

Ford County Request for Proposal for Multi-Function Devices/Copiers/Printers: Equipment and Maintenance

I. General Requirements

a. Introduction and Mandatory Terms:

Ford County ("the County") will receive proposals from Office Equipment Vendors (" Vendors") to provide copiers and maintenance of the leased equipment ("RFP"). The County expects to replace all of its current copiers currently under lease agreements.

In an effort to take advantage of economies of scale, the County is also requesting that vendors include in the proposal the replacement of one unit at the Ford County Highway Dept. ("the Highway Dept.") as well as an additional unit for the Ford County Courtroom. All requirements listed pertain to both the County and the Highway Dept.

Proposals will be accepted at the Ford County Clerk & Recorder's Office, 200 W. State Street, Rm. 101, Paxton, IL. 60957, Monday through Friday, 8:30 A.M. to 4:30 P.M, beginning **March 19, 2020**. Each vendor shall provide fourteen (14) hard copies of their proposal in a sealed envelope titled "RFP-COPIER 2020," as well one (1) electronic proposal via email to clerk@fordcounty.illinois.gov. Hard copies of the submission must be postmarked by **April 3, 2020**. Email submissions will be accepted until the close of business on **April 3, 2020** at 4:30 pm. Proposals that are received by the County after the specified time will not be accepted.

Proposals will be reviewed in the Finance Committee Meeting on **April 9, 2020 which begins at 8:30 A.M.** and consideration and action of the proposals may be taken by the Ford County Board at the regularly monthly scheduled meeting on **April 13, 2020**.

Inquiries regarding this RFP shall be directed to:

Amy Frederick, Ford County Clerk & Recorder, clerk@fordcounty.illinois.gov.
Written questions must be submitted no later than **April 3, 2020** at 4:30 P.M.
Responses will be emailed to all vendors who provide an email.

b. Vendor Notification:

Vendors will be notified in writing of further inquiries and/or decisions as long as proper contact information (postal address, phone number,

and email address) is included in the submission.

c. Award of Contract:

The contract will be awarded in whole or in part to the responsible vendor whose proposal, conforming to the request for proposals, will be most advantageous to the County and Highway Dept.; price and other factors considered.

d. Taxes Not Applicable:

Ford County is as an Illinois local government entity which pays neither Illinois Sales Tax nor Federal Excise Tax (State Tax Exemption Identification Number E999-709-10). Vendors should therefore exclude such taxes from proposals.

e. Competency of Vendor:

The County will reject any proposal from any person, firm or corporation that appears to be in default or arrears on any debt, agreement or the payment of any taxes. The County will make such investigations as necessary to determine the ability of the vendor to fulfill proposal requirements. If requested, the vendor should be prepared to present evidence to the County of ability and possession of necessary financial resources to comply with the terms and scope of services.

f. Subletting of Contract:

No agreement awarded by the County shall be assigned in whole or in part without the written consent of the County. In no case shall such consent relieve the vendor from its obligations or change the terms of the agreement including any third-party financing company.

g. County:

The Vendor will strictly comply with all Ordinances/Resolutions of the County, the Illinois Counties Code, and other laws of the State of Illinois.

h. Governing Law:

All agreements entered into by the County are governed by the laws of the State of Illinois without regard to conflicts of law. Any action brought to enforce an agreement with the County must be brought in the state and federal courts located in Ford County, Illinois.

i. Terms of Agreement:

The desired term of the equipment lease and maintenance agreement shall be for five (5) years. Vendor may not increase the maintenance portion of the agreement by more than three and one half percent (3.5%) on the anniversary date of this agreement. Overage costs per page shall not change during the term of the agreement.

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II. Specific Requirements:

These detailed specifications are for the office equipment requested and maintenance of such equipment as identified in Section I of the Request For Proposals.

The County and Highway Dept. are currently under a lease that is near expiration. A full inventory, including the Highway Dept. units, are provided as **Attachment A**. The County desires to lease new equipment having identical or similar functionality to the equipment listed on the inventory summary.

A. General Technical Requirements for Copier/Printer/Scanner/Faxer
Functionality in Multi-Function Units at a minimum, all units shall be:

- newly manufactured with no used or refurbished parts capable of scanning no less than 600 dpi
- capable of scanning no less than 600 dpi
 - direct to one or more email addresses as well as to a network file folder
 - in black and white and color
 - format must be an industry standard (e.g., PDF) and configurable ie. capable of faxing
- must include fax boards
- capable of two-sided copying/scanning to email
- capable of date stamping
- capable of three-hole punching
- capable of stapling minimum 1,000 sheet capacity
- capable of sorting/collating
- capable of reducing or enlarging with custom programable settings

- capable of secured use and/or control
- capable of allowing functionality based on user
- capable of centralized management of user access and privileges
- capable of printing to a repository to be able to be released at any device in the fleet
- capable of handling 8 ½ X 11 , 8 ½ X 14 and 11 X 17 and custom paper sizes
- capable of automatic document feeder of at least 100 sheets
- capable of feeding envelopes for black and white printing or color
- capable of network functionality
- capable of automatic duplex printing
- copy and print speeds shall be at least 35 PPM
- sheet capacity shall be at least 550 sheets for 11 X 17 and 2,000 sheets for 8 ½ X 11
- Automatic document feeder Bypass tray capable of handling 8 ½ X 11, 8 ½ X 14 and 11 X 17
- Scan speed of at least 80 ipm single side and 160 ipm double sided

C. Maintenance Portion of this Agreement shall include:

- 35,000 B&W copies per month with overages billed monthly @ \$.004/page
- 2,500 Color copies per month with overages billed monthly @ \$.030/page

D. Copier Models:

All new copiers must be of the same brand in order to maintain a uniform fleet.

E. Reporting Requirements:

a. Usage

Must provide reports of copy and print counts based on user and functional department for defined dates and times.

F. Maintenance Requirements:

a. Monitoring:

All units will be networked and will be monitored electronically for repair and toner/ink status with notification to the Department Head. Black toner shall be provided free of cost/shipping, and color toner shall be requested at a charge by the individual Departments.

b. Repairs:

Vendor shall guarantee the availability of replacement parts, applicable accessories and equipment within three (3) hours of such report. If a

defect(s) remains unresolved for a period of 24 hours or more, the vendor will provide the County and/or Highway Dept. with a comparable loaner unit, including installation, at no charge.

G. Delivery and Installation of equipment:

a. Start of Contract:

The vendor shall state in its proposal the number of business days necessary for delivery and installment of equipment. Vendor must detail all anticipated expenses that will be incurred by the County for the delivery and installation of equipment. The County will not be liable for expenses not detailed in the RFP response. The vendor shall invoice the County for delivery and installation upon written acceptance of the equipment by the County.

b. Training and materials:

Delivery and installation cost shall include on-site training by a fully qualified representative of the vendor. All user manuals and operating guides shall also be provided with the equipment. The date of the equipment training shall be chosen by the County after delivery and installation.

c. End of Contract:

The vendor shall be responsible and state any costs associated with de-installation and haul away of equipment at the end of the lease, including the destruction or erasure of data contained on copier hard drives. The County will not be liable for any costs not specifically detailed in your RFP response.

If a proposer cannot meet any of the specifications, expectations or services in Section II, or takes exception to any of the terms or conditions presented, these exceptions should be distinctly noted in the appropriate sections. If no exceptions are presented, the County will assume full capabilities as described in Section II.

III. RFP Response Instructions:

A. Proposal Format

Proposals should be prepared simply and economically, providing a straight-forward, concise description of proposer capabilities to satisfy the

requirements of this request.

For each sub mission, special bindings, colored displays, promotional materials, etc., are not desired. If using tabs please ensure each tab is labeled with a number or letter.

Emphasis should be placed on completeness, simplicity, and clarity of content. All proposal responses should be in the following format:

1. Cover Letter
2. Table of Contents
3. Proposer Background
4. Proposed Scope of Service
5. Proposed Schedule of Implementation
6. References
7. Cost Proposal
8. Attachment

The desired information for each of these sections is described below:

1. Cover Letter:

The cover letter should contain the name of the proposer (and/or third-party vendors), the address of the proposing officer(s), and the contact individual(s) authorized to answer technical, price, and contract questions. Contact information should include telephone number, fax number, mailing address, and email address. The cover letter must be signed by a person or persons authorized to bind the proposer(s).

2. Table of Contents:

The contents of the proposal shall be included in an index at the beginning of the proposal to include all contents and attachments.

3. Proposer Background:

This section should include the full name and principal address of the proposer. Include the state in which the vendor is incorporated to operate and the date of incorporation, if applicable.

The County requests that proposing vendors provide the names of a designated account executive or relationship manager, as well as an alternate. The designated account executives must have the authority to

make timely decisions in the normal course of business. In addition, describe the organization and any additional staff team which would service the account. Additional qualifications and experience on similar accounts may be included.

4. Proposed Scope of Services:

Clearly and succinctly describe the scope of services to be provided.

Please provide a table in MS-Excel form including:

- a. List each unit summarized in Attachment A with recommended replacement unit. Please include a full description and model number.
- b. Maintenance, servicing costs and service level details.
Service must be listed separately from lease and spelled out as cost per copy.
- c. Details as to your service levels, response times, number of technicians serving this area and problem reporting methodologies.
- d. Costing/financing options and any third-party company used for lease financing.
- e. Technical specifications on the following:
 - Imaging/feeder speed
 - Printing speed
 - Copies / Output to schedule maintenance
- f. Detailed and itemized pricing to include:
 - Monthly lease payment details
 - Total copies included (for maintenance, etc.)
 - Per copy charge for overages

If there are any services offered in addition to what the County has requested that may be of interest to the County, please describe those in an additional subsection at the end of your response to the scope of services.

5. Proposed Schedule of Implementation:

Describe the conversion plan you would coordinate to ensure a smooth transition from the current provider. Discuss the implementation effort and

lead time that would be required to establish the services requested in this RFP. Include the detailed steps involved and your proposed schedule for meeting each step.

6. References:

Provide a list of client references of similar sized and/or local governmental agencies accounts which the proposer has served over the past two years and is currently serving. Provide no fewer than three references. Provide a contact person, telephone number, and email address for each reference customer.

7. Cost Proposal:

All proposers must provide a "fully-loaded" cost per page analysis with clearly stated cost driver assumptions (equipment lease, maintenance, etc.). Proposers may choose to present cost information in another format, however, proposers may be eliminated from consideration if the requested simplified number is not communicated.

For services not specifically requested herein, but which the proposer charges fees, or where a different level of service is proposed, the proposer shall provide a description of the service and the proposed fee structure. It is the proposer's responsibility to insert those items in a clear and understandable format. Ancillary services should be priced in a separate cost table and should not be included in the total proposed cost included in the Scope of Services as requested.

The County reserves the right to remove any individual service contained in the RFP if based on analysis, the fees for providing such service are excessive, or if the service proposed can be performed in an alternative manner.

Proposing vendors are required to provide an annualized total for all service charges based on the assumed cost drivers. Whenever possible, proposers should provide a discussion of the particular cost drivers and the impact changes in activity may have on cost.

8. Attachment A - Existing Inventory of Copiers – County and Highway Dept.

iv. Proposal Evaluation:

Proposals will be evaluated by the Ford County Board. Evaluation will be based on criteria outlined herein which may be weighted by the County in a manner it deems appropriate. All proposals will be evaluated using the same criteria and weighting. The criteria used will be:

A. Responsiveness to RFP:

The County will consider all the material submitted to determine whether the proposer's offering is in compliance with the RFP.

B. Ability to Perform Current and Projected Required Services:

The County will consider all the material submitted by each proposer, and other relevant material it may otherwise obtain, to determine whether the proposer is capable of and has a history of successfully completing contracts of this type.

C. Experience and Relevant Knowledge:

The County will assess the experience and relevant knowledge of the proposed dedicated team of personnel.

D. Financial Stability:

The County may conduct analysis to examine the proposer's creditworthiness.

E. References:

The County may contact references directly to inquire about the quality and type of services currently being provided to other customers.

F. Cost Proposal:

The County will evaluate aggregate services based on the overall cost effective approach to providing the services requested in this RFP.

G. Optional Interviews and/or Site Visits:

The County may, at its sole option, conduct interviews and/or site visits as part of the final selection process.

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Attachment A

Existing Inventory of Copiers

<u>Office</u>	<u>Location</u>	<u>Device Make/Model</u>
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First Floor of Courthouse:

Clerk & Recorder	Room 101	Richo MP C3503
Circuit Clerk	Room 106	Richo MP C3503
Treasurer	Room 102	Richo MP 5054
Supervisor of Asmnt.	Room 104	Richo MP C3503

Second Floor of Courthouse:

Judge	Room 201	Richo MP C3503
State's Attorney	Room 204	Richo MP C3503
Public Defender	Room 203	
Ford County Courtroom	Room 200	

Basement:

Probation	Room B4	Richo MP C3503
Coroner/EMA	Room B5	Richo MP 301

Sheriff's Office (on Courthouse premises):

Admin.		Richo MP C3503
Booking		Richo MP 301
Control Room		Richo MP C3503

Highway Dept. (in Roberts, IL. 60962)

Highway Dept.		Toshiba E-Studio 3040C
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