

University of Northern Iowa

Request for Proposal #Q8657

SECTION I INFORMATION AND INSTRUCTIONS

1.0 **Introduction** The purpose of this Request for Proposal is to obtain pricing for a copier.

All questions and comments in reference to this Request for Proposal must be directed to:

Jon Westhoff
Purchasing Agent
103 Gilchrist Hall
University of Northern Iowa
Cedar Falls, IA 50614-0008
Telephone 319-273-6246
jon.westhoff@uni.edu

1.1 **Parties to the Purchase** Bidders must identify all parties who will be involved in the purchase. By submitting a Proposal, the bidder warrants that all parties to the contract have received a copy of this RFP and that the bidders' response is acceptable to these parties.

1.2 Each Company, by submitting a proposal, acknowledges its representative has:

1.2.1 Read and completely understood the proposed Purchase Documents contained in this RFP. The Purchase Documents shall consist of this RFP (Information and Instructions, Terms and Conditions of the Purchase, Specifications, Proposal Content, Form of Bid, and all exhibits and attachments), any subsequent Addenda issued by UNI, Bidders response to this RFP, and any agreement that results from this RFP.

1.2.2 Based their proposal upon the requirements described in the proposed Purchase Documents.

1.3 **Receipt of Proposal**

1.3.1 **Proposals must be received in the UNI Office of Business Operations, 103 Gilchrist Hall, Cedar Falls, Iowa 50614-0008, by 3:00 P.M., central time, on March 25, 2009.** Any Proposal received after the time specified for the receipt of Proposals may not be considered and may be returned unopened to the sender as non-responsive. One (1) original and one (1) copy of the bid are to be submitted to UNI Purchasing Services in response to this RFP.

1.3.2 UNI reserves the right to accept or reject any or all Proposals and to waive any irregularities, technicalities, or informalities in proposals if such waiver does not substantially change the offer or provide a competitive advantage to any Company. UNI reserves the right to request additional documents or proposal clarifications after the due date and time for Proposal submission.

1.3.3 Company's legally authorized representative shall sign the proposal. The official name, address, telephone, and fax number and e-mail addresses are to be stated on the Proposal form.

1.3.4 The laws of the State of Iowa require the contents of all Proposals be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld, if clearly identified as such in the Proposal.

Proposals marked entirely confidential or proprietary may be rejected. Pricing information and other offers cannot be considered proprietary information.

Failure to list all proprietary sections of the submitted Proposal in the space provided, shall relieve UNI personnel from any responsibility, should such information be viewed by the public, a competitor, or be in any way accidentally released.

1.3.5 All opened Proposals become the property of UNI and will not be returned to the offeror.

1.3.6 Prior to the date and time designated for receipt of Proposals, Proposals submitted early shall be withdrawn only by written notice to UNI. Such notice shall be received by UNI prior to the designated date and time for receipt of Proposals.

1.3.7 Withdrawn Proposals may be resubmitted up to the time designated for receipt of Proposals provided that they are then fully in conformance with these Proposal Instructions and Conditions.

1.3.8 No Proposal may be modified or withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receipt of Proposals.

1.3.9 All erasures or corrections are to be initialed by the person(s) signing the Proposal.

1.3.10 Failure to comply with the requirements of this RFP or evidence of unfair bidding procedures may be cause for rejection of the Proposal. Failure to supply information requested may also be cause for rejection of the RFP as being non-responsive.

1.3.11 This Request for Proposal does not commit UNI to make an award, nor will UNI pay any necessary studies for the preparation of Proposals, or any travel or personnel expenses associated with trips to UNI.

1.4 Addenda Any and all interpretations, corrections, revisions, and amendments shall be issued by UNI Purchasing Services to all known holders of the Bid Documents in the form of written addenda.

1.5 Proposal Obligations The Contractual Agreement (Agreement) shall incorporate the selected Company's Proposal, including any clarification to the Proposal(s) requested by UNI and submitted by selected Company, except as amended by mutual agreement. The Agreement shall form the contractual obligation of UNI and the selected Company.

1.6 Exceptions to Purchase Documents Company shall clearly state in the submitted Proposal any exceptions to, or deviations from the Specifications, and any exceptions to the provisions, terms, and conditions of this RFP included in Section I and terms and conditions of the potential agreement described in Section II. Such exceptions or deviations will be considered in evaluating the Proposals. Any exceptions should be noted on Attachment A and returned with the submitted Proposal. Companies are cautioned that exceptions taken to this RFP may cause their Proposal to be rejected at the sole discretion of UNI. Exceptions not stated on Attachment A will have no effect.

1.7 Qualification of Company UNI shall make such investigations as deemed necessary to determine the ability of Company to provide the expected goods or services. UNI reserves the right to reject any bid if the evidence submitted by, or investigation of, such Company fails to satisfy UNI, in its sole opinion, that said Company is properly qualified to carry out the obligations specified herein.

SECTION II TERMS AND CONDITIONS

2.1 Definitions

The University The University is the University of Northern Iowa (UNI). The term University means the University or the University's authorized representative.

The Company The Company is the person or organization to which the University will issue a contract purchase order, when/if award of this Request for Proposal is made. The term Company means the Company or the Company's authorized representative.

The following conditions will apply to any contract awarded as a result of this RFP:

2.2 Assignment This contract may not be assigned or transferred by either party without the prior written consent of the other party.

2.3 Non-appropriation of Funds Notwithstanding other provisions of any award resulting from this RFP, if funds anticipated for the fulfillment of this agreement are at any time not forthcoming or insufficient, either through the failure of the Iowa Legislature or the federal government to provide funds or the program under which funds were provided is altered, then UNI shall have the right to terminate this agreement without penalty by giving not less than thirty (30) days written notice documenting the lack of funding or program change.

2.4 Immunity from Liability Every person who is a party to this Agreement is hereby notified and agrees that UNI, and its agents, successors, and assigns are immune from liability and suit for or from Company's activities involving third parties and arising from this Agreement.

2.5 Indemnification To the extent permitted by Iowa law, University hereby agrees to indemnify, protect and hold harmless Company, its officers, directors, shareholders, employees, and agents, and each of them, in their corporate and individual capacities, from any expense, liability or damage any of them may incur, including as a result of claims, demands, costs, awards or judgments of any kind or nature, by anyone whomsoever, arising out of or otherwise connected with this Agreement, provide such claims are due to the negligent acts of University. Company agrees to defend, indemnify and hold harmless the State of Iowa, University of Northern Iowa, its Board of Regents, faculty, students, employees and agents from all liability, injuries, claims or damages (including claims of bodily injury or property damage) and loss, including costs, expenses, and attorneys' fees, which arise from its operations or the negligent acts of Company, its officers, directors, employees, and agents under this Agreement.

2.6 Code of Fair Practice Company shall not discriminate against any employee or applicant for employment because of race, color, religion, sexual orientation, gender identification, marital status, national origin, sex, age, or physical or mental disability, or status as a US veteran. Company shall take affirmative action to ensure that applicants are employed and that the employees are treated during employment without regard to their race, creed, color, religion, national origin, sex, age, or physical or mental disability or status as a Vietnam-era/disabled veteran, except where it relates to a bona fide occupational qualification. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; and selection for training, including apprenticeship. If applicable to this agreement, Company shall comply with the provisions of Federal Executive Order 11246 as amended by Executive Order 11375. In the event of Company's non-compliance with this section 2.7 or with any of the aforesaid regulations, this contract may be canceled, terminated or suspended in whole or in part, without penalty to the Board of Regents, State of Iowa, the University, or the State of Iowa, and Company may be declared ineligible for further contracts with Board of Regents, State of Iowa, institutions.

2.7 Subcontractors Company is specifically advised that any person, firm, or other party to whom it awards a subcontract under this Agreement must be approved in advance and be acceptable to UNI. The Company is responsible for all acts of its Subcontractors, as well as the Subcontractors' performance of delegated duties. Company shall be solely responsible for payment to all subcontractors or secondary suppliers that the Company may engage for the completion of any contractual agreement with UNI.

2.8 Laws Terms and provisions of this Agreement shall be construed in accordance with the laws of the State of Iowa, and any and all litigation or actions commenced in connection with this Agreement shall be instituted in the appropriate courts in the State of Iowa.

2.9 Advertising Company shall not use or reference the name University of Northern Iowa as a part of any commercial advertising without prior written approval of UNI's central administration and its Trademark and Licensing Office.

2.10 Taxes UNI is exempt from State and Local Sales and Use Taxes on the services. A Tax Exemption Certificate will be furnished upon request.

2.11 Termination

2.11.1 If Company is adjudged bankrupt or makes a general assignment for the benefit of creditors, if a receiver is appointed on account of Company's insolvency, if Company repeatedly refuses or fails to supply enough employees, management staff, or equipment to adequately provide timely delivery or services for UNI, or if Company is otherwise guilty of a substantial violation of the Purchase Documents, UNI may terminate the Agreement after giving Company a minimum thirty (30) days written notice, without penalty to UNI.

2.11.2 In any case where Company has failed to provide items or services or has provided nonconforming items or services, UNI shall provide a Cure Notice. If after notice Company continues to be in default, UNI may procure services from another source and terminate the Agreement, without penalty to UNI.

2.12 Severability of the Agreement In the event any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision, but shall be construed as if such invalid or unenforceable provision had never been contained. Further, in the event that any provision shall be held to be unenforceable by virtue of its scope, but may be made enforceable by a limitation thereof, such provision shall be deemed to be amended to the minimum extent necessary to render it enforceable under the laws of the jurisdiction in which enforcement is sought.

2.13 Open Competition

2.13.1 **Where, in these contract documents, reference is made to materials, trade names, catalog numbers or articles of certain manufacture, it is done for the purpose of establishing a basis of comparative quality, type or style and not for the purpose of limiting competition.** It shall be understood that such method of description is not intended to exclude other items, processes, similar designs, or kinds of materials, but is intended merely as a means of establishing a standard of comparison. Other manufacturing processes may be used, if, in the opinion of UNI, they are acceptable in serviceability, durability, quality, functional capabilities and design.

2.13.2 UNI reserves the right to reject any substitute article or material, and/or the associated bid which, in UNI's opinion, does not meet the standard of quality established by such a reference in the contract documents.

2.13.3 Vendors offering other than the items specified shall submit, with their bid, catalog cuts, brochures, and detailed specifications covering the items on which they are bidding. In addition, include samples of paint, laminate chair frame finishes and standard fabrics. **Any deviation from the contract documents contained in this bid shall be noted by the vendor on the Bid Compliance Form. (See Attachment A.) Where the vendor proposes to substitute an article or material, the vendor shall be prepared to submit samples, upon request, for UNI's inspection.** The cost of transportation, both ways, of such samples shall be borne by the vendor.

2.13.4 The vendor is expected to comply fully with the contract documents in this bid solicitation. In the event the vendor's materials or equipment do not conform, and those deviations have not been stated on the Bid Compliance Form, the vendor will be responsible for furnishing materials and equipment, which fully conform at no change in their bid price.

SECTION III EQUIPMENT SPECIFICATIONS

3.1 Scope of Work Furnish Oki Data CX3641 MFP copier/printer or acceptable alternate of the similar style, size and performance. Please see the following specifications:

3.2 Specifications

- 3.2.1 Be network and end user friendly
- 3.2.2 Handle up to 170lbs index paper
- 3.2.3 100 sheet document feeder
- 3.2.4 2 sided copying
- 3.2.5 40 pages per minute black and white
- 3.2.6 36 pages per minute color
- 3.2.7 25% - 400 % zoom lens
- 3.2.8 Copies to 12" x 18" paper
- 3.2.9 Full, high quality color copying
- 3.2.10 Print/Scan module
- 3.2.11 Scan to Email or File
- 3.2.12 1 GB RAM
- 3.2.13 40 GB Hard Disk Drive
- 3.2.14 Multiple Copies to 999
- 3.2.15 Same day service of unit
- 3.2.16 Collates, staples front/back through network connection

3.3 Optional Features

- 3.3.1 Optical character recognition
- 3.3.2 1000/50 sheet stapling booklet finisher
- 3.3.3 Fax Module
- 3.3.4 Three hole punch feature

**SECTION IV
PROPOSAL CONTENT**

- 4.1 Form of Proposal completed and signed by your company's representative.
- 4.2 A separate itemized list of exceptions taken to any and all items in this RFP, including the above specifications. This list will reference each exception by Paragraph number. (See Attachment A.)
- 4.3 Warranty- Provide standard warranty information, please specify if this is included in bid price. Include as **Supplement 1** of RFP response.

SECTION V FORM OF PROPOSAL

5.1 Bidder agrees to all Proposal Terms and Conditions contained in Section I and II of this RFP

Yes _____

No _____ **Note:** If **No**, please list exceptions on Attachment A

5.2 Bidder agrees to all Specifications contained in Section III

Yes _____

No _____ **Note:** If **No**, please list exceptions on Attachment A

5.3 Proprietary Information Please list all information or sections that you consider proprietary. Note that pricing and financial arrangements cannot be considered as proprietary information.
The sections of this Proposal listed below represent trade secrets or proprietary information.

Section	Page No.	Section Page	No.

5.4 Section 3.2 Unit Price \$ _____

5.5 Optional Prices

3.3.1 Optical character recognition \$ _____

3.3.2 1000/50 sheet stapling booklet finisher \$ _____

3.3.3 Fax Module \$ _____

3.3.4 Three hole punch feature \$ _____

5.6 Service Fee per year \$ _____

Black and White per copy fees \$ _____

Color per copy fees \$ _____

5.7 Total Price with Options 3.3.1 & 3.3.2 \$ _____

5.8 Delivery Lead Time: _____

5.9 Payment Terms: _____

5.10 Vendor Information

Business Name: _____

Federal I.D. Number/SSN: _____

Official Address : _____

Firm's State or Foreign Country of Residence _____

Telephone Number _____

Fax Number _____

Email _____

Authorized Signature _____

Typewritten or Printed Signature _____ Date _____

**ATTACHMENT A
EXCEPTIONS/ALTERNATES**

Please list any and all exceptions/alternates to this RFP in this section. Include page number, section and reason for exception: (Make additional pages if necessary)

Please check one of the following:

☐ We have no exceptions/alternates to this RFP

☐ We have the following exceptions/alternates to this RFP

Page Number	Section	Exception/Alternate
_____	_____	_____
_____	_____	_____
_____	_____	_____
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Signature _____

Printed Name _____

Date _____