



REQUEST FOR PROPOSALS (RFP)

MULTIFUNCTION OFFICE PRINTERS

**EAGLE COUNTY GOVERNMENT
EAGLE, CO**

Response Deadline: February 10th, 2012

Submit Responses to:
E-Mail: MFPRFP@eaglecounty.us

INVITATION

Eagle County, Colorado ("County") invites qualified Vendors ("Respondent") to submit proposals to provide multifunction office printers to selected County office locations.

OBJECTIVE

The County intends to identify one and in no event more than two preferred vendors and establish relationships with qualified Respondents that will support the County's requirements for office multifunction printers/copiers/faxes/scanners (MFP) as required. The intent is to establish baseline schedules of pricing and equipment for leased equipment (inclusive of maintenance and supplies) that individual departments will have the option of selecting from.

BACKGROUND

At present, the vast majority of the County's MFP business is provided by a single contractor with pricing based upon an existing State of Colorado negotiated rate. The intent of this bid process is to better position the County in the following areas:

- Validating the competitiveness of existing County MFP pricing.
- Better understanding the differing pricing models and savings opportunities provided by each MFP vendor.
- Improved positioning to compare costs and capabilities between vendors.
- Enabling a more competitive landscape pertaining to the service challenges that naturally arise when operating under a single source arrangement.

A preferred vendor(s) may be selected based upon a combination of pricing, equipment capability, and service level satisfaction as determined by County in its sole discretion. The selected vendor(s) will be identified internally as the County's approved MFP provider(s) during the term of an agreement to be entered into with the selected vendor(s).

EFFECTIVE PERIOD

Existing MFP lease expiration dates do not coincide with each other and there are no present plans to alter this situation. As existing leases are due to expire, individual departmental representatives will work with preferred vendor(s) to identify required equipment based upon pricing obtained under this bidding exercise.

Existing leases range from three to five years and it is anticipated that the County will enter into a base agreement with the selected vendor(s) and may add additional equipment as existing leases expire. As an option, a proposal may be submitted that includes the buyout costs for the current copiers/printers. This would allow a change out of all the units and synchronize the lease expiration dates. See Exhibit D for the lease expiration dates.

It should be understood that the County does reserve the right, at its sole discretion, to solicit for new proposals at any time.

LOCATION WHERE WORK WILL BE PERFORMED

The County currently has multiple different physical locations where this equipment will reside within Eagle County, Colorado. Refer to Exhibit D for details.

PROPOSAL SUBMITTAL

The Respondent must be a recognized representative of the printer manufacturer in order to submit a proposal. Documentation shall be provided to verify this requirement. In order to be considered for selection, Respondents must submit a complete response to this RFP. An electronic copy of Respondent proposal should be submitted via email to MFPRFP@eaglecounty.us by no later than February 10th, 2012.

Eagle County reserves the right to reject any and all Proposals, in part or in whole, and to select the most responsive and responsible firm(s) as deemed in the best interest of the County. All submitted proposals will become a County record and therefore a public record.

PROPOSAL FORMAT

Proposals shall be as thorough and detailed as possible so that Eagle County may properly evaluate Respondent capabilities to provide the required goods/services. County may request Respondents to supplement initial proposals.

- Quoted devices should meet all specifications as detailed in Exhibit A - Specifications.
- Pricing information should be completed thoroughly for all requested bands as detailed in Exhibit B - Band Pricing Sheets.
- Other requested information should be provided as described in Exhibit C - Additional Required Information.

By responding to this RFP, Respondents acknowledge and agree to the following:

- i. I or the firm submitting the response acknowledge the right of the County in its sole discretion to reject any or all proposals submitted and that any award(s) may be made in the sole discretion of County.
- ii. I or the firm submitting the proposal agree that the discretion of the County in selection of successful Respondent(s) shall be final, not subject to review or attach and acknowledge that the submittal is made with full knowledge of the foregoing and in full agreement thereto.
- iii. By submission of a proposal I or the firm acknowledge that the County has the right to make inquiry or investigations it deems appropriate to substantiate or supplement information contained in the proposal or related documents.

County shall not be responsible for Respondents costs or expenses in responding to this RFP.

PROPOSAL EVALUATION PROCESS

The County will determine a limited number of prospective suppliers that may be qualified through this Request for Proposal process to enter into negotiation of a final contract(s). The County may invite a limited number of firms to provide a presentation/interview after the written RFP submittals have been evaluated. County reserves the right to extend the submittal date in its discretion.

BOND AND INSURANCE REQUIREMENTS

- There are no bonding requirements for this solicitation.
- Documentation shall be provided for Worker's Compensation and \$1,000,000 in General Liability Insurance.

METHOD OF PAYMENT

The Respondent shall submit invoices on a frequency agreed upon with the County. Invoices should include the following information for each machine:

- Machine location and address.
- Model and Serial Number.
- Monthly or Quarterly Volumes.
- Invoicing/billing format should be broken out by location.

QUESTIONS CONCERNING THIS RFP

Any requests for clarification or additional information deemed necessary by any Respondent to present a proposal shall be submitted by email to MFPRFP@eaglecounty.us.

County is not responsible for any oral instructions or interpretations given by or to anyone whomsoever.

Any changes to the RFP will be made by addenda and posted on the Eagle County website. Addenda will be considered part of the RFP document and will prevail over inconsistent or conflicting provisions contained in the original RFP document.

RFP Specifications for Multi-Function Devices
RFP Basic Structure and Terms

• Band 1 – 25+ PPM- Qty Needed:	13
• Band 2 – 50+ PPM- Qty Needed:	14
• Band 3 – 75+ PPM- Qty Needed:	<u>02</u> 29

The County is requesting leasing costs for approximately twenty-nine (29) differently configured copier/printers. All machines quoted under Exhibit B band pricing sheets must include:

- Base configuration of Copy/Print/Scan to file & email.
- Color output capabilities.
- Optional additions of fax, stapling, usb print/scan, mobile printing, stapling, folding, hole punch, and an open architecture technology platform (the technology that allows an MFP to integrate with applications and functionality not native to the device that will allow in-house developers, independent software vendors and system integrators to deliver customized solutions hosted on an MFP).
- 4 Paper Trays Minimum.
- Copy/Print electronic usage tracking.
- Minimum 600x600 DPI Print Quality.
- True multi-tasking capabilities where scanning/faxing can be performed concurrent with print/copy jobs.
- Security must include encrypted hard drive.
- PCL 6 & Postscript 3 PDL (Page Description Language) capability.

All costs associated with the lease shall be included in the proposal such as:

- All equipment baseline configuration is as a copier/printer/scan to file and email.
- All equipment must be new.
- Lease must be provided by manufacturer.
- Monthly lease price and associated price per image includes maintenance and supplies (excluding paper and staples).
- Lease and price per image pricing must include insurance and be fixed for the entire lease term. Price per image pricing will include a single click rate for both 8.5" x 11" as well as 11" x 17" with no charge for scanning.
- Pricing should include network installation assistance to be coordinated through the Eagle County IT Department. Vendor to provide a minimum of 2 hours/machine on-site analyst support necessary to successfully connect equipment to network and provide printing and scanning functionality.
- Unlimited staff training.
- Copy/print credits will be issued for all copies/prints determined not acceptable by the county including all copies/prints run by service technicians.
- Defective equipment will be replaced at the request of and at no expense to the County with a like kind machine.
- Equipment will be removed at end of lease with no additional charges (Freight on board, etc.).
- All used supplies must be recycled by manufacturer at no additional cost to the County.
- No sales or property taxes shall be charged or included in this bid.
- Availability of loaners to replace units during repairs if unit requires off site shipment.
- Additional required spare parts and any other consumables.
- Security deposits.
- Upgrade costs.
- Invoicing fees, lease renewal costs, and any other documentation costs.

This list is not all inclusive but is a sampling of potential items/areas that could have associated expenses. **ALL COSTS SHALL BE INCLUDED AND ITEMIZED IN THE PROPOSAL WITH NO HIDDEN COSTS.**

Band 1 Pricing

Band 1 – Copy speed 25+ PPM (network print speed must be at least 75% of rated copy speed)

Make and Model Number: _____
 SKU: _____
 Copy Speed: _____
 Network Print Speed: _____

	36 mo. lease price	60 mo. lease price	Purchase price
Baseline lease pricing			
Price per image b/w			
Price per image color			
Add Fax			
Add Stapling			
Add USB printing/scanning			
Add Mobile printing			
Add hole punch			
Add folding			
Add EIP (Extensible Interface Platform)			

Band 2 Pricing

Band 2 – Copy speed 50+ PPM (network print speed must be at least 75% of rated copy speed)

Make and Model Number: _____
 SKU: _____
 Copy Speed: _____
 Network Print Speed: _____

Configuration	36 mo lease price	60 mo lease price	Purchase price
Baseline lease pricing			
Price per image b/w			
Price per image color			
Add Fax			
Add Stapling			
Add USB printing/scanning			
Add Mobile printing			
Add hole punch			
Add folding			
Add EIP (Extensible Interface Platform)			

Band 3 Pricing

Band 3 – Copy speed 75+ PPM (network print speed must be at least 75% of rated copy speed)

Make and Model Number: _____
 SKU: _____
 Copy Speed: _____
 Network Print Speed: _____

Configuration	36 mo lease price	60 mo lease price	Purchase price
Baseline lease pricing			
Price per image b/w			
Price per image color			
Add Fax			
Add Stapling			
Add USB printing/scanning			
Add Mobile printing			
Add hole punch			
Add folding			
Add EIP (Extensible Interface Platform)			

Respondent Contact Information

- Company Name.
- Name of and Title of Authorized Agent.
- Organization Address.
- Phone.
- Email.
- Website.

Maintenance management of equipment

- Provide a detailed description of the proposed preventative maintenance schedule.
- Number of service and/or repair calls allowed per location.
- Supplies included in the cost per copy charge proposed.
- How will supplies usage be monitored.
- Describe the process for providing supplies and expected delivery lead time.
- Location that service personnel base out of / originate from.
- Available hours for placing service calls.
- Indicate average service response time.

Experience of key personnel

List the types of services and qualifications of key personnel to be assigned to our contract to assist in the implementation and support of your proposal. Names & Qualifications:

- Customer Representative.
- Maintenance/Repair Service.
- On-Site Training Services.

Quality and reliability of proposed equipment

- Provide a summary that explains an overview of your firm's proposal and the highlights and benefits. Emphasize why your firm's solution is best suited to meet the needs of Eagle County Government.
- Include independent third party testing and/or recommendation results and the source of the documentation (i.e. Buyer's Labs, Consumer Reports, etc.).
- Attach additional sheets/information if necessary.

Other Documentation

- Provide a list of every customer you have in Eagle, Garfield, Pitkin, and Summit Counties and total number of machines.
- Provide sample Contract Agreement documents for the County's evaluation committee to review and any government addenda
- Brochures / specification sheets of copy equipment proposed.
- Standard Warranty provisions

Identify all threatened or pending lawsuits relating to or arising from MFP leases in which you, your employer or any officers or directors of your employer were a named party.

Variations

Respondent shall identify any proposed variations or exceptions to the requirements of this Request for Proposals. Variations are not expressly prohibited and Respondent shall identify clearly any variation or exceptions in the response. Variations may be cause for determining that the Bid Proposal is non-responsive and ineligible for award

Exhibit D
Existing MFP Devices

Account Name	Addresss	City	Model	Serial #	Install	term	remaining	date	expires	leasing com.
EC Clerk	100 W BEAVER CRK 107	Avon	4250	MAC586383	4/27/10	60	41	11/18/11	4/27/15	Xerox
EC Clerk El Jebel	El Jebel	Avon	4250	MAC587043	4/27/10	60	41	11/18/11	4/27/15	Xerox
EC HHS	100 W. Beaver Creek	Avon	7425	PBB011592	4/1/10	60	41	11/18/11	4/1/15	Xerox
EC HHS	100 W. Beaver Creek	Avon	6180	GNX251101	4/16/10	36	17	11/18/11	4/13/13	Xerox
EC Housing Riverview Apts	39169 Hwy 6	Avon	6180	GNX156933	1/20/09	36	2	11/18/11	4/13/13	Xerox
EC Housing Riverview Apts	39169 Hwy 6	Avon	7242	GBP236885	06/25/11	own	own	own	own	own
EC Accounting	500 Broadway	Eagle	7345	FKA934575	01/08/09	60	26	11/18/11	01/08/14	xerox
EC Animal Control	1400 Fairgrounds	Eagle	7232	GBP229959	02/26/08	60	15	11/18/11	02/26/13	xerox
EC Assessors	551 Broadway	Eagle	7345	FKA631289	12/30/10	63	52	11/18/11	03/30/15	GA
EC Clerk	500 Broadway	Eagle	7242	GBP229990	02/07/08	55	10	11/18/11	09/07/12	xerox
EC Clerk	500 Broadway	Eagle	580 fax	KKM018490	11/20/03	own	own	own	own	own
EC Comm Development	500 Broadway	Eagle	7765	RFX346978	06/22/10	60	43	11/18/11	06/22/15	xerox
EC Commissioners Admin	500 Broadway	Eagle	7345	FKA617581	11/27/08	60	24	11/18/11	11/27/14	xerox
EC County Attorney	500 Broadway	Eagle	7346	LXW321376	12/03/08	48	13	11/18/11	12/03/12	xerox
EC CSU Extension	441 Broadway	Eagle	7435	PBB015728	06/08/10	60	43	11/18/11	06/08/15	xerox
EC Enginneering Lori Seifers	500 Broadway	Eagle	555 fax	PE3012756	09/26/02	own	own	own	own	own
EC Environmental Health	500 Broadway	Eagle	F116	VFF241670	10/19/05	own	own	own	own	own
EC Facilities	500 Broadway	Eagle	7425	PBB011553	04/01/10	60	41	11/18/11	04/01/15	xerox
EC HHS 2nd floor	500 Broadway	Eagle	7335	FKA937289	05/07/09	60	30	11/18/11	05/07/14	xerox
EC HHS 3rd Floor	500 Broadway	Eagle	7765	RFX347001	06/22/10	60	43	11/18/11	06/22/15	xerox
EC HHS El Jebel	20 Eagle County Rd	El Jebel	7435	PBB018553	08/01/10	60	45	11/18/11	08/01/15	xerox
EC HHS Garden Level	500 Broadway	Eagle	7755	RFX346935	06/22/10	60	43	11/18/11	06/22/15	xerox
EC HHS Golden Eagle	715 Broadway	Eagle	6180	GNX251309	04/13/10	60	41	11/18/11	04/16/15	xerox
EC Housing Golden Eagle	715 Broadway	Eagle	7120	XDC336375	07/16/10	60	44	11/18/11	07/16/15	xerox
EC Human Resources	500 Broadway	Eagle	7755	RFX348045	08/27/10	63	48	11/18/11	03/26/13	xerox
EC Information Desk	500 Broadway	Eagle	6180	GNX250970	04/06/10	36	17	11/18/11	04/06/13	GA
EC Information Technology	500 Broadway	Eagle	7242	GBP234217	07/17/08	60	20	11/18/11	07/17/13	xerox
EC Treasurer	500 Broadway	Eagle	238	URT810331	10/26/06	own	own	own	own	own
EC Treasurer	500 Broadway	Eagle	7435	PBB010580	03/02/10	60	40	11/18/11	03/02/15	xerox
EC- Housing	0025 MILL LOFT ST	Ed	W5645PT	WTD730680	10/21/08	60	23	11/18/11	10/21/13	Xerox
EC Housing Valley Home Store	25 Mill Loft St.	Ed	5645	WTD730680	10/21/08	60	23	11/18/11	10/21/13	Xerox
EC Airport Fire	219 Eldon Wilson Rd	Gyp	7435	PBB018798	08/17/10	60	45	11/18/11	08/17/15	Xerox
EC Airport Fire	219 Eldon Wilson Rd	Gyp	6180	GNX252603	08/17/10	60	45	11/18/11	08/17/15	Xerox
EC Fleet	3289 Cooley Mesa Rd	Gyp	WC4150X	L99035626	06/06/07	59	6	11/18/11	05/06/12	xerox
EC Road & Bridge	3289 Cooley Mesa Rd	Gyp	7655	VDR559826	03/19/09	60	28	11/18/11	03/19/14	xerox
EC Transit Bld. A	3289 Cooley Mesa Rd	Gyp	7755	RFX011598	06/23/10	60	43	11/18/11	03/19/14	xerox
EC Transit Bld. B	3289 Cooley Mesa Rd	Gyp	5740	XEK491094	06/02/10	60	43	11/18/11	06/02/15	xerox
EC- Landfill	2250 HWY 131	Wol	7425	PBB011585	04/01/10	60	41	11/18/11	04/01/15	Xerox
EC- Landfill Recycling	2250 HWY 131	Wol	6180	GNX160777	01/05/10	36	14	11/18/11	01/05/13	GA