

CRT *MFD RFQ* *2025*



- **Community Renewal Team Inc.**
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INTRODUCTIONS

- CRT Team and Vendor Introductions





CRT BACKGROUND

- CRT's overall purpose is to prepare communities to meet life's challenges.
- CRT was founded in 1963 as an anti-poverty agency serving people and families throughout the Connecticut River Valley.
- Early Care & Education, Meals on Wheels, alternatives to incarceration, supportive housing and shelter, and many other CRT programs give people the skills and the resources to become self-sufficient and to thrive.
- In 1999, the Community Renewal Team of Greater Hartford Inc. merged with Community Action for Greater Middlesex County to form CRT.
- CRT now runs major programs in several Connecticut towns, including *Meals on Wheels, Clinical Services, Early Childcare & Education, Energy Assistance, Veteran, Senior and Youth services and many more.*



PROJECT OVERVIEW & OBJECTIVE

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~~ **36** MFD units deployed throughout 14 different CRT locations.





CURRENT FLEET

Price quotations for equipment replacing the below 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
* SDD Trimmer - For Booklets	1
Total Units in Fleet	36



*TECHNICAL &
FUNCTIONAL
REQUIREMENTS*





TECHNICAL & FUNCTIONAL REQUIREMENTS

- All models should copy, print, scan, fax & staple;
 - Scanning functionality should include “scan to email, one drive, SharePoint or network drive” capability
- Ideally 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 location
 - Cloud-based system to include On-site support for 36 months
 - Functionality for visitor/guest printing
- Real time reporting capabilities for detailed usage tracking;
- HID Card badge readers for each machine (Quote to include card readers for each MFD device);
- Proposal for an additional printer with **Ink Jet capabilities** for Print Center



*SERVICE
EXPECTATIONS*





SERVICE EXPECTATIONS

- Delivery on or before **January 1, 2026**;
- **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;





SERVICE EXPECTATIONS

- Late charge exempt; Return costs for all existing units;
- **Free moves** between our locations for 36 months within CT; M-F, helpdesk, including support until 8:00 PM;
- 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.



KEY DATES

Proposal Due Date: No later than May 30rd 2025, 12pm (Noon)

- Email should reference the RFQ title, *"CRT RFQ MFD 2025"*

Delivery/Install Date: On or before January 1st, 2026 [Preferably before]



PROPOSAL STRUCTURE & GUIDELINES

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					

- Note that chart includes pricing for equipment, as well as cost per copy maintenance costs for both color and black & white.
- Total Cost in Numbers and Words
- Vendor Name
- Authorized Signature
- Title
- Date



Q&A SESSIONS

1. Are you using **uniFLOW** today, if so, on prem or cloud based?

a. Yes, Cloud Based

2. Do the locations/departments with A3 devices, require 11 x 17 sized paper?

a. Yes

3. What sheet capacity would you like the machines to have? Number of drawers?

a. 500 Sheets , 4 Drawers (2 letter, legal, legder)

4. Is there a list of which machines are going to which location/address?

a. Moving forward, we would like the same type/model of device to be deployed to all locations, there is none right now, but we will share number of devices per location and their respective volumes for better sizing

5. Do we have anticipated volumes or average monthly volumes for the devices in place today?

a. Yes,

Name ↕	Prints	Copies	Total	B/W p...	Color ...	Duple...
Total for all records	94411	53446	147857	147152	705	35568

Last Month (April)

6. All devices must staple, is that included in the small Canon 1238's you are looking to replace

a. No, but we have omitted in addendum





THANK YOU

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