




HISTORIC
FRANKLIN
TENNESSEE

ITEM #13
WRKS
11/26/13

MEMORANDUM

November 15, 2013

TO: Board of Mayor and Aldermen

FROM: Eric S. Stuckey, City Administrator 
Russell Truell, Assistant City Administrator / CFO
Brian Wilcox, Purchasing Manager

SUBJECT: Consider bid award to NovaCopy of Nashville, TN in the total estimated amount of \$56,494 for four (4) different multifunction copiers, comprised of \$30,703 for the machines and an estimated \$25,791 for 60 months of maintenance services, for City Court, Engineering Department, Human Resources Department and Fire Department (Purchasing Office Procurement Solicitation No. 2014-008 thru 2014-010 and 2014-014; \$27,248 to be budgeted for purchase of three machines in the Capital Improvements Fund for fiscal year 2014; \$3,455 to be allocated to 110-83530-42200; fees for maintenance services to be allocated to departmental operating budgets; Contract No. 2013-0206)

Purpose

The purpose of this procurement is to purchase (a) four (4) new multifunction copiers of varying specifications; (b) ongoing maintenance services for said new copiers for as long as the machines are owned by the City; and (c) removal and disposal of surplus copiers currently owned by the City. The new multifunction copiers would replace existing copiers, three of which are scheduled to be removed from service and one of which is scheduled to be reassigned to another department of the City.

Background

The City published on October 24, 2013 a Notice to Bidders in the *Williamson Herald* for supply, delivery, installation, setup of and training for a minimum of four (4) new commercial-grade multifunction copiers of varying specifications; maintenance services for said new copiers; and removal and disposal of surplus copiers currently owned by the City. In addition, bid documents were sent on or about the same date directly to eleven (11) potential bidders known or thought to be interested in this solicitation. Bids from six (6) vendors were publicly opened at the bid opening held on November 12, 2013. A tabulation of the bids received for this solicitation is attached.

Financial Impact

The apparent lowest, most responsive and responsible bid, from NovaCopy of Nashville, TN is in the total estimated amount of \$56,494 for four (4) different multifunction copiers, comprised of \$30,703 for the machines and an estimated \$25,791 for 60 months of maintenance services, for the City Court, Engineering Department, Human Resources Department and Fire Department. This bid was identified because it is the lowest bid that meets or exceeds the City's intention as expressed and implied by the City's specifications as well as the instructions, terms and conditions pertaining to this procurement solicitation. As the FY2014 City budget anticipates the purchase of the machines for City Court, Engineering Department and Human Resources Department to be financed by means of the City's FY2014 master lease arrangement, \$27,248 would, subject to the approval of the Board of Mayor and Aldermen, be budgeted in the Capital Improvements Fund for fiscal year 2014, while \$3,455 would be allocated to the Fire Department operating budget. Fees incurred for maintenance services for all four machines would be allocated to the respective departmental operating budgets.

Options

In accordance with the bid documents, the City reserves the right to reject any and all bids.

Recommendation

Staff recommends that the City accept the apparent lowest best bid, from NovaCopy of Nashville, TN in the total estimated amount of \$56,494 for four (4) different multifunction copiers, comprised of \$30,703 for the machines and an estimated \$25,791 for 60 months of maintenance services, for the City Court, Engineering Department, Human Resources Department and Fire Department. Purchasing Manager Brian Wilcox is of the opinion that the prepared specifications as distributed allowed for competition among multiple vendors, and that the staff recommendation appears to be made in a fair and impartial manner based upon the bids received.

Tabulation of Bids*

Purchasing Office Solicitation No.:	2014-008 (1 black & white multifunction copier for Court)								
	2014-009 (1 color multifunction copier for Engineering)								
	2014-010 (1 color multifunction copier for Human Resources)								
	2014-014 (1 black & white multifunction copier for Fire Training)								
Notice to Bidders published in the Williamson Herald on:	10/24/13								
Number of vendors that were notified of / that responded to this solicitation for bids:	11 / 6								
Date and time bids due and publicly opened:	11/12/13 2:00 PM								
Present at opening of bids:	Ron Dix of Digital Business Machines, Jeremy Hand and Erin Fry of RJ Young Co., Daniel Sheppard and Ashley Darnell of NovaCopy, and Kevin Hacker of Better Business Equipment; and Dee Settle, Suzanne Ward and Brian Wilcox of the City of Franklin Purchasing Office								
Target meeting of BOMA at which recommendation will be considered:	11/26/13								
Bids received from:	Solicitation No.:	Make & Model:	Does the bid item MOES ¹ ? / If not, how many exceptions do not MOES ¹ ?	Fee for purchases (credit for trade-in values):	Estimated fees for maintenance services for 60 mos. for specified estimated volume of prints and copies:	Payment terms:	Estimated time of delivery after receipt of order:	Last date bid may be accepted:	
Better Business Equipment 310 Wilson Pike Circle Brentwood, TN 37027 Kevin Hacker, Sales Manager 615/255-6485 khacker@bbesolutions.com	2014-008	KMBS 363	Bidder takes no exceptions (CoF notes that Affidavit of Non-Collusion is not notarized)	\$3,349.09	\$1,728.00	net 30 days	14 days	11/12/2014	
	2014-009	KMBS C654e		\$10,036.28	\$19,680.00		14 days		
	2014-010	KMBS C654e		\$9,102.11	\$12,162.00		14 days		
	2014-014	KMBS 223		\$3,415.86	\$1,440.00		14 days		
	Trade-Ins:	K351 (ID N3286)		\$0.00	n/a		n/a		
		KC550 (ID Dex 54389)		\$0.00					
		KB200 (ID N3279)		\$0.00					
	Total (sum of purchases less trade-ins plus 60 months of estimated maintenance services):				\$60,913.34				
Dex Imaging 5225 Harding Place Nashville, TN 37217 Richard Talbot, Account Executive 615/830-1178 rtalbot@deximaging.com	2014-008	KMBS 363	Bidder takes no exceptions	\$5,618.00	\$1,242.00	net 30 days	5 days	7/31/2014	
	2014-009	KMBS C654e		\$11,987.00	\$20,070.00		5 days		
	2014-010	KMBS C654e		\$11,987.00	\$11,898.00		5 days		
	2014-014	KMBS 224e		\$4,675.00	\$1,035.00		5 days		
	Trade-Ins:	K351 (ID N3286)		(\$200.00)	n/a		n/a		
		KC550 (ID Dex 54389)		(\$200.00)					
		KB200 (ID N3279)		\$0.00					
	Total (sum of purchases less trade-ins plus 60 months of estimated maintenance services):				\$68,112.00				

¹MOES indicates "meet(s) or exceed(s) specifications"

* Highlighted bid is apparent lowest best bid

Tabulation of Bids *

Purchasing Office Solicitation No.:	2014-008 (1 black & white multifunction copier for Court)							
	2014-009 (1 color multifunction copier for Engineering)							
	2014-010 (1 color multifunction copier for Human Resources)							
	2014-014 (1 black & white multifunction copier for Fire Training)							
Notice to Bidders published in the <i>Williamson Herald</i> on:	10/24/13							
Number of vendors that were notified of / that responded to this solicitation for bids:	11 / 6							
Date and time bids due and publicly opened:	11/12/13 2:00 PM							
Present at opening of bids:	Ron Dix of Digital Business Machines, Jeremy Hand and Erin Fry of RJ Young Co., Daniel Sheppard and Ashley Darnell of NovaCopy, and Kevin Hacker of Better Business Equipment; and Dee Settle, Suzanne Ward and Brian Wilcox of the City of Franklin Purchasing Office							
Target meeting of BOMA at which recommendation will be considered:	11/26/13							
Bids received from:	Solicitation No.:	Make & Model:	Does the bid item MOES ¹ ? / If not, how many exceptions do not MOES ¹ ?	Fee for purchases (credit for trade-in values):	Estimated fees for maintenance services for 60 mos. for specified estimated volume of prints and copies:	Payment terms:	Estimated time of delivery after receipt of order:	Last date bid may be accepted:
Digital Business Machines 5217 Linbar Dr., Suite 306 Nashville, TN 37211 Ron Dix, Account Representative 615/370-4211 ron@dbmusa.com	2014-008	Toshiba ES356	Bidder takes 2 exceptions (stapling capacity and inline folding)	\$4,732.00	\$1,620.00	net 30 days	10 days	1/31/2014
	2014-009	Toshiba ES6540CT		\$14,000.00	\$17,100.00		10 days	
	2014-010	Toshiba ES6540CT		\$14,000.00	\$10,980.00		10 days	
	2014-014	Toshiba ES206L		\$4,186.00	\$1,350.00		10 days	
	Trade-Ins:	K351 (ID N3286)		\$0.00	n/a		n/a	
		KC550 (ID Dex 54389)		\$0.00				
		KB200 (ID N3279)		\$0.00				
	Total (sum of purchases less trade-ins plus 60 months of estimated maintenance services):				\$67,968.00			
Konica Minolta 5300 Maryland Way, Suite 300 Brentwood, TN 37027 Tony Crowder, Sr. Account Executive 615/238-2164 tcrowder@kmbs.konicaminolta.us	2014-008	KMBS 364e	Bidder takes no exceptions (CoF notes that references, CoF Std. Ts&Cs and 3 affidavits are not included in submittal)	\$7,840.00	\$1,170.00	net 30 days	10 days	1/31/2014
	2014-009	KMBS C654e		\$14,534.00	\$19,350.00		10 days	
	2014-010	KMBS C654e		\$14,534.00	\$11,430.00		10 days	
	2014-014	KMBS 224e		\$7,511.00	\$975.00		10 days	
	Trade-Ins:	K351 (ID N3286)		\$0.00	n/a		n/a	
		KC550 (ID Dex 54389)		\$0.00				
		KB200 (ID N3279)		\$0.00				
	Total (sum of purchases less trade-ins plus 60 months of estimated maintenance services):				\$77,344.00			

¹MOES indicates "meet(s) or exceed(s) specifications"

* Highlighted bid is apparent lowest best bid

Tabulation of Bids*

Purchasing Office Solicitation No.:	2014-008 (1 black & white multifunction copier for Court)							
	2014-009 (1 color multifunction copier for Engineering)							
	2014-010 (1 color multifunction copier for Human Resources)							
	2014-014 (1 black & white multifunction copier for Fire Training)							
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Bids received from:	Solicitation No.:	Make & Model:	Does the bid item MOES ¹ ? / If not, how many exceptions do not MOES ¹ ?	Fee for purchases (credit for trade-in values):	Estimated fees for maintenance services for 60 mos. for specified estimated volume of prints and copies:	Payment terms:	Estimated time of delivery after receipt of order:	Last date bid may be accepted:
NovaCopy, Inc. 15 Lindsley Ave. Nashville, TN 37210 Daniel Sheppard, Major Account Solutions Specialist 615/577-7657 daniel.sheppard@novacopy.com	2014-008	KMBS B363	Bidder takes no exceptions	\$3,740.00	\$1,386.00	net 30 days	10 days	11/1/2014
	2014-009	KMBS C654e		\$12,087.00	\$13,950.00		10 days	
	2014-010	KMBS C654e		\$11,421.00	\$8,595.00		10 days	
	2014-014	KMBS B223		\$3,455.00	\$1,860.00		10 days	
	Trade-Ins:	K351 (ID N3286)		\$0.00	n/a		n/a	
		KC550 (ID Dex 54389)		\$0.00				
		KB200 (ID N3279)		\$0.00				
	Total (sum of purchases less trade-ins plus 60 months of estimated maintenance services):				\$56,494.00			
RJ Young, Inc. 809 Division St. Nashville, TN 37203 Erin Fry, Account Representative 615/255-8551 erin.fry@rjyoung.com	2014-008	Ricoh MP3352sp	Bidder takes no exceptions (CoF notes that CoF specifications marked by bidder are not included in submittal)	\$5,018.20	\$1,422.00	net 30 days	3-5 days	1/31/2014
	2014-009	Ricoh MPc6502		\$21,068.95	\$15,570.00		3-5 days	
	2014-010	Ricoh MPc6502		\$21,068.95	\$9,918.00		3-5 days	
	2014-014	Ricoh MP2352sp		\$3,368.20	\$1,185.00		3-5 days	
	Trade-Ins:	K351 (ID N3286)		(\$200.00)	n/a		n/a	
		KC550 (ID Dex 54389)		(\$400.00)				
		KB200 (ID N3279)		(\$150.00)				
	Total (sum of purchases less trade-ins plus 60 months of estimated maintenance services):				\$77,869.30			

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*Highlighted bid is apparent lowest best bid