

**COUNTY OF ALBANY  
SOLICITATION #2020-001**

**PHOTOCOPIER LEASE AND MAINTENANCE AGREEMENT**

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**Release Date:** March 10, 2020

**Introduction:** Through Solicitation #2020-001, Albany County seeks to explore options available under various National Cooperative contracts to establish a lease and maintenance agreement for thirty-four (34) 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 July 1, 2020 –June 30, 2024. **(Please note there are some exceptions to start date on two copiers, these are noted on the bid form. All copiers as a part of this solicitation will have the same lease end date)** 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 or which has been discontinued from production not more than twelve (12) months from the date of proposal submission.

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.
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 standard billing cycle, as proposed by the Contractor, but no more frequently than 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.

### **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.
  - c. The successful bidder must supply appropriate drivers (both 32 and 64 bit where available) for Windows Vista and Windows 7 and Windows 8 and Windows 10. As well as support for Windows Server 2008, 2012 and 2016 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 2003, 2008, 2012 and 2016. 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 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.
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 March 18, 2020.** 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:**

**Karen A. Storm  
Albany County Purchasing Division  
112 State Street, Room 1000  
Albany, NY 12207**

**Responses may be submitted by email to:**

**[karen.storm@albanycountyny.gov](mailto:karen.storm@albanycountyny.gov)**  
**[pamela.oneill@albanycountyny.gov](mailto:pamela.oneill@albanycountyny.gov)**

## **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.

## Minimum Detailed Specifications.

RFB#2020-001

|   |  |    |         |  |
|---|--|----|---------|--|
| 1 | <b>Alternate Public Defender</b><br>Family Court - 30 Clinton Ave<br>Albany Ny 12207   | 35 | 25,000  |  |
| 2 | <b>Children, Youth and Families</b><br>112 State Street Suite 400<br>Albany NY 12207   | 35 | 86,000  |  |
| 3 | <b>Children, Youth and Families</b><br>112 State Street Suite 400<br>(Middle, Albany NY 12207                                      | 45 | 150,000 |  |
| 4 | <b>Children, Youth and Families</b><br>Albany County Family Court, 30<br>Clinton Ave, 1st Floor Albany NY<br>12207                 | 45 | 55,000  | faxing capability send and receive   |
| 5 | <b>Children, Youth and Families</b><br>Children With Special Needs<br>(CWSN) 112 State Street, Suite<br>300 (Back) Albany NY 12207 | 55 | 295,000 |  |
| 6 | <b>Comptroller</b> 112<br>State Street, Room 1030, Albany<br>NY 12207  | 45 | 20,000  | (1) 8 1/2 x 11 or adjustable paper tray (1)8<br>1/2 x 14 or Adjustable paper tray (1) 11 x<br>17 Or adjustable paper tray (1) Large<br>Capapcity 8 1/2 x 11 paper tray (minimum<br>1,500 sheets ***Hard Drive*** |
| 7 | <b>Correctional Facility Business<br/>Office</b> 840 Albany Shaker Road<br>Albany NY 12180   | 55 | 68,000  | (1) 8 1/2 x 11 or Adjustable paper tray (1)<br>adjustable paper tray (1) 8<br>1/2 x11 paper tray 1500 sheet minimum,<br>one or more additional trays copy<br>of large heavy books                                |

## Minimum Detailed Specifications.

RFB#2020-001

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|----|---|----|-------------------------|--|
| 8  | <b>Correctional Facility (Records)</b><br>2nd floor Office 840 Albany<br>Shaker Road Albany NY 12180    | 40 | 27,000                  | min of 25 sheet capacity automatic document feeder. Copy of Large Heavy Books  |
| 9  | <b>County Clerk</b><br>File Room, County Court House<br>16 Eagle Street, Room #92<br>Albany NY 12211    | 45 | 32,000                  | Copy of large heavy books  |
| 10 | <b>County Clerk</b> Public<br>Use Unit County Courthouse 16<br>Eagle Street Room 128 Albany<br>NY 12211 | 45 | 5,000                   | Coin operation-not networked, copy of large heavy books, coin operation must accept quarters   |
| 11 | <b>County Clerk</b><br>Record Room, County<br>Courthouse 16 Eagle Street<br>Room 128 Albany Ny 12211    | 55 | 60,000                  | Copy of large heavy books  |
| 12 | <b>County Executive</b> 112<br>State Street, Room 1200, Albany<br>NY 12207                              | 60 | 50,000                  |  |
| 13 | <b>District Attorney</b> 6<br>Lodge Street 4th Floor, Albany<br>NY 12207                                | 65 | 200,000                 | Min ADF Capacity 100 sheets, Minimum Stapler Capacity 50 sheets, 8 1/2 x 11 or Adjustable paper Tray, Additional 8 1/2 x 11 Capacity 2000 sheets, one or more additional trays, <b>Color copier, scanner, printer, copy of large heavy books</b> |
| 14 | <b>District Attorney</b> 6<br>Lodge Street 4th Floor, Albany<br>NY 12207                                | 65 | 75,000 BW 115,000 color | Color copier, scanner, printer, Min ADF Capacity 100 sheets, minimum stapler capacity 50 sheets, 8 1/2 x 11 or adjustable paper tray, additional 8 1/2 x 11 Capacity 2000 sheets, one or more additional trays, copy of large heavy books        |

## Minimum Detailed Specifications.

RFB#2020-001

|    |   |    |         |  |
|----|---|----|---------|--|
| 15 | <b>Finance Division</b><br>Collections/Treasury 112 State Street Room 117, Albany NY 12207                                  | 35 | 35,000  |  |
| 16 | <b>Health Department</b><br>Epidemiology Unit, 175 Green Street, Albany NY 12202  | 35 | 45,000  |  |
| 17 | <b>Legislature -</b> Clerk's Office 112 State Street Room 710, Albany NY 12207  | 45 | 45,000  | Faster double sided copying, Color copier, scanner, and printer  |
| 18 | <b>Mental Health</b><br>260 South Pearl Street 1st Floor Hallway Albany NY 12020  | 60 | 30,000  |  |
| 19 | <b>Mental Health</b> Mobile Crisis Unit, Capital District Psychiatric Center Office, 75 New Scotland Avenue Albany NY 12208 | 35 | 30,000  | Size of new machines needs to be similar in size of current machine (WxDxH, 668 x 767 x 747Mm)   |
| 20 | <b>Nursing Home</b><br>Mail Room, 780 Albany Shaker Road, Albany NY 12211   | 60 | 285,000 | Not Networked need Fax Module 8 1/2 x 11 or adjustable paper tray (1) 8 1/2 x 14 or adjustable paper tray (1) 11 x 17 or adjustable paper tray (1), Additional 8 1/2 x 11 Capacity 2000 sheets, one or more additional trays- Faxing capability send/receive |
| 21 | <b>Nursing Home</b> Business Office 1st Floor, 780 Albany Shaker Road, Albany NY 12211                                      | 45 | 95,000  | 8 1/2 x 11 or adjustable paper tray (1), 8 1/2 x 14 or adjustable paper tray (1) 11 x 17 or adjustable paper tray (1) additional 8 1/2 x 11 capacity 2000 sheets, one or more additional Trays Faxing capability send/receive                                |

## Minimum Detailed Specifications.

RFB#2020-001

|     |   |    |                               |   |
|-----|---|----|-------------------------------|---|
| 22  | <b>Probation Department</b> 60<br>South Pearl Street, 4th Floor,<br>Albany NY 12207   | 35 | 25,000                        | Color Scanning-Minimum 50 sheet capacity<br>document stapler  |
| 23  | <b>Probation Department</b> 60<br>South Pearl Street 2nd Floor<br>Albany NY 12207   | 55 | 40,000                        | 8 1/2 x 11 or adjustable paper tray (1),<br>adjustable paper tray (1), one additional 8 1/2 x<br>11 paper tray capacity 2000 sheets, one or<br>more trays |
| 24  | <b>Probation Department</b> 60<br>South Pearl Street 3rd Floor,<br>Albany NYY 12207   | 45 | 45,000                        | 8 1/2 x 11 or adjustable paper tray (1)<br>adjustable paper tray (1) Additional 8 1/2 x 11<br>1500 sheet capacity (2)                                     |
| 25  | <b>Purchasing Division</b> 112<br>State Street, Room 1000, Albany<br>NY 12207   | 35 | 30,000                        |   |
| 26  | <b>Sewer District (North Plant)</b><br>1 Canal South Road, 2nd Floor<br><b>(No Elevator)</b> Albany NY 12204                      | 35 | 50,000                        | Faxing and copy of large heavy books  |
| 26a | <b>Sewer District (North Plant)</b><br>1 Canal South Road, 2nd Floor<br><b>(No Elevator)</b> Albany NY 12204<br><b>(OPTIONAL)</b> | 35 | BW 50,000 color is<br>unknown | Faxing, color copy, printer, and scanner, and<br>copying of large heavy books   |
| 27  | <b>Sewer District (South Plant)</b> 209<br>Church Street, Albany NY 12202   | 25 | 10,000                        | Print/Scan/Copy/Fax Freestanding Unit and the<br>ability to be networked  |
| 28  | <b>Sheriff's Office</b> E-<br>911 Communications Center,<br>449 New Salem Road,<br>Voorheesville NY 12186                         | 45 | BW 40,000 Color is<br>unknown | Faxing, color copy, printer, and scanner  |
| 29  | <b>Sheriff's Office</b><br>Albany County Family Court, 30<br>Clinton Ave, 1st Floor, Albany NY<br>12207                           | 25 | 5,000                         | Copier must be free standing and the ability to<br>be networked for scan to email   |

## Minimum Detailed Specifications.

RFB#2020-001

|    |  |    |        |  |
|----|--|----|--------|--|
| 30 | <b>Social Services</b><br>162 Washington Ave 2nd Floor,<br>Albany NY 12210       | 45 | 25,000 | copy of large heavy books  |
| 31 | <b>Social Services</b><br>162 Washington Ave 2nd Floor,<br>Albany NY 12210       | 55 | 50,000 | Copy of large heavy books  |
| 32 | <b>Social Services</b><br>162 Washington Ave 5th Floor<br>Albany NY 12202        | 40 | 20,000 | copy of large heavy books  |
| 33 | <b>Mental Health</b><br>260 South Pearl Street, Front<br>Office, Albany NY 12202 | 40 | 15,000 | <b>Table top unit is requested due to size<br/>constraint ( Lease Start Date 11/1/2020</b>   |
| 34 | <b>Sheriff's Office</b> Administration<br>Court House Albany NY 12207            | 45 |        | Color Copier Printer and Scanner, stapler , Fax-<br>send receive, 220 sheet single pass document<br>feeder, 2-550 sheet paper tray, 100 sheet<br>bypass tray, Adobe Postscript 3, storage<br>cabinet, envelope feeding via standard 2nd<br>paper drawer and bypass tray, internal 500<br>sheet finisher. <b>(Lease Start Date 11/1/2020)</b> |

# COUNTY OF ALBANY

## COST PROPOSAL FORM

### PROPOSAL IDENTIFICATION:

Title: **PHOTOCOPIER LEASE AND  
MAINTENANCE AGREEMENT**  
Solicitation Number: **2020-001**

### THIS PROPOSAL IS SUBMITTED TO:

Karen A. Storm, 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:

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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: **2020-001**

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**TEL. NO.:** \_\_\_\_\_

**FAX NO.:** \_\_\_\_\_

**FEDERAL TAX ID NO.:** \_\_\_\_\_

**REPRESENTATIVE:** \_\_\_\_\_

**SIGNATURE AND TITLE** \_\_\_\_\_

**DATE** \_\_\_\_\_

| 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        | <b>Alternate Public Defender</b> Family Court -<br>30 Clinton Ave Albany Ny 12207  | 35               | 25,000                   |                        |                            |                               |   |                              |   |                               |
| 2        | <b>Children, Youth and Families</b> 112 State<br>Street Suite 400 Albany NY 12207  | 35               | 86,000                   |                        |                            |                               |   |                              |   |                               |
| 3        | <b>Children, Youth and Families</b> 112 State<br>Street Suite 400 (Middle, Albany NY<br>12207                                      | 45               | 150,000                  |                        |                            |                               |   |                              |   |                               |
| 4        | <b>Children, Youth and Families</b> Albany<br>County Family Court, 30 Clinton Ave, 1st<br>Floor Albany NY 12207                    | 45               | 55,000                   |                        |                            |                               |   |                              |   |                               |
| 5        | <b>Children, Youth and Families</b> Children<br>With Special Needs (CWSN) 112 State<br>Street, Suite 300 (Back) Albany NY<br>12207 | 55               | 295,000                  |                        |                            |                               |   |                              |   |                               |
| 6        | <b>Comptroller</b> 112 State<br>Street, Room 1030, Albany NY 12207   | 45               | 20,000                   |                        |                            |                               |   |                              |   |                               |
| 7        | <b>Correctional Facility Business Office</b><br>840 Albany Shaker Road Albany NY<br>12180  | 55               | 68,000                   |                        |                            |                               |   |                              |   |                               |
| 8        | <b>Correctional Facility (Records) 2nd<br/>floor</b> Office 840 Albany Shaker Road<br>Albany NY 12180                              | 40               | 27,000                   |                        |                            |                               |   |                              |   |                               |
| 9        | <b>County Clerk</b> File Room,<br>County Court House 16 Eagle Street,<br>Room #92 Albany NY 12211                                  | 45               | 32,000                   |                        |                            |                               |   |                              |   |                               |

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| 10       | <b>County Clerk</b> Public Use<br>Unit County Courthouse 16 Eagle Street<br>Room 128 Albany NY 12211                                 | 45               | 5,000                           |                        |                            |                               |   |                              |   |                               |
| 11       | <b>County Clerk</b> Record Room,<br>County Courthouse 16 Eagle Street<br>Room 128 Albany Ny 12211                                    | 55               | 60,000                          |                        |                            |                               |   |                              |   |                               |
| 12       | <b>County Executive</b> 112 State<br>Street, Room 1200, Albany NY 12207  | 60               | 50,000                          |                        |                            |                               |   |                              |   |                               |
| 13       | <b>District Attorney</b> 6 Lodge<br>Street 4th Floor, Albany NY 12207  | 65               | 200,000 BW<br>Color is unknown  |                        |                            |                               |   |                              |   |                               |
| 14       | <b>District Attorney</b> 6 Lodge<br>Street 4th Floor, Albany NY 12207  | 65               | 75,000 BW<br>115,000 color      |                        |                            |                               |   |                              |   |                               |
| 15       | <b>Finance Division</b> Collections/Treasury<br>112 State Street Room 117, Albany NY<br>12207  | 35               |                                 |                        |                            |                               |   |                              |   |                               |
| 16       | <b>Health Department</b> Epidemiology Unit,<br>175 Green Street, Albany NY 12202   | 35               | 45,000                          |                        |                            |                               |   |                              |   |                               |
| 17       | <b>Legislature -</b> Clerk's Office<br>112 State Street Room 710, Albany NY<br>12207   | 45               | 45,000 BW ,<br>Color is unknown |                        |                            |                               |   |                              |   |                               |
| 18       | <b>Mental Health</b> 260 South<br>Pearl Street 1st Floor Hallway Albany NY<br>12020  | 60               | 30,000                          |                        |                            |                               |   |                              |   |                               |
| 19       | <b>Mental Health</b> Mobile Crisis<br>Unit, Capital District Psychiatric Center<br>Office, 75 New Scotland Avenue Albany<br>NY 12208 | 35               | 30,000                          |                        |                            |                               |   |                              |   |                               |

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| 20       | <b>Nursing Home</b> Mail Room,<br>780 Albany Shaker Road, Albany NY 12211                              | 60               | 285,000                        |                        |                            |                               |   |                              |   |                               |
| 21       | <b>Nursing Home</b> Business Office<br>1st Floor, 780 Albany Shaker Road, Albany NY 12211              | 45               | 95,000                         |                        |                            |                               |   |                              |   |                               |
| 22       | <b>Probation Department</b> 60 South Pearl Street, 4th Floor, Albany NY 12207                          | 35               | 25,000                         |                        |                            |                               |   |                              |   |                               |
| 23       | <b>Probation Department</b> 60 South Pearl Street 2nd Floor Albany NY 12207                            | 55               | 40,000                         |                        |                            |                               |   |                              |   |                               |
| 24       | <b>Probation Department</b> 60 South Pearl Street 3rd Floor, Albany NYY 12207                          | 45               | 45,000                         |                        |                            |                               |   |                              |   |                               |
| 25       | <b>Purchasing Division</b> 112 State Street, Room 1000, Albany NY 12207                                | 35               | 30,000                         |                        |                            |                               |   |                              |   |                               |
| 26       | <b>Sewer District (North Plant)</b> 1 Canal South Road, 2nd Floor <b>(No Elevator)</b> Albany NY 12204 | 35               | 50,000                         |                        |                            |                               |   |                              |   |                               |
| 26a      | <b>Sewer District (North Plant)</b> 1 Canal South Road, 2nd Floor <b>(No Elevator)</b> Albany NY 12204 | 35               | 50,000BW ,<br>Color is unknown |                        |                            |                               |   |                              |   |                               |
| 27       | <b>Sewer District (South Plant)</b> 209 Church Street, Albany NY 12202                                 | 25               | 10,000                         |                        |                            |                               |   |                              |   |                               |
| 28       | <b>Sheriff's Office</b> E-911 Communications Center, 449 New Salem Road, Voorheesville NY 12186        | 45               | 40,000BW,<br>Color is unknown  |                        |                            |                               |   |                              |   |                               |

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| 29       | <b>Sheriff's Office</b> Albany<br>County Family Court, 30 Clinton Ave, 1st Floor, Albany NY 12207 | 25               | 5,000 BW                 |                        |                            |                               |   |                               |  |                               |
| 30       | <b>Social Services</b> 162<br>Washington Ave 2nd Floor, Albany NY 12210                           | 45               | 25,000                   |                        |                            |                               |   |                               |  |                               |
| 31       | <b>Social Services</b> 162<br>Washington Ave 2nd Floor, Albany NY 12210                           | 55               | 50,000                   |                        |                            |                               |   |                               |  |                               |
| 32       | <b>Social Services</b> 162<br>Washington Ave 5th Floor Albany NY 12202                            | 40               | 20,000                   |                        |                            |                               |   |                               |  |                               |

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|----------|--|------------------|----------------------------|------------------------|----------------------------|-----------------------------------|-------------------------------|--|------------------------------|---|-------------------------------|
| 33       | <b>Mental Health</b> 260<br>South Pearl Street, Front Office, Albany NY 12202 ( <b>Lease Start Date of 11/1/2020</b> ) | 40               | 15,000                     |                        |                            |                                   |                               |  |                              |   |                               |
| 34       | <b>Sheriff's Office</b> Administration<br>Court House Albany NY 12207 ( <b>Lease Start Date of 11/1/2020</b> )         | 45               | BW 20,000<br>Color: 20,000 |                        |                            |                                   |                               |  |                              |   |                               |
|          |  |                  |                            |                        |                            |                                   |                               |  |                              |   |                               |
|          | Lease will end date on June 30, 2024 for items 32-33   |                  |                            |                        |                            |                                   |                               |  |                              |   |                               |