

Request for Proposal #LB 16-012
Digital Printer/Copier Equipment
Purchase or Lease with Support and Maintenance

I. INTRODUCTION AND BACKGROUND

Introduction

The Genesee County Land Bank Authority (GCLBA) would like to receive competitive bids for Digital Printing and Copying solutions as outlined below. In addition to the necessary hardware, we are also expecting a service contract that provides maintenance for the equipment.

This document (RFP) describes the selection process, specs and requirements of the maintenance contract. Proposals that fail to meet the requirements of this document may be disqualified from the selection process.

II. QUALIFICATION AND CONTRACTING PROCESS

1. Evaluation Process

Members of the Administration of GCLBA will evaluate each proposal and choose the bidder whose product and services meet our needs.

2. Addenda to this Request for Proposals

The bidder shall state in their proposal that all changes to this RFP have been received.

III. SPECIAL CONSIDERATIONS

1. Reservations

This RFP does not commit GCLBA to award a contract or pay any costs in association with the creation of a proposal. This RFP does not commit GCLBA to a contract for work.

2. Public Record

This RFP and all proposals submitted are deemed public record and subject for view by the public.

3. Additional Information

GCLBA reserves the right to request additional information and explanation for any proposal received in relation to this RFP.

4. Conflict of Interest

Bidders must disclose any potential conflict of interest in providing equipment, service and support to the GCLBA.

5. Public Information

Bidders wishing to release information about this process, any award of contract or data provided by GCLBA should request so in writing to GCLBA. No information should be published without consent of GCLBA.

6. Insurance Requirements

GCLBA requires consultants doing business with it to obtain insurance, and proof of insurance must be provided within 30 days of notice of selection and prior to the commencement of any work on the project.

7. Solicitation Disclaimer

All bids become the property of GCLBA. The costs of creation of the proposal and any subsequent communication or interviews are the responsibility of the bidder. GCLBA has the right to reject any bid. The decision to award contract is the right of GCLBA.

IV. SUBMITTAL REQUIREMENTS

Request for Proposal Requirements

Please submit the following information by Friday July 29th to:

Genesee County Land Bank Authority
Attn: Paul McShane
452 S. Saginaw St. Suite 200
Flint, MI 48502

Or pmcshane@thelandbank.org

Please do not send your proposal via FAX

Cover Letter: Include description of interest of company and commitment to providing hardware and service.

Contact Information: Single person of contact for the selection process. Include name, phone, email, and office location.

References: Include experience and a list of customers willing to discuss solutions provided by your company.

Price Schedule: Firm prices for the duration of the contract should be included in a price schedule including: Price of direct purchase of equipment, Lease option, and service agreement pricing should be given. Lease option and service agreement terms should be in one year increments for a total of four years with an opt out provision by GCLBA at no cost during the length of the agreement.

Deliverables: List all deliverables

Equipment Requirements: Equipment should be new and from the same manufacturer. Equipment should meet the requirements below. There are 2 copiers to be replaced and two laser jet color printers. Choices in models should be included to

reduce cost.

- General

2 copiers will be needed with monthly usage estimated at 10,000 B&W and 5000 Color each (Comparable to/or better than current Equipment Kyocera Taskalfa 300ci)

- Fax capability.
- Postscript compatible.
- Copy/print speed of no less than 30ppm.
- Multiple paper trays and bypass paper tray, with at least 1 high capacity paper tray.
- User features accessible from copier console.
- Simple/clear user interface.
- High resolution printing/copying.
- Ethernet interface with support for TCP/IP.
- Web-based/Software-based configuration, administration and accounting.
- Internal storage for scanned documents, waiting faxes, stored copy jobs or queued print jobs.
- Import/Export user accounts, copy codes and usage data.

- Copy

- Duplex copying.
- Sheet feeder.
- High capacity staple.
- Booklet production.
- Other modern copier functions (resize image, resize page).
- PCL , Postscript.
- Windows/Mac compatible printer drivers that allow access to most features.

- Scan

- High Resolution Scanning.
- Full Color.
- Scan to folder (Windows/SMB), Scan to Email, Scan to FTP
- Scan to PDF or Graphic file (TIFF, JPEG, GIF).

- Fax

- Fax from console.
- Fax from PC/MAC.
- Storage of frequently used numbers.

- Accounting

- User code creation allowing tracking of prints and copies.
- Feature control via user code.

- Administration

- LDAP compatible.
- Windows compatible (SMB).
- TCP/IP Compatible.
- Web-based/Software-based administration of users and features.
- Console based administration of users and features.
- User database and settings backup.
- Easily replaceable toner, staples and paper.

- General

2 Laser color printers with monthly usage estimated at 4750 B&W and 1600 Color each(Comparable to/or better than current Equipment Kyocera FS-C5400DN)

- Print speed of no less than 35ppm.
- Multiple paper trays and bypass paper tray.
- User features accessible from printer console.
- Simple/clear user interface.
- High resolution printing.
- Ethernet interface with support for TCP/IP.
- Web-based/Software-based configuration, administration and accounting.

Service, Support and Supplies Requirements: Proposal should include parts and service to maintain equipment to assure quality copies, prints, scans and reliable Faxing.

- Equipment under warranty should be replaced, should the need arise, with like equipment at the bidder's expense.
- Contract should include full-service with same day call back and reasonable on-site service scheduling.
- Bidder should provide evidence that any service technician is qualified to maintain any equipment
- Clearly defined plan for the resolution of reoccurring problems.
- Bidder supplies all parts for all service calls.
- Bidder maintains a history of service calls and all service performed.
- Bidder should supply a monthly invoice.
- All service will be performed at a mutually agreed upon time.
- Copier moves due to room changes or building openings or closings should be performed by the Bidder at the bidder's expense.

Terms and Conditions

- All deliverables will be in place, and copiers available to users August 26, 2016.
- All cost of delivery and installation should be included.
- Cost of installation and removal should be performed by the bidder at the bidder's expense.
- Risk of loss due to incidents beyond the control of GCLBA is the responsibility of the Bidder.
- Contract negotiation will be conducted upon award of contract.
- All responses should provide outright purchase price and a yearly lease quote. Please provide terms and conditions for review.
- Lease includes all insurance, delivery, installation, training and other fees. No fees should be charged in addition to the lease agreement, including shipping fees. Genesee County Land Bank is tax exempt. Any and all taxes will be paid by the successful bidder.