



**City of Erlanger**  
**Electronic Document**  
**Management Bid**  
**2026**



## TABLE OF CONTENTS

<b><u>CONTENT</u></b>	<b><u>PAGE NUMBER</u></b>
Notice to Bidders	3
Instructions to Bidders	4
Bid Form	5
Introduction	6
Specifications	7
Agreement	12
Equipment List	16



## **CITY OF ERLANGER NOTICE TO BIDDERS**

The City of Erlanger (City) hereby solicits and advertises for bids from qualified technology companies for the purpose of providing equipment, supplies, and maintenance for the City's electronic document management needs described and specified in the document entitled City of Erlanger Electronic Document Management Bid, copies of which are available at the offices of the Erlanger City Clerk, 505 Commonwealth Avenue, Erlanger, KY 41018.

All bids and responses to this advertisement and solicitation must be received by the Erlanger City Clerk on or before 2:00 p.m. on March 2, 2026, with time being of the essence, on a form provided by the Erlanger City Clerk and completed according to the Bid Instructions provided thereby, including all required attachments; and enclosed within a sealed envelope, with the words "City of Erlanger Electronic Document Management Bid" written, typed or otherwise indicated on the outside of the envelope.

The City hereby reserves the right to not only reject any and all bids and proposals submitted in response to this advertisement and solicitation, for any reason or no reason; but especially those that are not in conformity with either the bid instructions or specifications provided by the City, but also to accept bids and proposals submitted in response to this advertisement and solicitation that do not conform to those bid instructions and specifications.



## **CITY OF ERLANGER INSTRUCTIONS TO BIDDERS**

1. Read the City of Erlanger Electronic Document Management Bid Packet, including the Bid Form, Specifications, and Agreement attached hereto and made a part hereof by reference. They describe the specifications and contractual provisions related to your proposal. Any changes in those specifications or contractual provisions may invalidate any proposal that includes those changes.
2. Complete the Bid Form attached hereto and made a part hereof by reference by providing the following information in the blanks for it:
  - 2.1 The amount of the proposal.
  - 2.2 The complete name, address, telephone number and e-mail address of the Bidder.
  - 2.3 The signature of the Bidder or someone signing for the Bidder.
  - 2.4 The printed name of the signatory.
  - 2.5 The date.
3. Complete the Agreement attached hereto and made a part hereof by reference by:
  - 3.1 Providing the printed name of the bidder as the Vendor in the blank in the first paragraph.
  - 3.2 Signing the Agreement at the end.
  - 3.3 Notarizing the signature on the Agreement.
4. All Bidders must submit two copies of the completed bid package.
5. Seal both copies with the signed Bid Form and signed and notarized Agreement with accompanying information within an envelope with the words "City of Erlanger Electronic Document Management Bid" written or otherwise indicated on the outside of the envelope; deliver the sealed envelope to the office of the Erlanger City Clerk, 505 Commonwealth Avenue, Erlanger, Kentucky before 2:00 p.m., prevailing time on or before March 2, 2026.



**CITY OF ERLANGER  
BID FORM**

The undersigned Bidder hereby bids, offers, and proposes to provide, furnish and deliver in the highest and best manner, all labor, material, tools, equipment, supplies, and personnel necessary to provide Electronic Document Management in the City of Erlanger as described and specified in the document attached hereto and made a part hereof by reference, for the "Amount Bid" indicated in this form. This bid, offer, and proposal is irrevocable until the expiration of ninety (90) consecutive calendar days after the date of this bid, offer and proposal; and may be accepted by the City of Erlanger, at any time prior thereto.

This offer and proposal is irrevocable until the expiration of ninety (90) consecutive calendar days after the date of this offer and proposal and may be accepted by the City of Erlanger at any time prior thereto, provided that a copy of the Agreement attached hereto is signed on behalf of the City of Erlanger by the Mayor thereof and a copy provided to the Bidder.

The undersigned Bidder hereby authorizes the City to investigate the Bidder and inspect and copy any and all records, books of account, correspondence, or other documents reasonably necessary for the City to determine the responsibility and ability of the Bidder to comply with the terms and provisions hereof and the City of Erlanger's Electronic Document Management.

Amount Bid \_\_\_\_\_

Complete Name of Bidder \_\_\_\_\_

Signature of Bidder or  
Authorized Representative \_\_\_\_\_

Printed Name of Signatory \_\_\_\_\_

Complete Address of Bidder \_\_\_\_\_

\_\_\_\_\_

Telephone Number of Bidder \_\_\_\_\_

E-mail address of Bidder \_\_\_\_\_

Date \_\_\_\_\_



## **CITY OF ERLANGER INTRODUCTION**

### **ABOUT US**

The City of Erlanger, a Home Rule city in Kenton County, Kentucky, has 113 full-time employees. Erlanger is a Mayor-Council form of government with one mayor and twelve city council members. There are six departments and a city administrator who oversees the daily operations of the city.

### **LOCATIONS**

- 505 Commonwealth Avenue: General Government offices and Police Department
- 515 Graves Avenue: Fire/EMS Central Firehouse
- Crescent Avenue: Railroad Depot Museum
- Jack Scheben Drive: Public Works Facilities
- Narrows Road: Public Safety East Station (Fire/EMS firehouse, Police substation, Administration museum storage)
- 26 Montgomery Street: Public Works

### **NEEDS**

- Maintain and service leased equipment; provide toner, ink cartridges, parts, labor, image drums, consumable supplies

### **CURRENT EQUIPMENT TO REPLACE**

- 8 Xerox C9065
- 5 HP 3525
- 2 HP4300
- 1 HP M4776
- 1 Lexmark XC4143
- 1 HP M452
- 1 Lexmark XM3250



## **CITY OF ERLANGER SPECIFICATIONS**

### **DESCRIPTION OF BID**

The City of Erlanger is accepting bids from qualified technology solution companies (bidders) for the purpose of providing equipment, supplies, and maintenance for the City's electronic document management needs.

The Bidder will provide all labor, equipment, materials, tools, supplies, and personnel necessary to comply with the terms of the Agreement. The Bidder is responsible for complying with all local, state and federal laws.

### **CUSTOMER SERVICE**

- Minimum same day service, failure to do this money back guarantee
- Service representatives must have all tools and parts available to attend our service calls
- If there is an issue with a piece of equipment, the Bidder shall provide a loaner at no charge or provide a comparable replacement model to the City's satisfaction on all leased and owned equipment
- Quarterly meetings with Erlanger's CTI Technician and the Bidder's account manager
- Bidder's representatives must be informed on and have a copy of the agreement
- City personnel must have contact information for both the Bidder and leasing company or whoever is over invoicing and payments
- The bidder shall establish a plan of action to insure the delivery of excellent customer service. The bidder shall designate a specific contact person assigned to insure a high level of quality customer service in Erlanger. The contact person's name and phone number shall be provided to the City Clerk and CTI Technician. The contact person shall have full authority to act on behalf of the bidder. The contact person shall work closely with the CTI Technician to ensure all concerns are resolved in a timely manner. The contact person shall also work to identify and implement solutions to concerns.



## **STATEMENT OF QUALIFICATIONS**

The opening and reading of bids shall not be construed as an acceptance of the bidder as a qualified responsible bidder. The City of Erlanger reserves the right to determine competence and responsibility of a bidder through appropriate investigation of qualifications. The bidder shall provide, at the time of the bid submission, a list of all municipal accounts in the Greater Cincinnati/Northern Kentucky area. At a minimum, the list shall contain a contact person, mailing address, and phone number. In addition, the bidder shall describe the experience and supporting data that qualifies it to undertake the responsibilities described in this request. This information shall include but not be limited to:

B. Evidence the bidder is in good standing in the State of Kentucky and the City of Erlanger. If the bidder is a corporation, organized under the laws of any other State, evidence the bidder is licensed to do business in the State of Kentucky or, a sworn statement that said bidder will take all necessary action to become so licensed if the bid is accepted.

C. Evidence the bidder has been in existence for a reasonable amount of time and possesses operating experience necessary.

D. Bidders must demonstrate sufficient availability of equipment to execute the agreement beginning on July 1, 2026. **The same equipment must be available and ready to operate in case of breakdown or accidents involving regular equipment. A list of all equipment available to service the City of Erlanger account must be submitted with the bid.**

E. All requested information will be used in evaluating bids. Contract awards will not necessarily be based on lowest rate.

## **SCOPE OF SERVICES**

Bids submitted under this contract shall be for the purpose of providing equipment, supplies, and maintenance for the City's electronic document management needs. The service should have at a minimum, the following features:

- Scanning (large project scanned to email)
- Scanning to email
- Indexing
- Life Cycle Tracking
- Work Flow
- Retrieval and Distribution
- Faxing X 3
- Device Security



- Print Tracking

## **Printers and Copiers**

The agreement for this service should include the monthly payment and term schedule as well as the breakdown for black/white and color copies. The City seeks a fixed monthly charge with no excess charges.

## **PAYMENT/BILLING**

- The bidder shall provide, at the time of the bid submission, a detailed plan for the collection of billing which includes, at a minimum, the frequency of billing
- The City seeks a fixed monthly lease payment for a term of sixty months
- Leasing amount shall include:
  - Service, toner, ink cartridges for all devices and printers; this amount shall include the number of black/white and color images per month
  - Parts, labor, image drums, and consumable supplies
  - Training, installation, and delivery
  - On-going training
  - Minimum of 45 day payment invoicing
  - No overage charges
  - Timely invoice notifications to ensure on time payments
  - Option to pay online with a credit card

## **OCCUPATIONAL LICENSE REQUIRED**

The Bidder shall obtain an Occupational License for the City of Erlanger before a contract can be executed. A current Occupational License shall be maintained during the life of the contract.

The Vendor must also provide a current W-9 form.

## **INSURANCE REQUIREMENTS**

The Bidder shall at all times during the contract maintain in full force and effect, Employers Liability, Workmen's Compensation, Public Liability and Property Damage Insurance, including contractual liability coverage. All insurance shall be provided by insurers and for policy limits acceptable to the City and before commencement of work hereunder, the Bidder agrees to furnish the City certificates of insurance or other evidence satisfactory to the City to the effect that such insurance has been procured and is in force. The Bidder shall carry the following types of insurance listing the City of



Erlanger as an additional insured on a primary and noncontributory basis (including umbrella) in at least the limits specified below:

COVERAGES	LIMITS OF LIABILITY
Workmen's Compensation	Statutory Requirements Specific to Kentucky
Employers Liability	Bodily Injury By Accident - \$1,000,000 Each Accident Bodily Injury By Disease - \$1,000,000 Each Employee Bodily Injury By Disease - \$1,000,000 Policy Limit
Commercial General Liability Policy	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate
Commercial Automobile Liability	\$1,000,000 Combined Single Limit
Umbrella Liability	\$5,000,000 Each Occurrence

Current proof of compliance must be kept on file with the City Clerk's Office in the Administration Department during the life of the Franchise Agreement. The City shall be made aware of any policy change sixty (60) days in advance of the change.



## **INQUIRIES**

Questions regarding the intent, scope of services, or any aspect of this bid shall be made in writing, either faxed, mailed, emailed, or hand delivered to:

Jim White  
CTI Technician  
City of Erlanger  
505 Commonwealth Avenue  
Erlanger, KY 41018  
Phone Number: (859) 727-2525, option # 4  
Fax Number: (859) 727-7944  
Email: [jim.white@cityoferlanger.com](mailto:jim.white@cityoferlanger.com)

## **DELIVERY**

Sealed bids must be delivered to the Office of the Erlanger City Clerk, 505 Commonwealth Avenue, Erlanger, Kentucky before 2:00 p.m., prevailing time on or before March 2, 2026.



## **CITY OF ERLANGER AGREEMENT**

This Agreement is by and between the CITY OF ERLANGER, a city in Kenton County, Kentucky, which shall hereinafter identified and referred to as the “CITY” and \_\_\_\_\_, who shall hereinafter be identified and referred to as the “VENDOR”;

### **WITNESSETH:**

**WHEREAS**, the City has requested bids from qualified technology companies for the purpose of providing equipment, supplies, and maintenance for the City’s electronic document management needs, known as “City of Erlanger Electronic Document Management Bid”, hereinafter referred to as the “Project”, and is described in the Bid packet provided by the City of Erlanger; and

**WHEREAS**, on February 16, 2026, the City advertised in LinkNKY and on the City’s website at [www.erlangerky.gov](http://www.erlangerky.gov) the “City of Erlanger Electronic Document Management Bid”, with the Bid packet information attached hereto and made a part by reference; and

**WHEREAS**, on March 2, 2026, the City received the proposal from the Vendor attached hereto and made a part hereof by reference; and

**WHEREAS**, the proposal of the Vendor was approved by the Mayor of the City of Erlanger; and

**NOW, THEREFORE**, in consideration of the mutual and reciprocal covenants herein, the City and the Vendor hereby agree as follows:

### **1.0 Term of the Agreement**

The term shall begin on **July 1, 2026** and after this Agreement is signed on behalf of the City and a copy thereof provided to the Vendor; and the agreement **expiring after sixty months on June 30, 2031**.

### **2.0 Quality of Vendor’s Work**

The Vendor shall and hereby agrees that all of the Work of the Vendor shall be of superior quality.



### **3.0 Payments to Vendor**

Payments to the Vendor will be set based on a fixed monthly lease payment during the sixty month term.

### **4.0 Miscellaneous Provisions**

#### **4.1 Governing Law**

This Agreement shall be interpreted, construed and governed by Kentucky law.

#### **4.2 Severability**

If any provision of this Agreement shall be determined by a Court of competent jurisdiction to be invalid and enforceable, such determination shall not affect the validity or enforceability of the remaining provisions of this Agreement, all of which shall remain in full force and effect.

#### **4.3 Assignability**

This Agreement may not be assigned by the Vendor without the written consent of the City.

#### **4.4 Amendment**

This Agreement may be amended only by a written agreement signed by the City and the Vendor.

#### **4.5 Prior Agreements**

This Agreement constitutes the entire agreement and understanding between the Vendor and the City in regard to the subject matter thereof; and it supersedes all prior agreements, representations and understandings between them, written or oral.

#### **4.6 Headings**

Headings of the paragraphs and subparagraphs of this Agreement have been inserted for convenience of reference only, and shall in no way affect the interpretation of, restrict or otherwise modify any of the terms and provisions hereof.



#### 4.7 Waiver

No consent to or waiver by either Erlanger or Recipient of any breach or default of any provision of this agreement by the other, whether expressed or implied, shall constitute or be interpreted as a consent, waiver or excuse for any other subsequent breach or default of the same or any other provision of this Agreement.

#### 4.8 Notices

All notices required by the provisions of this agreement shall be in writing and emailed to the email address provided, as follows, unless otherwise provided by any signatory to this agreement to all other signatories.

Mayor, City of Erlanger

505 Commonwealth Avenue, Erlanger, Ky. 41018

\_\_\_\_\_  
(PRINTED NAME OF VENDOR)

\_\_\_\_\_  
(PRINTED MAILING ADDRESS OF VENDOR)

\_\_\_\_\_  
(PRINTED EMAIL ADDRESS OF VENDOR)



**IN WITNESS THEREOF THIS AGREEMENT HAS BEEN SIGNED FOR AND ON BEHALF OF THE CONTRACTOR AND THE CITY OF ERLANGER BY AND THROUGH THEIR RESPECTIVE OFFICIALS ON THE DATES INDICATED.**

**SUBSCRIBED AND SWORN TO** before me, a Notary Public, by Jessica Fette, as Mayor of the City of Erlanger, on \_\_\_\_\_, 2026.

\_\_\_\_\_  
NOTARY PUBLIC  
Kentucky, State at Large

\_\_\_\_\_  
MAYOR JESSICA FETTE

Commission Expires \_\_\_\_\_  
State of \_\_\_\_\_  
County of \_\_\_\_\_

**SUBSCRIBED AND SWORN TO** before me, a Notary Public, by \_\_\_\_\_ of \_\_\_\_\_  
(PRINTED NAME OF SIGNATORY) (PRINTED NAME OF VENDOR)  
on \_\_\_\_\_, 2026.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
Signature of Signatory

Commission Expires \_\_\_\_\_  
State of \_\_\_\_\_  
County of \_\_\_\_\_

**2026 Proposed Printers/Locations/Specs**

<b>Location</b>	<b>Type of Device</b>	<b>Color or BW</b>	<b>Trays</b>	<b>Fax</b>	<b>Staple</b>	<b>Stand</b>	<b>Speed</b>	<b>Monthly Avg</b>	<b>Color Avg</b>	<b>Fax</b>
Mayors Office	Single Function Printer	Color	1	No	No	No Stand	42 PPM	100 or less	50%	
OnSite PW General Building	Single Function Printer	BW	1	No	No	No Stand	52 PPM	304		
Copy Room - Main Building	Multi Function Copier	Color	4	No	No	No Stand	60 PPM	1311	60%	
Hallway Main Building	Multi Function Printer	Color	2	Yes	No	Stand	42 PPM	1507	10%	Yes
IT Room	Multi Function Printer	Color	2	No	No	Stand	42 PPM	500	30%	
PD Admin Assistant	Single Function Printer	BW	1	No	No	No Stand	52 PPM	200 or less		
PD Sergeant Office	Single Function Printer	BW	1	No	No	No Stand	52 PPM	50		
PD Social Worker	Single Function Printer	BW	1	No	No	No Stand	52 PPM	100 or less		
PD - Processing Room	Single Function Printer	BW	1	No	No	No Stand	52 PPM	200		
PD Detective	Multi Function Printer	Color	2	No	No	Stand	42 PPM	300 or less	50%	
PD Lieutenant Office	Single Function Printer	BW	1	No	No	No Stand	52 PPM	100		
PD Reception	Multi Function Printer	Color	2	Yes	No	Stand	42 PPM	500 or less	9%	Yes
Fire Department 1	Multi Function Copier	Color	4	Yes	No	No Stand	40 PPM	812	70%	Yes
FD1 Bunk Room	Single Function Printer	BW	1	No	No	No Stand	52 PPM	100 or less		
Fire Department 3	Multi Function Copier	Color	2	No	No	No Stand	40 PPM	100 or less	60%	
Public Works - Copy Room	Multi Function Copier	Color	4	No	No	No Stand	40 PPM	300	46%	
Public Works - 2nd Floor	Single Function Printer	BW	1	No	No	No Stand	52 PPM	100 or less		
Public Works Training	Single Function Printer	BW	1	No	No	No Stand	52 PPM	100 or less		
Depot Museum	Single Function Printer	Color	1	No	No	No Stand	42 PPM	100 or less	50%	

Single Function Color printer: 2 needed at aprox 42ppm

Single Function PW Printer: 9 needed at aprox 52ppm

Multi Function Color Copier: 4 needed at aprox 40ppm

Multi Function Color Printer: 4 needed at aprox 42ppm