

CRT RFQ Multi-Function Device 2025

Addendum I

May 6, 2025

The following changes have been made:

- Existing Equipment updated to include MFD Devices – Print Center and remove smaller equipment
- Delivery date change

PROJECT PURPOSE:

The Community Renewal Team, Inc. (CRT) is requesting quote proposals from qualified vendors for the replacement of its existing fleet of Copy/Print/Scan Multi-Function Devices (MFD). The existing fleet consists of 35 MFD units deployed throughout 14 different CRT locations. The existing fleet consists of the following devices:

Existing MFD Fleet (Make/Model)	Existing Number of Units in Fleet
Larger Multi-Function Devices	
Canon imageRUNNER ADVANCE 525iFZ III	8
Canon imageRUNNER ADVANCE DX 4745i	15
Canon imageRUNNER ADVANCE DX 6765i	2
Canon imageRUNNER DX 4725I	4
Canon imageRUNNER ADVANCE C568/478	1
Canon ImageRunner 4945i	1
Canon ImageRunner DX527iF	1
Larger Multi-Function Devices Print Center	
Canon imagePRESS C810	2
Duplio Slitter/Cutter/ Creaser	1
Total Units in Fleet	35

Price quotations will include multi-function networked copier/print devices within a lease plan that includes:

- Price quotations for equipment replacing the above devices;

- All models should copy, print, scan, fax & staple; ○ Scanning functionality should include “scan to email” capability
- Same models for all printers
- Cloud-based, “follow me”, or “secure” print & scan capability for each device;
 - “Follow me” features to be available throughout all CRT locations
 - Cloud-based system to include On-site support for 36 months
 - Functionality for visitor/guest printing
- Ability to scan to OneDrive, SharePoint or Network Drives
- Real time reporting capabilities for detailed usage tracking;
- HID Card badge readers for each machine (Quote to include card readers for each MFD device);
- On-site service including all service, parts, labor, toner & staples. All parts, toner, & any supplies related to service are original equipment manufacturer (OEM);
- Zero copy commitment, monthly billed;
- All pricing, including cost per copy rates, will be fixed for 36 months;
- Delivery, installation and onsite training included;
- Detailed invoice by location; with Net 30 days payment terms;
- Late charge exempt;
- Return costs for all existing units;
- Free moves for 36 months within CT;
- M-F, helpdesk, including support until 8:00 PM;
- **Delivery on or before January 1, 2026;**
- Community Renewal Team, Inc. is exempt from taxes;
- No hidden fees, including but not limited to Property Tax, all additional charges should be upfront and perfectly justified;
- We request that printers be replaced with new ones if needing continuous repairs.

The intent of this request is to obtain the best value for Copier/MFD Fleet Management from qualified vendors to acquire a lease program with stated minimum specification criteria, services and support.

Bidders are responsible for obtaining all addenda related to this Bid. Bidders are advised to check for any addenda a minimum of twenty-four hours (24) in advance of the response deadline.

ATTACHMENT II – BID PRICING GRID **(REVISED)**

All quotations must include the following pricing:

Existing MFP Fleet (Make/Model)	Existing Number of Units in Fleet	Proposed Replacement Make	Proposed Replacement Model	36 Month FMV Cost	Color CPC	BW CPC
Canon imageRUNNER ADVANCE 525iFZ III	8					
Canon imageRUNNER ADVANCE DX 4745i	15					
Canon imageRUNNER ADVANCE DX 6765i	2					
Canon imageRUNNER ADVANCE DX C478	0					
Canon imageRUNNER DX 4725I	4					
Canon imageRUNNER ADVANCE C568/478	1					
Canon ImageRunner 4945i	1					
Canon ImageRunner DX527iF	1					
<i>In Addition, Print Center Equipment</i>						
Canon imagePRESS C810	2					
Duplio Slitter/Cutter/ Creaser	1					

Total Cost in numbers: _____

Total Cost in words: _____

Note that above chart includes pricing for equipment, as well as cost per copy maintenance costs for both color and black & white.

Proposed replacement models to be of comparable specifications to existing fleet models.

Vendor Name: _____

Authorized Signature: _____

Title: _____

Date: _____