

**REQUEST FOR PROPOSALS FOR
Copier Machines and Ongoing Maintenance Service
AT THE AKRON-CANTON AIRPORT**

**Issue Date
March 21, 2024**

**Due Date
April 17, 2024; 10:00 a.m.
Administrative Offices, 4th Floor
Akron-Canton Airport**

**Airport Contact: James Krum
Vice President of Finance & Administration
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330-499-4059
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Part 1 - Introduction:

The Akron-Canton Airport is issuing this request for proposals to select an Office Copier Supplier to provide and maintain two (2) new leased copier machines and four (4) existing owned copier machines which are located in the airport terminal and field maintenance building. The existing agreement for copier machines and service expires June 30, 2024. The new units and relocation of existing unit must occur prior to this expiration date. Quotations are to be submitted via email or in person at the Airport's Administrative Offices, 4th floor, by 10:00 a.m., April 17, 2024. Quotations sent via email should be emailed to jkrum@akroncantonairport.com. The airport will enter into a single agreement with the select supplier, if any agreement is awarded at all. The airport reserves the right to reject any or all quotations, the right to accept the quotation which best serves its needs and reserves the right to waive technical errors or minor irregularities.

Part 2 - Background Information:

Currently the airport has six (6) office copier machines, three (3) located within the airport administrative offices on the 3rd and 4th floors of the airport terminal building two (2) located on the 1st floor of the airport terminal building and one (1) copier located in the Operation / Field Maintenance building. The currently leased copier machines are manufactured by Sharp. These copiers are under contract until June 30, 2024. The airport is currently planning on reutilizing one of the existing copiers upon expiration of the agreement.

Part 3 - Scope of Services:

The selected office copier supplier shall provide and service new and used office copiers within the facility during the term of the contract. A breakout of the airport's existing office copier equipment and future needs can be found in Exhibit I of this Request for Quotation. The selected supplier must provide the airport with maintenance service and necessary supplies in a timely matter. The airport is also looking for a quotation for two (2) new units comparable to the existing Sharp units.

Part 4 - Terms of Agreement:

The Airport anticipates the start time of this Agreement to be July 1, 2024. The Agreement shall have a term of five (5) years, ending on June 30, 2029.

Part 5 - Addenda to the Quotation:

The Airport reserves the right to make changes to the scope of this quotation and to clarify any requirements or information as it deems necessary. Any changes will be made via an addendum prior to the due date. The Airport also reserves the right to extend the due date. Any questions must be submitted in writing on or before 2:00 p.m., Wednesday April 10, 2024, to James Krum at jkrum@akroncantonairport.com

Part 6 - Current Usage:

For bidding purposes, the current usage of all six (6) office copier machines has been included as an attached exhibit to this proposal. This exhibit will be referred to as Exhibit II.

Part 7 – Proposal Alternate:

In addition to the office copiers, the Airport would like to obtain lease pricing for a 36-inch-wide color scanner.

EXHIBIT I

Existing and Requested Copy Machine Features for New Equipment

Existing Sharp SHMX 4071 and requested features for replacement unit.

40+ B/W per minute

26+ Color per minute

Document Feeder

Scanning Capability

3 Drawers

1 Large Capacity Drawer

Alternate Feed

Fax Capability

Stapler

Hold Punch

Folding ability (Trifold)

Existing Sharp SHMX 3051 and requested features for replacement unit.

Existing Sharp SHMX 3051

20+ B/W per minute

20+ Color per minute

Document Feeder

Scanning Capability

2 Drawers

Alternate Feed

Fax Capability

Stapler (optional)

EXHIBIT II

2023 Copier Usage and Expense Summary

Leased Copier Usage Summary 2023
(updated March 11, 2024)

Year to date through December 31, 2023

Copier	Copier ID#	Color Copies			Total	Black & White Copies			Total	Contract			Overall Expense
		Covered	Billable	Expense		Covered	Billable	Expense		Covered	Billable	Expense	
Sharp SHMX 3051	G6185	1,309	4,148	\$40.99	1,155	742	413	\$2.50	\$0.00	\$43.49	\$0.00	\$43.49	
Sharp SHMX 4071	G6217	6,149	18,777	\$897.96	29,418	18,723	10,695	\$65.38	\$538.00	\$1,501.34	\$538.00	\$1,501.34	
Sharp SHMX 2640N	G3028	1,100	16,003	\$2,922.13	15,712	17,600	-1,888	\$44.57	\$641.17	\$3,607.87	\$641.17	\$3,607.87	
Sharp SHMX C300P	G6162	544	1,643	\$77.83	848	535	313	\$1.88	\$0.00	\$79.71	\$0.00	\$79.71	
HP HPWP57750DW	G7440	2,400	-905	\$4.95	1,443	16,800	-15,357	\$0.00	\$406.64	\$411.59	\$406.64	\$411.59	
HP HPWP57750DW	G7545	1,800	-1,067	\$0.00	381	12,600	-12,219	\$0.00	\$392.41	\$392.41	\$392.41	\$392.41	
Total		13,302	38,599	\$3,943.87	48,957	67,000	-18,043	\$114.33	\$1,978.22	\$6,036.42	\$1,978.22	\$6,036.42	
										Copier Lease Expense			\$2,998.68
										Overall Total			\$9,035.10
										Avg. Mo.			\$752.93

Proposal Alternate

The Airport would like to obtain lease pricing on a 36-inch-wide color scanner to be used to scan documents such as construction plans, blueprints and as built drawings.

Term of lease agreement would be one to three years.