

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

#6631

DIGITAL COPIERS

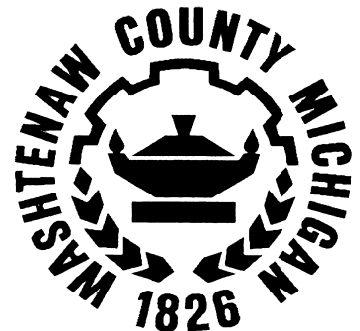
FOR

WASHTENAW COUNTY

Prepared By:

Washtenaw County Purchasing
Administration Building
P.O. Box 8645
220 N. Main B-35
Ann Arbor, MI 48107

Anne Strieter, B.S., CPM
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(734) 222-6749





WASHTENAW COUNTY

Finance Department

Purchasing Division

220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL # 6631

July 21, 2011

Washtenaw County Purchasing Division is accepting bids for digital copiers and maintenance for a three-year period, January 1, 2012 through December 31, 2014.

Sealed Proposals: Vendor will deliver one (1) original and one (1) copy to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
P.O.Box 8645
Ann Arbor, MI. 48107**

by 3:00 p.m. on Wednesday, August 17, 2011

This submission shall include the entire Request For Proposal document and any amendments if issued.

Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.

- Please use the attached self-addressed label or the envelope must be clearly marked "SEALED RFP # 6631".
- Please direct purchasing, procedural, and technical questions regarding this RFP to Anne Strieter at (734) 222-6760 or email strietera@ewashtenaw.org.

Thank you for your interest.

RFP #6631 DIGITAL COPIERS FOR WASHTENAW COUNTY

I. PROPOSAL

Definitions: “County” is Washtenaw County in Michigan.

“Bidder” an individual or business submitting a bid to Washtenaw County.

“Contractor” One who contracts to perform work or furnish materials in accordance with a contract.

Purpose of Proposal:

Washtenaw County has a centralized system for copiers for all departments. Within the last two years, the county has purchased multi-functional digital copiers to do copying, printing and faxing. Washtenaw County does not lease any copiers. Information and Technology Service department has been doing all the hook-ups for the network and fax.

Washtenaw County is accepting bids for the purchase of low-volume and mid-volume digital copy machines, characterized as “convenience copiers”, for various Washtenaw County Departments. Departmental copiers are on a five year replacement cycle. Therefore bidder’s copiers are expected to have a commensurate life span, and to operate reliably with a low mean time between failure over the life of the copier. Majority of copiers will be black and white, however there are occasions that a color copier will be needed. An analysis of departmental copying patterns shows that current copier usage and desired copier features are as follows:

MACHINE USAGE

Currently we have 121 black and white copiers, and 24 color copiers. These copiers are replaced each year after they reach five or more years of service, have the minimum amount of copies, and based on their history record.

The approximate amount needed to purchase per year are as follows:

- 2012 – 20 copiers
- 2013 – 16 copiers
- 2014 – 15 copiers

There are four segments that are ordered, they are:

- Segment 1 1,000 – 5,000 copies per month
- Segment 2 5,000 – 10,000 copies per month
- Segment 3 10,000 – 20,000 copies per month
- Segment 4 20,000 – 35,000 copies per month

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DESIRED FEATURES

- Reduction/Enlargement
- Automatic Document Feeder
- Reversing Automatic Document Feeder
- Automatic Duplexing Unit
- Accounting Codes
- Sorter/Stapler/Finisher
- Cabinet or Base Module/Console
- Network Connectivity
- Fax Capability
- Scan Capability

Another feature that the county could use is to be able to get copier counts off the network, including the accounting code count on each copier. Then these counts could be recorded to the vendor as well as being charged back to the departments. Washtenaw County seeks to get information and costing of this feature, but it will be decided during bid evaluation if the county elects to use this feature.

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Proposal Terms:

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractor's qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the County's specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C. The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the County Purchasing Office to the mutually agreed-to date of contract. (See "Award: in Section V, pg. 15-22.)

D. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

E. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadline for submission of the RFP maybe adjusted to allow for revisions. To be considered, original proposal and one copy must be at the County Purchasing Division on or before the date and time specified.

F. Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal. In case of error in the extension prices in the bid or other arithmetical error, the unit prices shall govern.

G. It is the intent of this request for proposal to obtain a complete and accurate overview of the cost of acquiring contractor's copiers for the periods indicated. Therefore, there will be no deviations from the format of the proposal sheets. All bidders may feel free to submit alternate proposals, but must do so on separate sheets, and the sheets should be so designated.

H. All bidders must respond to GSA pricing, State and Local pricing, or government discounts that are available to Washtenaw County.

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I. Any special discounts or promotions are not to be listed or designated in the proposal sheets unless they are effective permanently. Such discounts or promotions can be listed and fully explained on a separate sheet as an addendum to this proposal.

J. In the event, the County receives two or more bids from responsive, responsible bidders, on or more of whom are Washtenaw County vendors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive and responsible Washtenaw County vendor. For purposes of this section, Washtenaw County vendor means a company which has maintained its principal office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O. Box is not, in and of itself, sufficient to discretion under this section to determine if a company qualifies as a Washtenaw County vendor and if two of more bids are substantially equal.

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II. CONTRACTOR INFORMATION

The proposal shall include all of the following information (failure to include all the information could result in disqualification):

- A. The contractor's qualifications, years in business, staff profile and experience to provide the copy machines and service to these machines as required by Washtenaw County.

(Attach as Addenda A)

- B. References: List three (3) references from current users of similar copy machines. Include name, contact name and phone number.

(Attach as Addenda B)

- C. State the name of the company and the location from which repair staff would be dispatched to provide on-site warranty and maintenance contract repair to copy machines purchased from Contractor by Washtenaw County. Describe the level and frequency of training received by repair staff, and list all brands serviced by repair staff, if more than one brand.

(Attach as Addenda C)

- D. Describe your procedure for logging, dispatching, and resolving service calls, both for warranty and maintenance contract work. Include phone number that County staff will call to request repair services, information that will be required for a call to be placed, internal procedures for logging and dispatching calls, follow-up procedures, procedures for escalation of a serious problem, name and address of company providing service (if other than Contractor) and any other relevant information.

(Attach as Addenda D)

- E. State the maximum response time from the time a call is placed until Contractor arrives at the location.

(Attach as Addenda E)

- F. Provide information on technical support for copy machines that is offered by contractor. Issues such as level of support provided, number of technicians to provide support, method of support (telephone, on-site, etc.), etc. should be addressed.

Also include the support for training our technicians on how to hook up the network for the scanning and printing options. If there is any cost, please state what that cost is.

(Attach as Addenda F)

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- G. Describe the installation services provided by your company when a new copy machine is purchased.

(Attach as Addenda G)

- H. Describe the training services provided by your company when a new copy machine is purchased. Include length of instruction, number of people to be trained, training of new staff at a later date, documentation provided, who is the trainer and other relevant information.

(Attach as Addenda H)

- I. It is the County's expectation that bidder's copiers will operate reliably and satisfactorily with low mean time between failure for at least five years; and that individual copiers which do not meet that expectation will be replaced with an equivalent copier. Include a copy of the manufacturer's warrantee, or other guarantee of customer satisfaction, which affirms this expectation.

(Attach as Addenda I)

- J. Include a catalog and/or price book reflecting your company's complete line of copy machines as well as Washtenaw County pricing as an adjunct to this proposal.

(Attach as Addenda J)

- K. Review **Standard Provisions for Contracts** (Section IV, pgs. 8-12) and concur that these provisions will be met.

(Attach as Addenda K)

- L. Review **Terms and Conditions** (Section V, pgs. 13-14) and concur that these provisions will be met.

(Attach as Addenda L)

- M. Information on software that can provide count numbers for every code number through the network and pricing.

(Attach as Addenda M)

- N. Once a copier is five years old and being replaced, will your company buy back the machine or give credit.

(Attach as Addenda N)

Any failure to provide the addenda's is a disqualification of the bid. Please make sure all addenda is clearly labeled as Addenda.

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III. EQUIPMENT INFORMATION

A. For each Segment 1 through 4, please list the features/specifications for each of the copiers for that segment. (You can use your spec sheet if it includes all the features/specifications). **Attach as Addenda O.** A sample of what information needs to be included is below:

1. Manufacturer and model # _____
2. Year introduced _____
3. First Copy Time _____
4. Speed (8.5" x 11", with all features active) _____
5. Maximum Original Size _____
6. Maximum Copy Size _____
7. Reduction/Enlargement Sizes _____
8. Preselection (# copies) _____
9. Standard Paper Supply (# sources x # sheets) _____
10. Frontloading Design (Y/N) _____
11. User-adjustable Trays (Y/N) _____
12. Optional Paper Supply (# sources x # sheets) _____
13. Bypass (# sheets) _____
14. Auto-tray Switching (Y/N) _____
15. Auto-duplex (#/size sheets) _____
16. Document Feeder(s) (specify type) _____
17. Sorters/Finishers (specify types) _____
18. Offset Catch Trays/Finishers (specify types) _____
19. Touch-sensitive LCD (Y/N) _____
20. Photo mode (Y/N) _____
21. Serial/Book Copying (Y/N) _____
22. Border/Edge Erase (Y/N) _____
23. Margin/Image Shift (Y/N) _____
24. Image Overlay (Y/N) _____
25. Auto Covers Insertion (Y/N) _____
26. Chapterization (Y/N) _____
27. OHP Interleaving (Y/N) _____
28. Built-in Editing (Y/N) _____
29. Edit Board (Y/N) _____
30. Job Programming (Y/N) _____
31. Copy Auditing (# accounts) _____
32. Manufacturer's recommended max. monthly volume _____
33. Manufacturer's recommended min. monthly volume _____
34. Power requirements _____
35. LAN connected printer (Y/N) _____
36. LAN connected fax (Y/N) _____

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IV. STANDARD PROVISIONS FOR CONTRACTS

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to Washtenaw County such as the following:

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to Finance Department and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on January 1, 2012 and ends on December 31, 2014.

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

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ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

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ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

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ARTICLE XII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$9.55 per hour with benefits or \$11.20 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before May 1, 2006 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XV - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

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ARTICLE XIX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

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V. TERMS AND CONDITIONS

AWARD:

Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractor's qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

In evaluating proposals and in reaching a determination as to who the lowest responsible bidder is, the County will evaluate based on the following criteria:

- Contractor qualifications
- References
- Repair Service of Copiers
- Offers a variety of copiers in each segment. Including color and black/white.
- Response time for copier maintenance
- Installation process.
- Training
- Copiers will last for at least 5 years, warranty.
- Software for code numbers and quantity of copies, and related cost.
- Price of copiers and maintenance cost over three years.

The County intends to award the bid to one vendor who can provide all the services that the County requires in the bid and has the highest points based on the criteria listed. Partial bids will not be accepted.

TERM OF CONTRACT:

The contract is for a three (3) year term. No price increases are allowed on pricing on Bid Sheet pgs. 15-22 during the first year. For subsequent years price increases will be limited to 5% per year. Any increases must be made in writing to and approved by the Purchasing Manager. The County will only accept a letter from the Manufacturer for the price increase.

EQUIPMENT:

All equipment must meet the minimum standards as described on the attached pages. Only new equipment will be accepted. Units will be purchased as County needs arise.

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COST OF RFP:

The County will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFP.

ON-SITE REPAIR OF EQUIPMENT:

The County requires that the Contractor repair all copy machines at the County site where they are installed for the term of the contract.

EQUIPMENT MOVES:

During the term of the contract, it may be necessary to move copiers within a building or between County buildings. The County requires that the Contractor or a designated sub-contractor move the Contractor's machines upon request at no charge to the County.

EVALUATION UNITS:

Vendors bidding on this RFP must be prepared to demonstrate evaluation copy machines for review by County staff within one week of such a request. County staff will do an initial evaluation of the bids submitted and may request demonstrations of evaluation copy machines from approximately 3 to 5 vendors at the vendors' sites.

REPLACEMENT:

If Washtenaw County purchases a copier that is breaking down, and is constantly being repaired, the county can negotiate with the vendor to receive a replacement new equivalent copier at no charge to the county.

INVOICING:

If possible all invoicing will be done either by website or emails. The counter readings will be done on a quarterly basis, supplied by Washtenaw County to vendor 1 week after the end of the quarter. Vendor will then have the invoice for said readings back to Washtenaw County no later than 2 weeks later. All open invoices will be sent to Washtenaw County by email or website no later than 3 days after the end of each month if there are any.

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VI. **BID SHEETS** (Make a copy of these sheets if more than one copier in this segment.)

SEGMENT (1) COPIERS REQUIREMENTS

Note: Vendors bid all units that meet County requirements in this segment. Small analog copiers may be bid as alternates for this segment.

Copy Speed: 10 c.p.m. up to 15 c.p.m.

Monthly Copy Volume: 1,000 - 5,000 copies

Paper sizes: 8.5" x 11" and 8.5" x 14"
All units must accommodate recycled paper - 16 lb. and 28 lb.

MODEL _____

Copier \$ _____

Include in the above copier, cabinet (if needed), ADF, duplex, finisher with stapler, bridge, paper tray (specify total amount of sheets _____).

Black/white copier _____ Color copier _____

Other Options Fax option..... \$ _____

Other Options Network option..... \$ _____

Other Options (Specify) \$ _____

Other Options (Specify) \$ _____

Installation Charge..... \$ _____

TOTAL: \$ _____

Maintenance & Supply Contract:

Bid to be based on fixed cost for SERVICE, (parts, labor, travel), and SUPPLIES, (toner, developer and all required preventative maintenance supplies). Also to include photoconductor (drum) replacement as needed at no additional cost. Paper will be provided by the County.

The fixed cost per copy is to be effective for 60 months from date of contract and is NOT SUBJECT TO INCREASE.

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Maintenance and Supply Contract is to be billed on one all inclusive invoice once per quarter based on actual copies used. Invoice to be broken down per machine with location of each machine listed. County shall receive credit for service copies made.

EXAMPLE: Actual copies x Fixed cost per copy = Monthly Service & Supply Cost.

FIXED COST PER COPY	1st Year	\$ _____
	2nd Year	\$ _____
	3rd Year	\$ _____
	4th Year	\$ _____
	5th Year	\$ _____

Washtenaw County will only accept price per copy (for any quantity). Any other pricing will not be considered.

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SEGMENT (2) COPIERS REQUIREMENTS (Make a copy of these sheets if more than one copier in this segment.)

Note: Vendors bid all units that meet County requirements in this segment.

Copy Speed: 16 c.p.m. up to 30 c.p.m.

Monthly Copy Volume: 5,000 - 10,000 copies

Paper sizes: 8.5" x 11" and 8.5" x 14" with ability to copy from 11" x 17"
All units must accommodate recycled paper - 16 lb. and 28 lb.

MODEL _____

Copier \$ _____
Include in the above copier, cabinet (if needed), ADF, duplex, finisher with stapler, bridge, paper tray (specify total amount of sheets _____).

Black/white copier _____ Color copier _____

Other Options Fax option \$ _____

Other Options Network option \$ _____

Other Options (Specify) \$ _____

Other Options (Specify) \$ _____

Installation Charge \$ _____

TOTAL: \$ _____

Maintenance & Supply Contract:

Bid to be based on fixed cost for SERVICE, (parts, labor, travel), and SUPPLIES, (toner, developer and all required preventative maintenance supplies). Also to include photoconductor (drum) replacement as needed at no additional cost. Paper will be provided by the County.

The fixed cost per copy is to be effective for 60 months from date of contract and is NOT SUBJECT TO INCREASE.

Maintenance and Supply Contract is to be billed on one all inclusive invoice once per month based on actual copies used. Invoice to be broken down per machine with location of each machine listed. County shall receive credit for service copies made.

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EXAMPLE: Actual copies x Fixed cost per copy = Monthly Service & Supply Cost.

FIXED COST PER COPY	1st Year	\$ _____
	2nd Year	\$ _____
	3rd Year	\$ _____
	4th Year	\$ _____
	5th Year	\$ _____

Washtenaw County will only accept price per copy (for any quantity). Any other pricing will not be considered.

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SEGMENT (3) COPIERS REQUIREMENTS (Make a copy of these sheets if more than one copier in this segment.)

Note: Vendors bid all units that meet County requirements in this segment.

Copy Speed: 31 c.p.m. up to 44 c.p.m.

Monthly Copy Volume: 10,000 - 20,000 copies

Paper sizes: 8.5" x 11" and 8.5" x 14" with ability to copy from 11" x 17"
All units must accommodate recycled paper - 16 lb. and 28 lb.

MODEL _____

Copier \$ _____
Include in the above copier, cabinet (if needed), ADF, duplex, finisher with stapler, bridge, paper tray (specify total amount of sheets _____).

Black/white copier _____ Color copier _____

Other Options Fax option \$ _____

Other Options Network option \$ _____

Other Options (Specify) \$ _____

Other Options (Specify) \$ _____

Other Options (Specify) \$ _____

Other Options (Specify) \$ _____

Installation Charge \$ _____

TOTAL: \$ _____

Maintenance & Supply Contract:

Bid to be based on fixed cost for SERVICE, (parts, labor, travel), and SUPPLIES, (toner, developer and all required preventative maintenance supplies). Also to include photoconductor (drum) replacement as needed at no additional cost. Paper will be provided by the County.

The fixed cost per copy is to be effective for 60 months from date of contract and is NOT SUBJECT TO INCREASE.

RFP #6631 DIGITAL COPIERS FOR WASHTENAW COUNTY

Maintenance and Supply Contract is to be billed on one all inclusive invoice once per month based on actual copies used. Invoice to be broken down per machine with location of each machine listed. County shall receive credit for service copies made.

EXAMPLE: Actual copies x Fixed cost per copy = Monthly Service & Supply Cost.

FIXED COST PER COPY	1st Year	\$ _____
	2nd Year	\$ _____
	3rd Year	\$ _____
	4th Year	\$ _____
	5th Year	\$ _____

Washtenaw County will only accept price per copy (for any quantity). Any other pricing will not be considered.

RFP #6631 DIGITAL COPIERS FOR WASHTENAW COUNTY

SEGMENT (4) COPIERS REQUIREMENTS (Make a copy of these sheets if more than one copier in this segment.)

Note: Vendors bid all units that meet County requirements in this segment.

Copy Speed: 45 c.p.m. up to 65 c.p.m.

Monthly Copy Volume: 20,000 - 35,000 copies

Paper sizes: 8.5" x 11" and 8.5" x 14" with ability to copy from 11" x 17"
All units must accommodate recycled paper - 16 lb. and 28 lb.

MODEL _____

Copier \$ _____
Include in the above copier, cabinet (if needed), ADF, duplex, finisher with stapler, bridge, paper tray (specify total amount of sheets _____).

Black/white copier _____ Color copier _____

Other Options Fax option \$ _____

Other Options Network option \$ _____

Other Options (Specify) \$ _____

Other Options (Specify) \$ _____

Other Options (Specify) \$ _____

Other Options (Specify) \$ _____

Installation Charge \$ _____

TOTAL: \$ _____

Maintenance & Supply Contract:

Bid to be based on fixed cost for SERVICE, (parts, labor, travel), and SUPPLIES, (toner, developer and all required preventative maintenance supplies). Also to include photoconductor (drum) replacement as needed at no additional cost. Paper will be provided by the County.

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Maintenance and Supply Contract is to be billed on one all inclusive invoice once per month based on actual copies used. Invoice to be broken down per machine with location of each machine listed. County shall receive credit for service copies made.

RFP #6631 DIGITAL COPIERS FOR WASHTENAW COUNTY

EXAMPLE: Actual copies x Fixed cost per copy = Monthly Service & Supply Cost.
(Segment 4 continued)

FIXED COST PER COPY

1st Year	\$ _____
2nd Year	\$ _____
3rd Year	\$ _____
4th Year	\$ _____
5th Year	\$ _____

Washtenaw County will only accept price per copy (for any quantity). Any other pricing will not be considered.

RFP #6631 DIGITAL COPIERS FOR WASHTENAW COUNTY

COST OF SOFTWARE FOR COPIER COUNT

Washtenaw County would like pricing of software to get the total count of each copier every month. Include the pricing below (per copier or per license and indicate how many copiers cover one license). The price below includes the total cost of the software as well as maintenance and support.

Washtenaw County would like pricing of software (if available) to get copier code counts from each copier every month. Including the pricing below (per copier or per license and indicate how many copiers cover one license). The price below includes the total cost of the software as well as maintenance and support.

Washtenaw County would like pricing of software (if available) to make sure that each copier has a JAVA card, need to make sure that it can be hooked up to Imaging Software Company – On Base system. Make sure they include the pricing below (per copier or per license and indicate how many copiers cover one license). The price below includes the total cost of the software as well as maintenance and support.

Use the space below for any additional information on the software:

RFP #6631 DIGITAL COPIERS FOR WASHTENAW COUNTY

ADDENDA

Attach requested **ADDENDA A through O** to the balance of this RFP. See pages 5-7 for information to include.

RFP #6631 DIGITAL COPIERS FOR WASHTENAW COUNTY

SIGNATURE PAGE

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City St. Zip
_____ Telephone #	_____ Fax #
_____ Email Address	_____ Purchase Order Email Address
_____ Federal Tax ID #	

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

By checking this box we hereby certify that we are a Washtenaw County company as defined in Section I., J. above. If proven otherwise you may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.