



**TOWN OF OLD SAYBROOK, CONNECTICUT  
REQUEST FOR PROPOSAL**

**Copy – Print Maintenance and Supply Services  
Addendum 4  
May 3, 2019**

**1. Vendor Meeting**

The Vendor Meeting was held at 1:00 pm at Old Saybrook Town Hall..

Companies represented:

- ACT Group
- Base Technologies
- CBS/Xerox
- Ergonomic Group
- KOTA
- Prism Office Solutions

**2. Updates on Parks & Recreation Copier**

- The existing device is not FAX capable.
- FAX capability is desired in the replacement copier.
- Existing device is 47” wide x 29” deep, space is limited. Any replacement device should have similar footprint or smaller.

| Model          | Serial Number | Location    | Lease End |
|----------------|---------------|-------------|-----------|
| Ricoh MP C3003 | E153M960689   | Parks & Rec | 10/1/2018 |

**3. Dell Desktop Printers in Town Clerks Office**

- To be included in desktop printer fleet.
- Dell B3460dn, service tag FRZKSS1, manufactured April 2014, page count 77,226.
- Dell B3460dn, service tag 8NZKSS1, manufactured April 2014, page count 43,468.

**4. Canon iPF780 Information**

- Maintenance / Supplies to be optionally quoted.
- Configurations include Colortrac M40 Large Format Scanner
- Smartworks MFP version 4.0.6.0 with MFP Printer Scanner Monitor version 1.0.0.1
- Serial: BAAB0818, acquired June 2015, cutter: 2,894, lifetime total media: 16,925 sq. ft.
- Serial: BAAB3021, acquired April 2016, cutter: 832, lifetime total media: 4,872 sq. ft.

**5. PaperCut Print Logger Currently in use on print server**

- Software: PaperCut NG
- Version: 13.3.0.22799