



# Memorandum

**To:** Large Format Multi-Function Plotter Dealers  
**From:** Doug Hinken, City Engineer  
**Date:** March 14, 2017  
**Re:** Bids for New Large-Format Plotter

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The City of Greenville Engineering Department is seeking bids to purchase a new large format, color printer. We currently have a non-functioning Cannon iPF 700 plotter. We are a small department with relatively few plots, which are generally on a weekly or monthly basis rather than daily. However, we desire to add scanning and copying capabilities that will be used to support a GIS system for wastewater and stormwater applications.

We are seeking to balance life-cycle cost and functionality with appropriate quality. Plotted drawings and maps will generally be construction plans, various maps and GIS output for public presentations. They will not be used for sales presentations, high resolution photography or graphic art.

Important features desired in a plotter include the following:

1. Width sufficient to plot up to 36-inches wide.
2. Capability for a single roll of various quality of paper. General use would be standard weight. Occasional use could include vellum, glossy and heavy weight, self-adhesive paper for temporary signs.
3. Capability for single sheet feed may be useful, but not necessary.
4. Multi-color, quality that is appropriate for CAD / GIS use in public presentations. Photos will likely be background layers.
5. Scanning capability to common photo and document formats. (PDF, GIF, JPG, TIF etc.) Scanning up to 36" wide documents of various qualities. Some documents may have been folded or printed on heavy stock.
6. Color, copy capability up to 36" wide.

*March 13, 2017*

7. Prefer the unit to be portable and wireless between offices, but also have the capability to be wired directly to an individual work station or network server if the Wi-Fi becomes inoperable.

Based on these general specifications you may submit up to two suitable units for consideration by the City. Initial cost along with serviceability, warranty and life cycle cost will be considerations in assessing the bids. The City may elect to see a demonstration of each model prior to making a final recommendation.

Please submit a bid on the attached form (one for each unit being submitted) in a sealed envelope clearly labeled "Plotter Bid" to: Greenville City Engineer, 411 S. Lafayette Street, Greenville, MI 48838. All bids must be received before 2:00 p.m. on Tuesday, March 28, 2017. Bids will be opened and read aloud at that time. The City of Greenville reserves the right to accept or reject any or all bids or make selections based on any one or a combination of bid properties.

Thank you for your consideration of this request. You may contact me at (616) 754-5645 or by email at [dhinken@greenvillemi.org](mailto:dhinken@greenvillemi.org) if you have any questions.

Doug Hinken

**BID FORM**

This is a bid for a large format, multi-function CAD / GIS plotter.

<i>ITEM DESCRIPTION</i>	<i>UNIT COST</i>	<i>EXPECTED LIFE*</i>
Plotter Unit - Identify Make/Model Make: _____ Model: _____	\$	(Years/#Copies) _____
Ink Number of Black: _____ Colors: _____	\$ / Ea	(#Copies) _____
Maintenance Cartridges _____	\$ / Ea	(#Copies) _____
Other Expendables (not paper): _____ _____ _____	\$ / Ea	(#Copies) _____
Warranty (describe): _____	\$	(Years/Copies)
Service Plan Availablity (describe): _____	\$	(Years/Copies)
Trade-in value for non-operable Cannon iPF 700 Plotter	\$	
<b>TOTAL LIFE-CYCLE COST</b>		\$

\* For comparison purposes in computing life cycle costs please assume:

1. 1,500 - 24"x36" plots direct from computer/ year
2. 1,500 – 24"x36" copies / year
3. 1,500 – 24"x36" scans to pdf / year
4. All on / from standard weight paper

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_