

**COUNTY OF ALBANY
SOLICITATION #2023-045**

PHOTOCOPIER LEASE AND MAINTENANCE AGREEMENT

Release Date: July 14, 2023

Introduction: Through Solicitation #2023-045 Albany County seeks to explore options available under various National Cooperative/state contracts to establish a lease and maintenance agreement for forty four (44) photocopiers.

**A. LEASE/ MAINTENANCE AGREEMENT
SCOPE OF SERVICES**

1. The Contractor shall lease to the County, and provide maintenance for, the photocopiers listed in the attached document entitled “Minimum Machine Specifications”. **This is a True Lease Quote-Title to the Equipment shall not pass to the County of Albany.**
2. The agreement shall be issued for a (48)-month term, with dates November 1, 2023 – August 31, 2027. All submitted pricing, including equipment rental, per copy or print (usage) charges, and staples/supply pricing shall be held firm for the term of the agreement.
3. The Contractor, either directly or through an authorized representative, shall provide all parts and labor necessary to maintain the equipment. At a minimum, maintenance shall include all routine, remedial and preventive maintenance recommended by the equipment manufacturer in order to maintain maximum performance.
4. The Contractor shall provide emergency repair service for equipment in keeping with terms of the lead agency’s contract. Albany County’s expectation is that a repair technician shall be on site in response to any request for repair service placed by County departments within 4 business hours of receipt of such request, and that 95% of repairs required to render a machine functional shall be completed with 24 hours of receipt of such request.
5. The County requires that all parts, supplies, labor and incidental expenses (travel, shipping charges, etc.) required to maintain and repair the equipment in accordance with the terms of this agreement shall be fully covered under the contract.
6. With the exception of paper and staples, all consumable supplies including, but not limited to, toner and drum units shall be included in the lease price at no additional cost to the County.
7. The County expects that all equipment supplied under this agreement shall be new equipment which is currently in production.

8. **The Contractor shall ensure that all photocopiers are delivered to the location as specified in the solicitation and resulting contract, on or before the lease start date. Awarded contractor will coordinate with the current contractor for delivery of new equipment and removal of previous leased equipment.**
9. The County expects that the Contractor shall provide for inside delivery and machine setup at no additional cost, and that user staff training shall be completed for all machines within 14 days of lease start date.

10. **Contract Price Structure**

- a. It is the County's expectation that the contract shall be structured as a quarterly equipment rental price with copies billed separately as a cost per copy (CPC) for actual copies/prints made during the term of the agreement.
- b. An estimated annual copy volume is provided for each machine for informational and proposal evaluation purposes.
- c. Staples and cost of hard drive will not be used in the total cost to determine the lowest quote received.

11. **Invoices:**

- a. Invoicing shall be on a quarterly basis, in arrears, to the end user department. The **quarterly cycle** shall be as follows: Quarter 1: January 1-March 31; Quarter 2: April 1-June 30; Quarter 3: July 1-September 30; Quarter 4: October 1-December 31. **If the contract commences at a date which does not coincide with a calendar quarter, the first and final contract billings shall be prorated for period which is less than a full quarter, and which will allow all other invoices to be issued on the standard quarterly billing cycle.**
- b. Copies and prints shall be billed to the end user department on a **quarterly billing cycle**.
- c. All invoices shall identify the machine make, model, serial/identification number, and location.
- d. Invoices not in conformance with the above requirements will be returned to the vendor unpaid. No late charges will be paid.
- e. Contractor may invoice multiple copiers to the same end user department on an aggregate basis, provided that the quarterly cost for each copier and any per copy charges, are itemized separately per machine. For every cost billed, the correlating location, make, model and serial number of each copier must be clearly indicated on the invoice.

12. The County expects that, at the end of the lease term, the contractor will provide for pickup and removal of the equipment from County premises, at no additional cost to the County. Contractor will be required to pick up machines within 30 days of notification. If vendor fails to move a machine in the requested time then Albany County will dispose of machine at its discretion.

B. PHOTOCOPIER GENERAL MATERIAL SPECIFICATIONS

All equipment proposed under this solicitation shall meet or exceed the specified minimums defined herein.

1. Requirements applicable to ALL Photocopiers are as follow:

- a. All copiers shall be digital.
- b. All copiers shall be Energy Star-compliant.
- c. **All copiers shall be equipped with a stand.** Tabletop units are not requested, unless specified on the minimum specifications sheet, all copiers shall be freestanding unless specified..
- d. All copiers shall have automatic document feeders (ADFs).
- e. All copiers shall accommodate letter- and legal-size originals, **both via the document feeder and on the document glass.**
- f. All copiers shall have duplex capability.
- g. All document feeders shall have auto duplexing capability- i.e., shall be either reversing automatic or single pass document feeders, to accommodate 2 sided originals of the largest size which the machine can copy. (1 sided to 2 sided, and 2 sided to 1 sided)
- h. All copiers shall have reduce/enlarge/zoom capability.
- i. All copiers shall be network-ready. (See additional requirements for network-ready machines in Section C of this document.)
- j. All copiers shall be equipped with document finishers with the ability to: collate, group/sorted and offset stack documents.
- k. All copiers shall be equipped with a minimum of two stock paper trays with a combined capacity of at least 1,000 sheets. Standard Configuration is (1) letter size tray (1) adjustable tray to accommodate all sizes the machine can copy (Note: referenced stock paper trays do not include auxiliary (bypass feed) tray or duplex tray.)
- l. At least one of the stock paper trays must be adjustable to accommodate paper sizes 8 1/2" x 11" and 8 1/2" x 14" paper. For copiers specified to accommodate 11" x 17" originals, the adjustable tray shall also accommodate 11" x 17" paper.
- m. All copiers shall be supplied with a power surge protector.
- n. All copiers shall be equipped with a bypass feed tray.

2. Speed-specific requirements are as follow:

- a. All machines with a speed of **35 Copies/ Minute (CPM) and higher**, shall be equipped with the following standard features:
 - (1) accommodate ledger size (11" x 17") originals and copies, **both via the ADF and on the document glass;**
 - (2) automatic document staplers;
 - (3) minimum memory of 1 GB RAM;

- (4) capability for secure printing, which will store print jobs at the device until an authorized user swipes an ID card or enters a password or PIN at the control panel to release the job.
 - b. In addition to requirements of (a) above, all machines with a speed of **55 CPM and higher** shall meet or exceed the following:
 - (1) large capacity (2,000 sheet) letter size (or adjustable) input paper tray + 1 adjustable input paper tray;
 - (2) 1,000 sheet offset tray;
 - (3) minimum 50-sheet capacity ADF/
- 3. In addition to all standard requirements and speed-specific requirements detailed above, the “**Minimum Machine Specifications**” table which is incorporated in this solicitation further defines any special requirements for individual machines.

4. **Data Security**

- a. All data stored on the machine shall be encrypted and hard drives equipped to automatically overwrite images with technology meeting Department of Defense (DoD) standard 5220.22M.
- b. Proposed machines which are equipped with hard drives shall be identified in the proposal. A cost for hard drive surrender at lease end shall be included with the proposal, which County departments may opt to purchase at their own discretion, on a case by case basis.

C. **REQUIREMENTS FOR NETWORK READY MACHINES**

All equipment supplied under this agreement shall be network- ready.

1. **Technical Requirements for Network Ready Devices**

- a. All equipment must be network ready with connectivity for at least 10/100 Ethernet.
- b. All Devices must support Postscript, PCL5 or PCL6 protocols. All machines must be capable of running TCP/IP protocol to connect to our existing Cisco switched IP network and support DHCP. All drivers must support duplex printing and support virtualized applications including Citrix and VMWARE.
- 3. The successful bidder must supply appropriate drivers for Windows 7, 8, 10 and Windows 11. As well as support for Windows Server 2012, Server 2016, Server 2019 and Microsoft Active Directory.
- d. Device must obtain all network-related information, including DNS server IP addresses and default gateway from the DHCP server that serves the subnet it's on.
- e. The user must have access to all device capabilities without having to be on the same IP net.

f. **Document retention and security requirements**

Solution must have the capabilities to digitally shred any stored images after deletion such as from copies, faxes, prints, etc.

g. **Scanning Features**

All scanning equipment must be able to scan to user's home directory and/or directly to their E-mail account. Equipment must support integration with Microsoft's Active Directory for user credentials and authentication

- h. Equipment must support Microsoft Servers 2012, 2016, 2019 and Microsoft 365 Cloud Services. System shall allow for security mechanism to prevent guest from scanning to personal E-mail and or home folders. System shall allow for scanning to common FTP repository or Microsoft network directory folders.

- i. The connected scanning and printing functionality of the copier must be available from a single network drop. This will allow scanning to the network and printing to the copier with one single drop.

2. **Installation Process for Networked Devices**

- a. The Contractor must be prepared to work with County Information Services staff on each networked installation to insure that all networked services are installed and functioning properly.
- b. The County will supply network drops and patch cables.
- c. Printer Drivers shall be installed by county staff. Contractor must document the printer driver installation process for County IT staff and the County will complete the installation process. Networking of devices may take place at the time of, or at a mutually agreed upon time after, the initial copier delivery and installation, based upon the County's need to coordinate provision of network drops, cables and IT staff coverage.
- d. The Contractor shall furnish technicians with experience and knowledge to configure and troubleshoot network printers to perform all network installations. **It is the County's expectation that Contractor's services regarding network installation shall be provided at no additional cost to the County.**

D. AWARD OF CONTRACT

The County intends to award a single contract for all machines listed in this solicitation. However, the County does reserve its rights to:

- a. Delete/add machines from the list of requirements once cost proposals have been received, if it is deemed in the best interest of the County to do so, due to budgetary or other constraints;

- b. substitute a proposed unit from one line item and to contract for it in lieu of another, if deemed in the County's best interest, and with the agreement of the proposer; and
- c. contract for additional units at the prices offered in the proposal, under the same terms, and with the agreement of the proposer.

E. STANDARD ALBANY COUNTY PROVISIONS

The provisions in the attached document entitled "Standard Clauses for Albany County Agreements" will be required to become part of any contract executed with the County of Albany.

F. PROPOSAL RESPONSE REQUIREMENTS

The proposer's response to this solicitation shall include or address the following:

1. Identify the National Cooperative Contract/State Contract being utilized for purposes of this solicitation. Vendors will supply all supporting documentation at the time of submission details of the contract and all documentation supporting an authorized dealer of said contract.
2. Address the Scope of Services, indicating your agreement to comply with provisions as stated, or identifying any exceptions taken.
3. Indicate your acceptance of the provisions of the attached "Standard Clauses for Albany County Agreements".
4. Indicate whether models proposed may be viewed locally by County representatives who wish to examine the model(s) offered before contracting for lease.
5. At a minimum, address the following:
 - a. How is service provided (direct or through dealer/ rep)? Proposers are to list one main contact for the implementation, billing, and removal of expired machines.
 - b. What is the standard response time for repair/ maintenance service requests? Is the response time frame guaranteed?
 - c. **Include a copy of your standard contract document as established through your referenced national cooperative contract/NYS Contract. At the time of proposal submission vendors are to disclose the lease agreement terms for payment of the leased equipment and the payment of the price per copies (maintenance/service). If any other entity provides services or receives payment for either maintenance or services related to this Agreement, disclose that entity, its role pursuant to this Agreement, its Federal Tax ID Number, and address for billing and collection services.**
 - d. Identify how security of data stored on the machine is ensured.
 - e. Identify any models proposed which have hard drives.
 - f. Identify any machines proposed which require electrical service greater than standard 110V. ****Please note if the proposed equipment needs special electrical service it**

- will be at the contractors expense to update and configure the service at the time of installation****
- g. Identify how meter reads are taken per machine.

- 6. Submit your response to the Albany County Purchasing Agent by close of business (4:30 p.m.) on Wednesday July 26, 2023.** Please ensure that your submission includes the completed Cost Proposal Form and the itemized price pages, a response to this solicitation, and any backup documentation materials.

Please direct your response to:

**Pamela O Neill
Albany County Purchasing Division
112 State Street, Room 1000
Albany, NY 12207**

Responses may be submitted by email to:
pamela.oneill@albanycountyny.gov

SOLICITATION #2023-045
MINIMUM MACHINE SPECIFICATIONS

Item No.	Department	Total Est. Annual Volume	Min. Speed (CPM)	Special Requirements
1	Aging Department 100 Heritage Lane 5th Floor Albany N 12211	30,000 BW 30,000 Color:	35	Color, Copy, Printer, Scanner
2	Alternate Public Defender 112 State Street, Suite 720 Albany, NY 12207	75,000	40	Needs to copy Large/Heavy Weight Books
3	Board of Elections 260 South Pearl Street Albany, NY 12210	135,000	60	Additional tray for 11 x17 copying and a tray that can accommodate post card size printing Needs to copy Large/Heavy Weight Books
4	Children, Youth and Families 112 State Street, Suite 300 Albany, NY 12207	155,000	50	
5	Children, Youth and Families 112 State Street, Suite 400 Albany, NY 12207	85,000	40	
6	Correctional Facility Records Center 840 Albany Shaker Road- 2nd Floor Albany, NY 12211	20,000	40	Min 25 sheet capacity automatic document feeder
7	Correctional Facility Captain's Office	70,000	40	

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MINIMUM MACHINE SPECIFICATIONS

Item No.	Department	Total Est. Annual Volume	Min. Speed (CPM)	Special Requirements
	840 Albany Shaker Road- 2nd Floor Albany, NY 12211			
8	Correctional Facility Training Unit- 3rd Floor 840 Albany Shaker Road Albany, NY 12211	20,000	40	
9	Correctional Facility Administration Office 840 Albany Shaker Road- 2nd Floor Albany, NY 12211	12,000	40	Needs to copy Large/Heavy Weight Books

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MINIMUM MACHINE SPECIFICATIONS

Item No.	Department	Total Est. Annual Volume	Min. Speed (CPM)	Special Requirements
10	Correctional Facility Inmate Services 840 Albany Shaker Road- 2nd Floor Albany, NY 12211	38,000	50	Needs to copy Large/Heavy Weight Books
11	Correctional Facility Admissions/ Discharge Unit 840 Albany Shaker Road- 1st Floor Albany, NY 12211	112,000	50	a) 2000 Sheet Letter Size Paper Tray b) 100 Sheet ADF
12	County Attorney 112 State Street, Room 600 Albany, NY 12207	150,000	60	Needs to copy Large/Heavy Weight Books
13	County Attorney 112 State Street, Room 600 Albany, NY 12207	150,000	60	Needs to copy Large/Heavy Weight Books
14	Crime Vicitms and Sexual Violence Center 112 State Street, Room 1010 Albany, NY 12207	60,000	40	Needs to copy Large/Heavy Weight Books Need option to feed envelopes for printing addresses
15	District Attorney Financial Crimes Unit 6 Lodge Street, 1st Floor Albany, NY 12207	55,000	60	Scan to USB Port

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MINIMUM MACHINE SPECIFICATIONS

Item No.	Department	Total Est. Annual Volume	Min. Speed (CPM)	Special Requirements
16	District Attorney 1 Morton Ave Albany NY	35,000 BW 13,000 color	35	color copy, printer, scanner
17	Stormwater Coalition 175 Green Street-Basement Albany, NY 12207	35,000	50	
18	Finance Division 112 State Street, Room 1340 Albany, NY 12207	100,000	40	
19	Finance Division 112 State Street Room 1020 Albany NY 12207	100,000	40	
20	General Services 112 State Street, Room 800 Albany, NY 12207	25,000	40	
21	Hall of Records			Needs to copy Large/Heavy Weight Books

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MINIMUM MACHINE SPECIFICATIONS

Item No.	Department	Total Est. Annual Volume	Min. Speed (CPM)	Special Requirements
	95 Tivoli Street, 1st Floor Albany, NY 12207	80,000	40	3 Paper Trays: Letter, Legal, Ledger or Adjustable Fax Module - 33.6 Kbps Modem Scanning needs to be set at 300DPI as per NYS Archives record center standards
22	Health Department 175 Green Street, 2nd Floor (Commissioner's Office) Albany NY 12202	20,000	50	
23	Human Resources 112 State Street, Room 900 (Reception) Albany, NY 12207	85,000	40	
24	Human Resources 112 State Street, Room 900 (Commissioner) Albany, NY 12207	85,000	40	
25	Information Services 112 State Street, Room 500 Albany, NY 1207	40,000	40	Scan to USB Port Color: Copy/Scan/Print
26	Mental Health Financial Office 260 South Pearl Street, 2nd Floor Albany, NY 12202	60,000	60	

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MINIMUM MACHINE SPECIFICATIONS

Item No.	Department	Total Est. Annual Volume	Min. Speed (CPM)	Special Requirements
27	Mental Health 175 Green Street, 2nd Floor Albany, NY 12202	60,000	60	
28	Mental Health Mail Room 260 South Pearl Street, 1st Floor Albany, NY 12202	70,000	60	
29	Nursing Home Aministration Office 100 Heritage Lane Albany NY 12211	40,000	40	Fax Module - 33.6 Kbps Modem
				Needs to copy Large/Heavy Weight Books

SOLICITATION #2023-045
MINIMUM MACHINE SPECIFICATIONS

Item No.	Department	Total Est. Annual Volume	Min. Speed (CPM)	Special Requirements
30	Probation Department 60 South Pearl Street, 1st Floor Albany, NY 12207	85,000	50	Additional letter tray for 2,000 Sheet Paper Tray
31	Public Defender 112 State Street Room 2nd Floor Albany, NY 12207	225,000	60	Two letter and two adjustable trays One letter needs to accommodate of 2000 sheets
32	Public Works 449 New Salem Road Voorheesville, NY 12186	50,000	40	
33	Sheriff's Office Albany International Airport Substation Albany, NY 12211	30,000	35	Fax Module - 33.6 Kbps Modem Color: Copy/Scan/Print
34	Sheriff's Office 58 Verda Ave. Clarksville, NY 12041 Stop Dwi	20,000 BW 10,000 color	40	Fax Module - 33.6 Kbps Modem Color scan/Copy/printing
35	Sheriff's Office Patrol Unit 58 Verda Ave. Clarksville, NY 12041	50,000 BW 18,000 Color	35	Color Scan, Copy & Print
36	Sheriff's Office Emergency Management Unit	20,000 BW 20,000 color	50	Color Scan, Copy & Print Fax Module - 33.6 Kbps Modem

SOLICITATION #2023-045
MINIMUM MACHINE SPECIFICATIONS

Item No.	Department	Total Est. Annual Volume	Min. Speed (CPM)	Special Requirements
	58 Verda Ave. Clarksville, NY 12041			50 Sheet Capacity ADF 3 Hole Punch This location needs a minimum of two (2) toners on hand at all times
37	Sheriff's Office Emergency Medical Services Unit 58 Verda Ave. Clarksville, NY 12041	30,000 BW 7,000 color	35	Color Scan, Copy & Print Manual feed for envelopes Fax Module - 33.6 Kbps Modem
38	Social Services 162 Washington Ave Albany NY 12210 Basement Moved to 4th floor	16,000	50	Needs to copy Large/Heavy Weight Books
39	Social Services Fraud Unit 162 Washington Avenue, 7th Floor Albany, NY 12210	60,000	50	Needs to copy Large/Heavy Weight Books
40	Social Services Commissioner's Office 162 Washington Avenue, 7th Floor Albany, NY 12210	40,000	40	Needs to copy Large/Heavy Weight Books

SOLICITATION #2023-045
MINIMUM MACHINE SPECIFICATIONS

Item No.	Department	Total Est. Annual Volume	Min. Speed (CPM)	Special Requirements
41	Social Services Adult Services Unit 162 Washington Avenue, 6th Floor Albany, NY 12210	90,000	60	Needs to copy Large/Heavy Weight Books
42	Youth Recreation 390 New Salem Road Voorheesville, NY 12186	3000BW 2,000 Color	35	Color, Copy, Printing, and Scanning
43	Shaker Place/Nursing Home 100 Heritage Lane/ Nursing Unit Albany NY 12211	This is a new unit and no informaton on for prevoius usage	40	Fax Module
44	Shaker Place/Nursing Home 100 Heritage Lane/Administration Albany NY 12211	This is a new unit and no informaton on for prevoius usage	50	Color, Copy, Printing, and Scanning Fax Module

STANDARD CLAUSES FOR ALBANY COUNTY AGREEMENTS

ARTICLE 1: AVAILABLE DATA

All technical or other data relative to this Agreement in the possession of Albany County (hereinafter called the "County") or in the possession of the "Contractor" shall be made available to the other party to this Agreement without expense to the other party.

ARTICLE 2: COOPERATION

The Contractor shall cooperate with representatives, agents and employees of the County and the County shall cooperate with representatives, agents and employees of the Contractor to the end that work may proceed expeditiously and economically.

ARTICLE 3: NON-DISCRIMINATION

In accordance with Article 15 of N.Y. Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor agrees that neither it nor any of its County-approved subcontractors shall, by reason of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics or marital status refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment.

ARTICLE 4: RELATIONSHIP

The Contractor is, and shall function as, an independent contractor under the terms of this Agreement and shall not be considered an agent or employee of the County for any purpose. The employees and agents of the Contractor shall not in any manner be, or be held out to be, agents or employees of the County.

ARTICLE 5: INDEMNIFICATION

The Contractor shall defend, indemnify and save harmless the County, its employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorney's fees) arising out of, or in consequence of, any negligent or intentional act or omission of the Contractor, its employees or agents, to the extent of its responsibility for such claims, damages, losses and expenses.

ARTICLE 6: COMPLIANCE WITH MacBRIDE PRINCIPLES

The Contractor hereby represents that it is in compliance with the MacBride Principles of Fair Employment as set forth in Albany County Local Law No. 3 for 1993, in that the Contractor either (a) has no business operations in Northern Ireland or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Principles, and shall permit independent monitoring of its compliance

with such principles. In the event of a violation of this stipulation, the County reserves all rights to take remedial measures as authorized under section 4 of Local Law No. 3 in 1993, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the Contractor in default and/or seeking debarment or suspension of the Contractor.

ARTICLE 7: NON-INTERRUPTION OF WORK

The Contractor agrees that it will not intentionally engage in any course of conduct or activity, or employ for the purposes of performing the public work, any subcontractors, employees, labor or materials which will or may result in the interruption of the performance of the public work due to labor strife or unrest by workmen employed by the Contractor or by any of the trades working in or about the public works and/or premises where the work is being performed.

ARTICLE 8: IRANIAN ENERGY SECTOR DIVESTMENT

The Contractor hereby represents that it is in compliance with New York General Municipal Law Section 103-g entitled “Iranian Energy Sector Divestment,” in that the Contractor has not:

- (a) Provided goods or services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
- (b) Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person’s intent was to use the credit to provide goods or services in the energy sector in Iran.

ARTICLE 9: MISCELLANEOUS PROVISIONS

- 9.1 During the term of this Agreement, the Contractor agrees that, in the event of its reorganization or dissolution as a business entity or change in business, the Contractor shall give the County thirty (30) days written notice in advance of such event.
- 9.2 The Contractor shall at all times obtain and maintain all licenses required by New York State, or other relevant regulating body, to perform the services required under this Agreement.
- 9.3 If any term, part, provision, section, subdivision or paragraph of this Agreement shall be held to be unconstitutional, invalid or ineffective, in whole or in part, such determination shall not be deemed to invalidate the remaining terms, parts, provisions, sections, subdivisions or paragraphs.
- 9.4 The County shall bear no responsibility other than that set forth in this Agreement.

- 9.5 All notices, consents, waivers, directions, requests or other instruments or communications provided for under this Agreement shall be deemed properly given if, and only if, delivered personally, sent by registered or certified United States mail, postage prepaid, or, with the prior consent of the receiving party, dispatched via facsimile transmission.

SOLICITATION #2023-045
BID FORM

Item No.	Department	Min. Speed (CPM)	Total Est. Annual Volume	Machine make and model	Actual copies/minute (CPM)	Equipment Lease Price/Quarter	Total Equipment Lease Price 16 Quarters	Usage (Per Copy/Print Charge	Staple Cartridge (Item# and Package Count	Cost for Hard Drive Surrender
1	Aging Department	35	30,000 BW							
	100 Heritage Lane 5th Floor		30,000 Color							
	Albany, NY 12210									
2	Alternate Public Defender	40	75,000							
	112 State Street, Suite 720									
	Albany, NY 12207									
3	Board of Elections	60	135,000							
	260 South Pearl Street									
	Albany NY 12210									
4	Children, Youth and Families	50	155,000							
	112 State Street, Suite 300									
	Albany, NY 12207									
5	Children, Youth and Families	40	85,000							
	112 State Street, Suite 400									
	Albany, NY 12207									
6	Correctional Facility	40	20,000							
	Records Center									
	840 Albany Shaker Road- 2nd Floor									
	Albany, NY 12211									
7	Correctional Facility	40	70,000							
	Captain's Office									
	840 Albany Shaker Road- 2nd Floor									

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	Albany, NY 12211									
8	Correctional Facility	40	20,000							
	Training Unit- 3rd Floor									
	840 Albany Shaker Road									
	Albany, NY 12211									
9	Correctional Facility	40	12,000							
	Administration Office									
	840 Albany Shaker Road- 2nd Floor									
	Albany, NY 12211									
10	Correctional Facility	50	38,000							
	Inmate Services									
	840 Albany Shaker Road- 2nd Floor									
	Albany, NY 12211									
11	Correctional Facility	50	112,000							
	Admissions/ Discharge Unit									
	840 Albany Shaker Road- 1st Floor									
	Albany, NY 12211									
12	County Attorney	60	150,000							
	112 State Street, Room 600									
	Albany, NY 12207									
13	County Attorney	60	150,000							
	112 State Street, Room 600									

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	Albany, NY 12207									
14	Crime Vicitms and Sexual Violence Center	40	60,000							
	112 State Street, Room 1010									
	Albany, NY 12207									
15	District Attorney	60	55,000							
	Financial Crimes Unit									
	6 Lodge Street, 1st Floor									
	Albany, NY 12207									
16	District Attorney	35	35,000 BW							
	1 Morton Ave		13,000 Color							
	Albany NY									
17	Stormwater Coalition	50	35,000							
	112 State Street, Room 720									
	Albany, NY 12207									
18	Finance Division	40	100,000							
	112 State Street, Room 1340									
	Albany, NY 12207									
19	Finance Division	40	100,000							
	112 State Street Room 1020									
	Albany NY 12207									
20	General Services	40	25,000							

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	112 State Street, Room 800									
	Albany, NY 12207									
21	Hall of Records									
	95 Tivoli Street, 1st Floor	40	80,000							
	Albany, NY 12207									
22	Health Department	50	20,000							
	175 Green Street, 2nd Floor (Commissioner's Office)									
	Albany NY 12202									
23	Human Resources	40	85,000							
	112 State Street, Room 900 (Reception)									
	Albany, NY 12207									
24	Human Resources	40	85,000							
	112 State Street, Room 900 (Commissioner)									
	Albany, NY 12207									
25	Information Services	40	40,000 BW							
	112 State Street, Room 500		Color: Unknown							
	Albany, NY 1207									
26	Mental Health	60	60,000							
	Financial Office									
	260 South Pearl Street, 2nd Floor									
	Albany, NY 12202									
27	Mental Health	60	60,000							

SOLICITATION #2023-045
BID FORM

Item No.	Department	Min. Speed (CPM)	Total Est. Annual Volume	Machine make and model	Actual copies/minute (CPM)	Equipment Lease Price/Quarter	Total Equipment Lease Price 16 Quarters	Usage (Per Copy/Print Charge	Staple Cartridge (Item# and Package Count	Cost for Hard Drive Surrender
	175 Green Street, 2nd Floor									
	Albany, NY 12202									
28	Mental Health	60	70,000							
	Mail Room									
	260 South Pearl Street, 1st Floor									
	Albany, NY 12202									
29	Nursing Home	40	40,000							
	Aministration Office									
	780 Albany-Shaker Road									
	Albany NY 12211									
30	Probation Department	50	85,000							
	60 South Pearl Street, 1st Floor									
	Albany, NY 12207									
31	Public Defender	60	225,000							
	60 South Pearl Street, 4th Floor									
	Albany, NY 12207									
32	Public Works	40	50,000							
	449 New Salem Road									
	Voorheesville, NY 12186									
33	Sheriff's Office	35	30,000							
	Albany International Airport Substation									
	Albany, NY 12211									

SOLICITATION #2023-045
BID FORM

Item No.	Department	Min. Speed (CPM)	Total Est. Annual Volume	Machine make and model	Actual copies/minute (CPM)	Equipment Lease Price/Quarter	Total Equipment Lease Price 16 Quarters	Usage (Per Copy/Print Charge	Staple Cartridge (Item# and Package Count	Cost for Hard Drive Surrender
34	Sheriff's Office	40	20,000 BW							
	16 Eagle Street		10,000 color							
	Albany Ny 12207									
	Stop Dwi (Lease Start Date 9/30/19)									
35	Sheriff's Office	35	50,000 BW							
	Patrol Unit		18,000 Color							
	58 Verda Ave.									
	Clarksville, NY 12041									
36	Sheriff's Office	50	20,000 BW							
	Emergency Management Unit		20,000 color							
	58 Verda Ave.									
	Clarksville, NY 12041									
37	Sheriff's Office	35	30,000 BW							
	Emergency Medical Services Unit		7,000 color							
	58 Verda Ave.									
	Clarksville, NY 12041									
38	Social Services	50	16,000							
	162 Washington Ave									
	Albany NY 12210									
	4th Floor									
39	Social Services	50	60,000							
	Fraud Unit									

SOLICITATION #2023-045

BID FORM

Item No.	Department	Min. Speed (CPM)	Total Est. Annual Volume	Machine make and model	Actual copies/minute (CPM)	Equipment Lease Price/Quarter	Total Equipment Lease Price 16 Quarters	Usage (Per Copy/Print Charge	Staple Cartridge (Item# and Package Count	Cost for Hard Drive Surrender
	162 Washington Avenue, 7th Floor									
	Albany, NY 12210									
40	Social Services	40	40,000							
	Commissioner's Office									
	162 Washington Avenue, 7th Floor									
	Albany, NY 12210									
41	Social Services	60	90,000							
	Adult Services Unit									
	162 Washington Avenue, 6th Floor									
	Albany, NY 12210									
42	Youth Recreation	35	3,000 BW							
	390 New Salem Road		2,000 Color							
	Voorheesville, NY 12186									
43	Shaker Place/Nursing Home	40	BW Unknown							
	100 Heritage Lane/Nursing Unit									
	Albany NY 12210									
44	Shaker Place/Nursing Home	50	BW Unknown							
	100 Heritage Lane/Administration		Color: Unknown							
	Albany NY 12210									

COUNTY OF ALBANY

COST PROPOSAL FORM

PROPOSAL IDENTIFICATION:

Title: **PHOTOCOPIER LEASE AND
MAINTENANCE AGREEMENT**

Solicitation Number: 2023-045

THIS PROPOSAL IS SUBMITTED TO:

Pamela O Neill, Purchasing Agent
Albany County Department of General Services
Purchasing Division
112 State Street, Room 1000
Albany, NY 12207

1. The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into a Contract with the owner in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Proposal and in accordance with the Contract Documents.

2. In submitting this Proposal, Proposer represents, as more fully set forth in this Contract, that:

- (a) Proposer has examined copies of all the Contract Documents and of the following addenda: (If none, so state)

Date

Number

(receipt of all of which is hereby acknowledges) and also copies of the Notice to Proposers and the Instructions to Proposers;

- (b) This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal; PROPOSER has not solicited or induced any person, firm or a corporation to refrain from Proposing; and Proposer has not sought by collusion to obtain for himself any advantage over any other Proposer or over the owner.
3. Proposer will complete the Work for the following prices(s): (Attach Proposal)
 4. Proposer agrees to commence the Work within the number of calendar days or by the specific date indicated in the Contract. Proposer agrees that the Work will be completed within the number of Calendar days or by the specific date indicated in the contract.

5. Communication concerning this Proposal shall be addressed to:

Phone:

6. Terms used in this Proposal have the meanings assigned to them in the Contract and General Provisions.

COUNTY OF ALBANY

COST PROPOSAL FORM

PROPOSAL IDENTIFICATION:

Title: **PHOTOCOPIER LEASE AND
MAINTENANCE AGREEMENT**
Solicitation Number: **2023-045**

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TEL. NO.: _____

FAX NO.: _____

FEDERAL TAX ID NO.: _____

REPRESENTATIVE: _____

SIGNATURE AND TITLE _____

DATE _____