42        | 8/20/2014             |
| HPCLJPROM451DN  | CNDF519035              | Town Hall         | Land Use Color                  | 598              | \$0.015           | \$8.97          | 1/1/2015              |
| HPLJP3015       | VNB3S12113              | Town Hall         | Registrar of Voters             | 9,221            | \$0.015           | \$138.32        | 6/1/2012              |
| HPLJM2727       | CNF894J5D8              | Town Hall         | Selectman Fax                   | 1,365            | \$0.015           | \$20.48         | 4/17/2009             |
| HPLJP3015       | VNB3103562              | Town Hall         | Tax Collector (Counter)         | 3,879            | \$0.015           | \$58.19         | 2/1/2012              |
| HPLJPROM426FDN  | PHB8J2SH3C              | Town Hall         | Tax Collector Desk              | 1,534            | \$0.015           | \$23.01         | 2/25/2016             |
| HPLJEM506DN     | PHBKR09905              | Town Hall         | Tax Collectors Office           | 17,363           | \$0.015           | \$260.45        | 1/1/2016              |
| HPLJ3030        | CNBM039159              | Town Hall         | Town Clerk Fax                  | 844              | \$0.015           | \$12.66         | 5/7/2004              |
| HPCLJPROM451NW  | CNDG157064              | Town Hall         | WPCA Field Office               | 1,233            | \$0.015           | \$18.50         | 12/1/2014             |
| HPLJPROM401DN   | JPBDY01138              | Town Hall         | WPCA Office                     | 11,278           | \$0.015           | \$169.17        | 3/1/2012              |
| HPCLJPROM477FDW | VNBKL1BFBY              | YFS               | YFS - Director                  | 154              | \$0.015           | \$2.31          | 1/11/2018             |
| XPHASER6500     | YXE136981               | Library           | APL - 2nd Floor - Tech Services | 1,160            | \$0.015           | \$17.40         | 4/1/2014              |
| HPLJ4200        | USDNL20879              | Library           | APL - Circ Desk B/W             | 2,678            | \$0.015           | \$40.17         | 9/3/2003              |
| HPCLJ4700       | JP4LB03841              | Library           | APL - Circ Desk Color           | 34,489           | \$0.015           | \$517.34        | 6/29/2007             |
| HPCLJPROM477FDW | VNBKL3G20T              | Library           | APL - Director (new device)     | 845              | \$0.015           | \$12.68         | 3/15/2018             |
| HPLJ2420        | CNGKC51795              | Library           | APL - Director (retired device) | 726              | \$0.015           | \$10.89         | NA                    |
| HPLJPROM402DN   | PHBHC59819              | Library           | APL - Reference Desk            | 2,009            | \$0.015           | \$30.14         | 9/1/2016              |
| Ricoh MP C2504  | G756RB10283             | Town Hall         | 1st Floor Town Hall             | 56,774           | \$0.006           | \$340.64        | 1/23/2022             |
| Ricoh MP C3504  | G706MB60745             | Town Hall         | 2nd Floor Town Hall             | 68,604           | \$0.006           | \$411.62        | 1/23/2022             |
| Ricoh MP 2554   | G145R401018             | Town Hall         | Town Clerk                      | 21,849           | \$0.006           | \$131.09        | 6/18/2020             |
| Ricoh MP 2554   | G145R401044             | Town Hall         | Assessor                        | 16,610           | \$0.006           | \$99.66         | 6/18/2020             |
| Ricoh MP C3003  | E153M960689             | Town Hall         | Parks & Rec                     | 29,915           | \$0.010           | \$299.15        | 10/1/2018             |
| Ricoh MP C2503  | E214MA61289             | YFS               | Y&FS                            | 45,157           | \$0.009           | \$406.41        | 12/31/2019            |
| Ricoh MP2852SP  | W423LC00177             | Library           | Library                         | 24,144           | \$0.015           | \$362.16        | 1/6/2019              |

\$4,913.03

## Response Form B: Maintenance / Usage Fee Proposal (Sample)

| Equipment model | Equipment Serial number | Equipment address | Equipment location              | Annual Color Pages | Cost per Color Page | Annual Color Cost | Mfg Date or Lease End |
|-----------------|-------------------------|-------------------|---------------------------------|--------------------|---------------------|-------------------|-----------------------|
| HPCP2025        | CNGS715951              | Town Hall         | Accounting - Color              | 2,791              | \$0.150             | \$418.65          | 10/1/2011             |
| HPCLJPROM452DN  | VNB3M29429              | Town Hall         | Assessors Office                | 9,081              | \$0.150             | \$1,362.15        | 6/1/2016              |
| HPCLJPROM477FDW | VNBKK733Q2              | Town Hall         | Fire Marshal Suite              | 1,172              | \$0.150             | \$175.80          | 7/4/2017              |
| HPCLJPROM451DN  | CNDF519035              | Town Hall         | Land Use Color                  | 2,338              | \$0.150             | \$350.70          | 1/1/2015              |
| HPCLJPROM451NW  | CNDG157064              | Town Hall         | WPCA Field Office               | 3,119              | \$0.150             | \$467.85          | 12/1/2014             |
| XPHASER6500     | YXE136981               | Library           | APL - 2nd Floor - Tech Services | 2,933              | \$0.150             | \$439.95          | 4/1/2014              |
| HPCLJ4700       | JP4LB03841              | Library           | APL - Circ Desk Color           | 15,734             | \$0.150             | \$2,360.10        | 6/29/2007             |
| HPCLJPROM477FDW | VNBKL3G20T              | Town Hall         | APL - Director                  | 558                | \$0.150             | \$83.70           | 3/15/2018             |
| HPCLJPROM477FDW | VNBKL1BFKY              | Town Hall         | YFS - Director                  | 717                | \$0.150             | \$107.55          | 1/11/2018             |
| Ricoh MP C2503  | E214MA61289             | YFS               | Y&FS                            | 8,597              | \$0.090             | \$773.73          | 12/31/2019            |
| Ricoh MP C2504  | G756RB10283             | Town Hall         | 1st Floor Town Hall             | 36,621             | \$0.060             | \$2,197.26        | 1/23/2022             |
| Ricoh MP C3504  | G706MB60745             | Town Hall         | 2nd Floor Town Hall             | 29,958             | \$0.060             | \$1,797.48        | 1/23/2022             |
| Ricoh MP C3003  | E153M960689             | Town Hall         | Parks & Rec                     | 21,828             | \$0.077             | \$1,680.76        | 10/1/2018             |

\$12,215.68

**Notes:** Town Hall - 302 Main Street, Old Saybrook, CT

Library - 60 Old Boston Post Rd, Old Saybrook, CT

Y&FS (Family Services) - 322 Main Street, Old Saybrook, CT

**Metering counts based upon available calendar year 2018 data.**

**Sample "Cost Per Page" and "Annual Cost" provided to demonstrate expected response data and formatting.**