



Gayle Garbolino-Mojica
County Superintendent of Schools

**PLACER COUNTY OFFICE OF EDUCATION
NOTICE
REQUEST FOR PROPOSALS**

Lease of Copiers

Notice is hereby given that sealed proposals will be received at the Placer County Office of Education hereinafter referred to as “PCOE” office, before **March 5, 2021, at 5:00 pm.**

Proposals shall be delivered and addressed to Placer County Office of Education, 360 Nevada Street, Auburn, CA. 95603, and shall be labeled “Proposal for Lease of Copiers.” Any Bidder who wishes his proposal to be considered is responsible for making certain that his proposal is received in the PCOE office by the proper time. No oral, telegraphic, electronic, facsimile, or telephonic proposals or modifications will be considered unless specified. It is the responsibility of the Bidder to see that any proposal submitted shall have sufficient time to be received by the PCOE office before the Proposal Submittal Deadline. Proposals received after the scheduled Proposal Submittal Deadline will be returned unopened.

The receiving time in the PCOE office will be the governing time for acceptability of proposals. Proposals must bear original signatures and figures.

Chris Womack
Director of Information Technology & Communications

Published: Auburn Journal
February 8th and February 15th, 2021

GENERAL SPECIFICATIONS

1. This request for proposals is issued for the purpose of contracting for leased copiers, all inclusive (service, repair, parts – including drum and supplies), which includes the copying machines, all consumable supplies (excluding paper and staples), emergency repair service during normal working hours, periodic maintenance, and operator training services – at the time of machine installation as well as follow-up training as required at various sites throughout the PCOE on an as-needed basis.
2. Any quantities stated throughout this bid for copiers, supplies, and services are estimates only for immediate placement. Equipment being bid will be used as the basis for standardization for replacement requests as the need arises. Should the Bidder become aware of any particular site where a copier is being regularly overused or underused, they may recommend the replacement of the machine with a copier of a higher or lower volume, as appropriate. The final decision as to the volume of the machine appropriate for any site shall be solely that of PCOE.
3. Delivery and installation of the copiers is to be included in the proposed costs, either as part of the lease (or purchase) cost, or as part of the maintenance agreement. No additional charges will be allowed for delivery, installation, moving or removal of equipment during the basic or any option year of the contract. The Bidder will be responsible for providing and funding any equipment and personnel necessary for rigging for any copier installation under this agreement. Bidder will be responsible for buyout and/or removal and return of current existing equipment.
4. Potential bidders must be an authorized reseller and support partner for Uniflow print management software by NTware.
5. An operator's manual shall be furnished with each copier supplied.
6. Invoices shall include the current month's base charge plus thirty (30) days in arrears for actual volume of copies produced for each copier.
7. Maintenance and repairs shall be performed by the Bidder during regular working hours, which are 7:30 am through 5:00 pm, Monday through Friday.
8. Requests for service and supplies shall be made by the office personnel where the copier is located.
9. Bidder shall be responsible to remove machines with unsatisfactory service history, and replace them with new machines, as directed by PCOE at no additional cost.
10. Rates shall remain firm for the lease period once equipment is placed with PCOE.

GENERAL SPECIFICATIONS - Continued

11. Maximum response time shall not exceed four (4) working hours. All additional costs related to after-hours calls must be listed on the bid form.
12. At any time during the term of the contract, as requested by PCOE, the awarded Bidder must provide a list of each copier, including the school or department name, physical location, model ID #, installation date, expiration date, serial number, monthly lease payment, and number of copies made to date.
13. The successful Bidder will provide all resources required to ensure a smooth transition from the incumbent Bidder. PCOE requires the maintenance of customer support with minimal interruption to operations during this period. All performance requirements of the contract will remain in effect until all the incumbent copier equipment has been removed.
14. Each copier provided by the successful Bidder shall be expected to perform the intended functions, to operate satisfactorily and to produce acceptable copy quality using standard office paper for a minimum of 95% of the available work time averaged over a consecutive three-month period. Preventative maintenance time shall not be included in the minimum.
15. Any copier or feature that does not meet the 95% measurement for any three consecutive month periods shall be replaced with new. Such replacements will be at no charge. This performance guarantee shall apply for a twelve (12) month period beginning with the delivery/acceptance date of the equipment.
16. Comparable loaner equipment shall be provided at no charge any time a purchased unit is down over sixteen (16) working hours.

MINIMUM UNIT SPECIFICATIONS

Color Digital Multifunction Imaging System

Letter: Up to 55/51 ppm

Legal: Up to 28/26 ppm

Ledger: Up to 28/26 ppm

Functions

Copy, Print (UFR II), Scan, Send, Store

Print (PCL, Adobe® PostScript® 3™)

Operation Panel

SVGA Full-Color TFT Screen

Image Server Memory

2GB RAM

Hard Disk Drive

Dual: 160GB Raid 1

Mirroring Hard Disk Drive

Optional (160GB, 1TB), Method: RAID1

Network Interface Connection

1000Base-T/100Base-TX/10Base-T

Other Interface

USB 2.0 (Host) x 2, USB 2.0 (Device)

Memory Media

USB Memory

Scan Specifications

Network TWAIN Scan

Stapler/Finisher

Multi Position Finisher/stapler
2/3 Hole Puncher
Saddle Stitching

Paper Capacity

Dual 550-sheet Paper Cassettes,
100-sheet Stack Bypass
5000 Sheet Paper Deck Unit

Output Sizes

Cassette

12 x 18,* 11 x 17,* Legal, Letter, Letter-R, Statement-R, Executive, Custom Size (5-1/2 x 7-1/8 to 12 x 18)

Bypass

12 x 18, 11 x 17, Legal, Letter, Letter-R, Statement, Statement-R, Executive, Custom Size (3-7/8 x 5-1/2 to 12-5/8 x 18)
Paper Deck: Letter

Acceptable Paper Weights

Cassette

14 lb. Bond to 80 lb. Cover (52 to 220g/m²)

Bypass

14 lb. Bond to 140 lb. Index (52 to 256g/m²)

Duplexing

Paper Size

Automatic Trayless Duplexing (Executive to 12 x 18)

Paper Weight

14 lb. Bond to 80 lb. Cover (52 to 220g/m²)

Special Media Support

Thin, Plain 1 [17 lb. Bond to 21 lb. Bond (64g/m² to 81g/m²), Plain 2 [22 lb. Bond to 28 lb. Bond (82g/m² to 105g/m²)], Recycled, Color, Pre-Punched, Bond, Heavy 1 [29 lb. Bond to 60 lb. Cover (106g/m² to 163g/m²)], Heavy 2 [61 lb. Cover to 80 lb. Cover (164g/m² to 220g/m²)], Heavy 3 [82 lb. Cover to 140 lb. Index (221g/m² to 256g/m²)], Tracing, Coated, Labels, Transparency, Tab, Letterhead, and Envelopes

INSTRUCTIONS TO BIDDER

PROPOSAL CONTENTS. Proposal responses must adhere to the requirements set forth in this section, both for content and sequence. Failure to adhere to these requirements, or the inclusion of conditions, limitations or misrepresentations may be cause for rejection of the submittal.

1. Cover Letter: Provide a cover letter and introduction, including the name and address of the organization submitting the proposal, together with the name, address, telephone and fax numbers, and email address of the contact person who will be authorized to make representations for the organization, and an expression of the Bidder's ability and desire to meet the requirements of this Request for Proposal. The letter must be signed by an individual authorized to bind the firm contractually.
2. Table of Contents: This section shall include a detailed Table of Contents and an outline of the submittal, identified by sequential page number and by section reference number and section title as described herein.
3. Bidder's Capabilities: Describe the firm's resources, experience and capabilities as they relate to copier lease programs and related services described herein. Submit in the order identified below:
 - i. *Discussion*: The discussion is a general, but complete, narrative of the Bidder's assessment of the work to be performed and the ability to meet those objectives.
 - ii. *Summary of Bidder's Firm*: Submit a summary and history of your firm with the following information:
 - a. Number of years in business
 - b. Firm's headquarters location
 - c. Location of office closest to PCOE
 - d. A list of key personnel that will be assigned to work with PCOE. Identify each team member's experience and role in providing the services described herein.
4. Cost Proposal: The Bidder must complete a quotation schedule addressing all minimum specifications noted above. Pricing must include a monthly base rate for each copier, plus cost per copy, and staples. Provide any additional charges not listed above.
5. References: Bidder must provide a minimum of three (3) client references of organizations with whom Bidder currently has contracts and/or has previously

provided copier rental programs of comparable or larger size to PCOE. Client references should include company/organization name, contact person, title, telephone number, and e-mail address.

6. Additional data (this section shall be limited to one page): Include any other data or information the Bidder deems essential to the evaluation. If there is no additional data, this section will consist of the statement, "We wish to present no additional data."

PROPOSAL OPENING AND PROPOSAL RESULTS. Proposals are opened at the PCOE office. Proposal results will be faxed to interested parties upon request.

PROPOSAL SUBMITTAL DEADLINE. **The Proposal Submittal Deadline is February 5th, 2020, at 5:00 pm.** Proposal must be submitted in a sealed envelope and should be properly identified. **Proposals must arrive at the Placer County Office of Education Office, 360 Nevada Street, Auburn, CA 95603, before February 5th, 2020, at 5:00 pm.** Telephone, telegraphic, facsimile, emailed, and late proposals will not be accepted or considered. It is the Bidder's responsibility to see that their proposal has sufficient time to be received by the PCOE office before the Proposal Submittal Deadline.

PROPOSAL WITHDRAWAL. Bidder's authorized representatives may withdraw proposals only by written request received by the Director of Information Technology & Communications before the Proposal Submittal Deadline. After that time, Bidder may not withdraw his proposal for a period of ninety (90) days from the Proposal Submittal Deadline. At no time may the successful Bidder(s) withdraw his proposal.

INFORMED BIDDERS. Before submitting proposals, Bidders must fully inform themselves of the conditions, requirements and specifications of the work or materials to be furnished. Failure to do so will be at Bidder's own risk and Bidder cannot secure relief on the plea of error.

LATE PROPOSALS. Proposals not received before the Proposal Submittal Deadline are late. Late proposals will be returned to Bidders unopened.

PRICES, NOTATIONS, AND MISTAKES. All prices and notations must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person who signs the proposal. Prices shall be stated in units and quotations made separately on each item. In case of conflict, unit prices will govern. Where there is a conflict between words and figures, words will govern.

ACCEPTANCE PERIOD. Unless otherwise specified herein, proposals are firm for a period of ninety (90) days.

ARBITRATION: All claims of \$375,000 or less which arise between the bidder and the Placer County Office of Education shall be subject to the settlement and arbitration provisions set forth in the public Contract Code Sections 20104 through 20104.8, which provisions are incorporated hereby by this reference.

BID PROTEST. Any bid protest by any Bidder must be submitted in writing to the Placer County Office of Education before 3:30p.m. (Per Placer County Office of Education bid clock) of the fifth (5th) business day following the award being announced.

- a. The protest must contain a complete statement of any and all bases for the protest.
- b. The protest must refer to the specific portions of all documents that form the bases for the protest.
- c. The party filing the protest must have actually submitted a bid. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue his or her own protest.
- d. The protest must include the name, address and telephone number of the person representing the protesting party.
- e. The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other bidders or proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
- f. The bidder whose bid has been protested may submit a written response to the bid protest. Such response shall be submitted to the Placer County Office of Education no later than 5:00 p.m., no later than three (3) working days after the deadline for submission of the bid protest, as set forth above, and shall include all supporting documentation. Such response shall also be transmitted concurrently to the protesting bidder and to all other bidders who appear to have a reasonable prospect of receiving and award depending upon the outcome of the protest.
- g. The procedure and time limits set forth in this paragraph are mandatory and are each bidder's sole and exclusive remedy in the event of bid protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.
- h. A "business day", for purposes of this section, means a weekday during which the Placer County Office of Education's office is open and conducting business.

INSTRUCTIONS TO BIDDER - Continued

REQUEST FOR CLARIFICATION. PCOE may request meeting with the Bidder's representative to request answers and clarifications or it may request that the Bidder answer specific questions in writing, or to make a presentation to PCOE Staff prior to any Agreement award.

CONTACT WITH SUPERINTENDENT or BOARD MEMBERS. No business entity, including any agent of such entity, shall directly or indirectly contact the Superintendent or Board members immediately before or during the bidding process of any project on which the business entity intends to or has submitted a bid. Any Bidder violating this policy shall be deemed disqualified from bidding. Should such contact come to light after the bid is awarded and the entity was deemed the successful Bidder, PCOE reserves the right to cancel any contract awarded.

QUESTIONS AND COMMENTS. Questions and comments regarding this solicitation must be submitted in writing, either by mail to the Director of Information Technology & Communications at Placer County Office of Education, 360 Nevada Street, Auburn, CA 95603, or by email at cwomack@placercoe.k12.ca.us no later than February 5th 2021

AWARD OF PROPOSAL

AWARD OF PROPOSAL. Award will be made to the Bidder offering the most advantageous proposal after consideration of all Evaluation Criteria set forth below. The criteria are not listed in any order of preferences. An Evaluation Committee will be established by PCOE. The Committee will evaluate all proposals received in accordance with the Evaluation Criteria. The Committee reserves the right to contact and evaluate the Bidder's references; contact any Bidder to clarify any response; contact any current users of a Bidder's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. PCOE reserves the right to establish weight factors that will be applied to the criteria depending upon order of importance. Weight factors and evaluation scores will not be released until after award of proposal. PCOE shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of PCOE after all factors have been evaluated. PCOE reserves the right to enter into multiple contracts to meet the needs of PCOE.

AWARD EVALUATION CRITERIA. Proposals shall be evaluated on the criteria set forth below:

<u>Price:</u>	Base Lease Price Service/Maintenance Agreement / Cost per Copy
<u>Equipment:</u>	Quality of Equipment Features
<u>Service/Maintenance Agreement:</u>	Service Center Service Commitment Level
<u>Qualifications & Experience:</u>	Previous experience with school districts Previous experience with similar projects References Previous Experience supporting Uniflow print management software

TERMS AND CONDITIONS

BIDDER AGREEMENT TO TERMS AND CONDITIONS. Submission of a signed proposal will be interpreted to mean Bidder has agreed to all the terms and conditions set forth in the pages of this solicitation.

COMPLIANCE WITH LAWS. All proposals shall comply with current federal, state, local and other laws relative thereto.

REJECTION OF PROPOSALS. PCOE reserves the right to reject any proposals, all proposals, or any part of a proposal. The Board reserves the right to waive any irregularities and informalities in the bidding process. PCOE reserves the right to reject the proposal of any Bidder who previously failed to perform adequately for the PCOE or any other governmental agency.

HOLD HARMLESS. The Bidder shall defend, hold harmless and indemnify PCOE, its officers, agents, and employees from any and all claims for injuries and/or damages to persons or property demands, damages, loss, costs, expenses (including attorney fees), fines or penalties in connection with this agreement, to the extent arising out of, or as a consequence thereof, or related to, any negligent act, error, or omission to act on the part of the Bidder, its officers, agents and/or employees.

WARRANTY, SUCCESSFUL BIDDER. Successful Bidder shall fully warrant all materials and equipment furnished under the terms of this contract, against poor and inferior quality, for a period of not less than **one (1) year** from date of the final acceptance by PCOE. While under warranty, successful Bidder shall repair or replace inoperable materials or equipment in a timely manner to minimize the disruption of PCOE operations.