



Memorandum

TO: Prospective Bidders

CC:

FROM: Southeastern Regional Transit Authority (SRTA)

DATE: November 4, 2024

RE: Three Year Contract for Multifunctional Printer (MFP) Renewals and Lifetime Maintenance

Background:

The Southeastern Regional Transit Authority (SRTA) is responsible for public transit services in ten (10) communities within the Southeastern Massachusetts region, and is funded with Federal, State, and local subsidies, as well as farebox revenue. The SRTA was created pursuant to Commonwealth of Massachusetts General Laws, Chapter 161B, and thus is considered a political subdivision of the commonwealth of Massachusetts. The SRTA is required to comply with the mandates of the Americans with Disabilities Act (ADA), as are the entities with which it contracts for transit.

The resultant contract is subject to financial assistance contracts between the SRTA and the U.S. Department of Transportation (DOT), Federal Transit Administration (FTA) and Massachusetts Department of Transportation (MA DOT). As such, all contractors must comply with all applicable Equal Employment Opportunity laws and regulations.

The agreement is subject to any applicable guidelines for project administration issued by the Federal Transit Administration of the Department of Transportation of the U.S. Government and all other applicable laws, rules, and regulations. The SRTA reserves the right to reject any and all proposals, or any part of any proposal, that the SRTA deems in its best interest to do so.

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Scope of Work / Specifications:

Overview:

The SRTA is seeking quotes from qualified vendors for the acquisition of up to 6 Multi-Functional Printers (MFPs) and monthly services for each based on the typical life expectancy of the product. The selected bidder will be responsible for the replacement of a Minimum: 5 to a Maximum: 6 MFPs and the decommissioning, removal, and recycling of the old MFPs. All qualified vendors may also provide quotes on security management software’s based on the needs of the organization which would include ~ 40+- 5 active users of the MFPs and a possible Maximum 7 MFPs attached to the MFP Security Management system that will work with the current newly installed copier infrastructure. This is not a requirement but is being investigated for the future. The Locations of these MFPs will be as follows:

- New Bedford Garage (NBG): 65 Potomska Street New Bedford, MA 02740
- New Bedford Terminal (NBT): 134 Elm Street, New Bedford, MA 02740
- Fall River Garage (FRG): 601 Brayton Avenue, Fall River, MA 02721
- Fall River Terminal (FRT): 118 Fourth Street, Fall River, MA 02721
- SRTA HQ: 700 Pleasant Street, Ste 530, New Bedford, MA 02740

The period of performance for the resultant contract shall begin with the initial build and last through June 2027:

Fiscal Year	Start Date	End Date	Number of MFPs
*FY 2025	Current	June 30, 2025	Two (2)
FY 2026	July 1, 2025	June 30, 2026	Two (2)
FY 2027	July 1, 2026	June 30, 2027	One (1) with +1 Option

***The initial build will begin at the NBG Dispatch office and at the NBT Ticket Agent Office and will begin immediately upon Approval of the resultant Purchase Contract. (Further information exists in “Specification/ Deliverables” Section)**

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As noted in the attached Uniform Bid Sheet, quotes should be provided in the following format:

Product / Material / Item	Unit Pricing		
	Year 1 (Two MFPs) FY 2025	Year 2 (Two MFPs) FY 2026	Year 3 (One + Optional 1) MFPs) FY 2027
MFP Cost			
Delivery / Recycling Charges			
Yearly Maintenance Pricing			
MFP Security Management System Pricing (Optional)			
Discounts /Rebates (If Applicable)			
Options / Other			
Total Yearly Pricing			
Total Extended Pricing (over Lifetime)			

Specifications / Deliverables:

To ensure business continuity across the organization we expect the proposed MFP product to be compatible with the specs below and provide security compatibility with the newly installed MFP at SRTA HQ.

Must:

<u>Copy:</u>	Duplex
<u>Print:</u>	Direct / Secure Print
<u>Scan:</u>	Email, folder, USB (Duplex @300 DPI)
<u>Faxing:</u>	(Hardware/VOIP)
<u>Store:</u>	Locally on HD / USB
<u>Collate /Group:</u>	By page or print job
<u>Staple:</u>	Top corners/ booklet
<u>Work with Windows OS:</u>	Specifically, Server 2016 + newer and Windows 10/11
<u>Color Laser:</u>	(B/W, Color)
<u>Print Speed:</u>	50+ PPM
<u>Finisher:</u>	Stapling/Folding (Trifold/ Half)
<u>Control Panel:</u>	UI Easy to use

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<u>Interface Connectivity:</u>	IPV4 Networking compatible (Hardwire/Wireless), NFC, Bluetooth, USB
<u>Cassette Trays:</u>	2+ Drawers w/ Ability to print Tabloid/Ledger, Letter/Legal. (550 Sheet Cassettes)
<u>1+ Bypass Tray:</u>	100 + Sheets
<u>Send:</u>	PDF, JPEG, XPS, TIFF

Maintenance agreements preferably should include the following:

Toner (Black, Yellow, Cyan, Magenta), Waste toner containers, & staples, and any maintenance for parts, replacements, etc., during useful life of MFP.

Submission Criteria:

Completed submissions should be submitted via email to Procurement@srtabus.com (Please cc bmarden@srtabus.com) or faxed to (508) 993-9196 and should include or denote the following:

- Subject Line (Email Line or Cover Letter)
 - SRTA Multi-Functional Printer (MFP) Procurement
- Submittal Package
 - Standard Company Quotation Form
 - Monthly Maintenance Costs
 - MFP price & Removal / Delivery costs
 - Lead Time
 - Technical Specifications (Warranty, Operator Manuals, etc.)
 - Please ensure that the completed Uniform Bid Excel Sheet is submitted with the submittal package.

Estimated Key Action Dates:

The dates in the following table are only estimates and are provided to illustrate the current expectations for the timing of actions related to this project and the resultant award:

<u>Key Action</u>	<u>Estimated Date</u>
Release	November 8, 2024
Questions Received by Date	November 15, 2024 COB EST
Submission Due Date	November 20, 2024 COB EST
Award Date	November 22, 2024

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Addition Information:

In compliance with the procurement guidelines set forth by the Federal Transit Administration (FTA), any Vendor looking to conduct business with the Southeastern Regional Transit Authority (SRTA), are required to demonstrate responsiveness, responsibility, and must sign off on applicable Federal Clauses.

Note: The relevant Federal Clauses and responsibility determination information will be forwarded to the selected Vendor, however, this information is available upon request.

Pricing Note: The SRTA is a tax-exempt agency and will be paying in full via company check. The applicable Certificate of Exemption (Form ST-2) can and will be provided to the successful Vendor.

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