



February 16, 2015

To: All Interested Vendors

Re: Request for Information

The State of Montana, **Montana State University Billings** is requesting information regarding Network Copiers. The State of Montana invites all interested parties to submit a written response to this Request for Information (RFI).

This RFI is being sought strictly for the purpose of gaining knowledge of services and supplies available with an estimate of their corresponding costs and should not be construed as intent, commitment, or promise to acquire services, supplies, or solutions offered. **No contract will result from any response to this RFI.**

Information submitted in response to this RFI will become the property of the State of Montana.

The State of Montana will not pay for any information herein requested nor is it liable for any cost incurred by the vendor.

RFI responses must be received no later than March 10th, 2015 at the following address:

Procurement Officer: Jill Brown
Address: 1500 University Drive
Billings, MT 59101
Telephone Number: 406-657-2151
Fax Number: 406-657-2051
E-mail Address: jill.brown5@msubillings.edu

Procedural, administrative, or contractual questions and answers may be directed to the procurement officer listed above. Technical or requirement questions may be directed to Jill Brown and will be redirected as needed.

We appreciate your response to this request.

1.0 PURPOSE AND OBJECTIVES

Montana State University Billings has a total of 43 copiers throughout campus. Of these 43 copiers we have forty Black & White only and three Color. A total of seven are connected through the network to a student printing system Pharos and the remaining 36 are connected to the network with a Swipe Card tracking system.

2.0 PROJECT DESCRIPTION

- A. Copiers submitted must be compatible with Pharos for Student Printing and must have a User Tracking Software (Network Login/Swipe Cards/etc).
- B. Copiers must support SMB 3.0 File Transferring
- C. Copiers must have an available tracking method (i.e. Network Login/Swipe Cards/etc), Please describe these methods.
 - 1. Tracking must have ability to push user data and access from one location/computer to all copiers.
 - 2. Tracking must include user name or card number, copy/print/scan counts, location name. etc.
 - 3. Availability to combine the user report to one report and not many per location.
- D. Pricing for Lease amounts for 36 & 48 Month
- E. Per Click charge(s) B/W and Color Machine
- F. Maintenance Charge(s)
 - 1. Local Availability & Response Time
- G. Supplies Included in Contract

Copiers Current Usage on Campus (with approximately 40 months of usage.) Information Only for Copier Size requirements.

COPIER LOCATION	Copier	B/W	Color
Academic Support Center PHAROS	BH 552	257115	
CAHP	BH 423	118729	
COE - 1st Floor	BH 223	14628	
COE - 2nd Floor EW	BH 423	216453	
COE - 2nd Floor NW	BH 423	410903	
COE - MCD	BH 223	92850	
COE - DSS	BH 223	10408	
COE - 401 (McMullen - IT room 303) PHAROS	BH C360	27744	3529
Cisel Hall - 1st Floor	BH 423	268906	
COB - 2nd Floor PHAROS	BH 223	63570	
COB - Rm# 210	BH 552	401415	
CC - HSCT	BH 423	379462	
CC - Cashier	BH 423	260972	

CC - Student Services	BH 423	197682	
CC - Tool Room	BH 223	39027	
CC - HS (Library Front desk) PHAROS	BH 223	78384	
CC - Commons (CEHS Rm 401) PHAROS	BH 552	263577	
CPSLL - Currently BusServ	BH 223	1984	
CPSLL - Downtown BroadwayII	BH 423	69975	
Facilities Services Warehouse	BH 223	4921	
Facilities Services Office	BH 223	12272	
Foundation-Virginia Ln	BH 423	148178	
Garfield School	BH 223	83772	
KEMC	BH 223	21768	
LA Building-8th Floor	BH 552	471900	
LA Building-8th Floor (CTD)	BH 552	508624	
Library - Info Commons PHAROS	BH 552	1232147	
Library - SOS	BH 223	51551	
Library Faculty Staff (Main Floor)	BH 423	72616	
Library Color PHAROS	BH C224	78757	1985
McMullen Business Services	BH 423	147859	
McMullen 1st Floor, Financial Aid	BH 223	37796	
McMullen Hall 1st Floor, Admissions	BH 423	349337	
McMullen Hall - 2nd Floor	BH 423	171636	
McMullen Hall - 3rd Floor	BH 423	138365	
McMullen Print Shop - B/W	BH 652	1794732	
McMullen Print Shop - Color	BH C652	789158	570763
PE - Athletic Dept	BH 423	155195	
PE - HPE - PE Building	BH 423	270489	
Science Building	BH 552	493194	
Security/Parking Garage	BH 223	22687	
Student Union	BH 423	238407	
Daycare	BH 223	27282	

3.0 RFI RESPONSE INSTRUCTIONS

The State is asking all interested parties to submit a response containing the following information:

- ✓ Your interest in providing the services/supplies.
- ✓ Brief description of past experience providing similar services/supplies.
- ✓ From your past experience, has the State identified all the major components necessary to complete this project? If not, please provide information on other necessary components.
- ✓ Please provide a list of potential problems/risks that the State may encounter during this project. Please provide any ideas or suggestions about how such problems/risks should be addressed in a solicitation.
- ✓ Your best estimated price range to provide the services/supplies as stated herein, lowest estimate to highest estimate.
- ✓ Your best estimated time frame for completing the project.
- ✓ Submit 3 hard copies of the information above and two USB copies.