

# **The County of Kankakee**

## **County Administration**

### **COPIER/Printer RFP**

**RELEASE DATE: September 26, 2018**

**DUE DATE: October 9, 2018**

<p><b><u>REQUEST FOR BID</u></b></p> <p><b>Kankakee County Administration</b></p> <p>Return sealed envelope to:</p> <p>County Administration</p> <p><b>ATTENTION: Anita Speckman</b></p> <p>189 E Court Street</p> <p>Kankakee, IL 60901 Suite 502</p> <p>FAXED OR ELECTRONIC BID RESPONSES ARE NOT ACCEPTABLE</p>	<p><b>Date: September 26, 2018</b></p> <p>For:  <b>3-45 PPM MFD Black &amp; White Laser Copier</b>  <b>1-55 PPM MFD Color Laser Copier</b>  <u>Bids will be accepted until and opened on:</u></p> <p><b>Date: October 9, 2018</b></p> <p><b>Day: Tuesday</b></p> <p><b>Time: 8:45 A.M. at Kankakee County Administration</b> (189 E Court Street, Kankakee, IL 60901 Suite 502</p> <p>Conditions under which bids are requested are included. Please review thoroughly.</p>
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You are invited to bid F.O.B. Destination for **3-45 PPM MFD Black & White Laser Copier and 1-55 PPM MFD Color Laser Copier** for the Kankakee County Administration per enclosed specifications.

All items are to be as specified. All deviations from the exact specifications must be clearly illustrated and duly noted on the bid form *Deviation Page*. Kankakee County personnel will be the sole judge of a products equality and fitness of purpose.

Vendors will be expected to submit samples and/or arrange demonstration of products upon request.

This bid will be awarded to one (1) vendor. A Kankakee County Administration purchase order will be issued to the successful bidder. Shipments of supply items must be packaged and labeled with the Purchase Order Number on the outside of the package.

We are enclosing only one copy of the bid specifications. Bid price is to be the unit price of the item and must be F.O.B. Destination. DO NOT INCLUDE SALES TAX.

**PLEASE NOTE:**

Any questions regarding the bid terms, conditions or specifications shall be directed via E-mail to Chris Koerner @ ckoerner@k3county.net. **BIDDERS SHALL SUBMIT ALL QUESTIONS AND/OR REQUESTS FOR CLARIFICATION BY NOT LATER THAN October 4<sup>th</sup>, 2018. The County SHALL SEND ANSWERS AND CLARIFICATIONS TO ALL BIDDERS IN THE FORM OF AN ADDENDUM BY NOT LATER THAN October 5<sup>th</sup>, 2018.**

**KANKAKEE COUNTY ADMINISTRATION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS. IN ADDITION, KANKAKEE COUNTY RESERVES THE RIGHT TO REJECT ALL OR PART OF THE SUBMITTED BID**

NOTE: Bid Number and Name of Bidder must appear on the front of sealed envelope. **Faxed or e-mailed bids will not be accepted.** Bids must be received in the Administration Department prior to bid opening. If sending by U.S. Postal Service, please allow a minimum of 24 hours for your bid to be processed and delivered to the County Administration by the Administrative Mail Center. It is the responsibility of the bidder to ensure delivery of bids to the County Administration.

If you do not attend the bid opening and wish to know the final result of the bid, THE FINAL RESULTS of bids will be available for your review in County Administration during the hours of 8:00 AM to 4:30 PM five (5) business days after bid opening.

**THIS BID IS NOT TRANSFERABLE**

**SCOPE OF PROPOSED CONTRACT**

**Kankakee County Administration** (hereinafter referred to as the CLIENT) is seeking qualified bidders (hereinafter referred to as the SUPPLIER) to provide digital imaging devices, service, supplies and software that support the organization’s current and long-term document imaging requirements. CLIENT’S objective is to establish, *under strict budgetary constraints*, a primary source relationship with ONE SUPPLIER providing the most competitive and comprehensive response to the criteria and requirements identified herein. We are, therefore, soliciting bids from SUPPLIERS for products and services as specified in this bid.

This bid defines CLIENTS’ requirements and establishes a basis for the assessment of SUPPLIER responses. Your response should include detailed plans for implementation and specify all associated costs. The clarity and precision of your response will be an important factor in our evaluation process.

SUPPLIERS shall present a bid that represents a complete and binding offer.

**BID TIMETABLE**

<b>Bid Issuance</b>	<b>September 26, 2018</b>
<b>Bid Questions Received via Email to <a href="mailto:ckoerner@k3county.net">ckoerner@k3county.net</a> no later than</b>	<b>October 4, 2018</b>
<b>Responses to Questions emailed to all vendors by and not later than</b>	<b>October 5, 2018</b>
<b>Bid Due Date &amp; Time</b>	<b>October 9, 2018 Tuesday – 8:45 A.M.</b>
<b>County Board Approval</b>	<b>October 9, 2018 (9:00 AM)</b>
<b><u>New Contract Start Date</u></b>	<b>October 9, 2018</b>

**NOTE:** This bid is available in electronic format. If you would like to receive this bid in electronic format, please request via Email to [ckoerner@k3county.net](mailto:ckoerner@k3county.net).

## PROJECT OVERVIEW

**1.1 Introduction:** CLIENT is soliciting bids from responsible SUPPLIERS for One Copier for Kankakee County Administration.

189 E. Court Street, Suite 502 Kankakee, IL 60901

**1.2 Objective:** CLIENT'S number one objective in establishing the **3-45 PPM MFD Black & White Laser Copier and 1-55 PPM MFD Color Laser Copier** is to improve the availability, functionality and quality of document copying. During the course of this contract CLIENT will guarantee the production of total impressions per year for the period, within the terms and conditions of this bid document.

The new contract will begin October 9, 2018 and expire January 15, 2019. It is the intent of the CLIENT that the successful SUPPLIER shall have the installations, key-op training and toner supplies delivered to Kankakee County Administration by not later than October 23, 2018.

**1.3 Evaluation:** After determining that a bid meets all specifications, terms and conditions, the CLIENT shall assess the bid in accordance with the evaluation criteria as stated below:

- Pricing
- Service level guarantees
- Delivery and installation
- End-user training plan
- Compliance
- Implementation plan
- Financial strength
- References
- Previous experience

### Cost Evaluation

The cost evaluation shall include all mandatory requirements, including site inspection, installation, training, maintenance and supplies (except paper).

**1.4 Bid Elements:** The bid package is composed of the following elements:

- Part One** Project Overview
- Part Two** Special Contract Terms
- Exhibit A** Equipment Contract Addendum that will be used to add, upgrade or delete equipment during the course of the contract term
- Exhibit B** **Deviation Page** – Any and all exceptions to specifications, terms and conditions shall be indicated on this page. No responses on this page shall confirm that the SUPPLIER intends to meet all specifications, terms and conditions referenced within the proposal

**1.6 General Supplier Requirements:** SUPPLIERS submitting bids shall be thoroughly familiar with all specifications and requirements of this bid package. The failure or omission to examine any form, instrument or document shall in no way relieve SUPPLIERS of any obligation with respect to this contract. SUPPLIER shall be qualified by experience and adequate financing to provide the equipment and services set forth in this bid. The SUPPLIER shall demonstrate this ability by providing the information as set forth below:

Manufacturers Certification: If the SUPPLIER is other than the manufacturer, they shall include with the bid, certification from the manufacturer, executed by a corporate officer, stating that the SUPPLIER is an authorized representative of the manufacturer and that all proposed equipment in the product line is current according to the latest edition of BLI's Multi-Functional Specification Guide.

equipment, management personnel and an adequate inventory of repair parts to effectively support CLIENT'S cost-per-impression program. Each bidder shall include with their bid a list of its sales/service facilities and/or trained technician locations which will be assigned to any resultant award.

The SUPPLIER shall have represented any proposed equipment line for a minimum of two years.

**1.7 Inquiries:** During the course of the bid process, SUPPLIERS should contact Chris Koerner by Email: [ckoerner@k3county.net](mailto:ckoerner@k3county.net) with any questions by not later than October 4th, 2018. ANY and ALL clarifications shall be submitted via e-mail by this date. There shall be NO verbal clarifications. THE ADMINISTRATION DEPARTMENT SHALL SEND ANSWERS AND CLARIFICATIONS TO ALL BIDDERS IN THE FORM OF AN ADDENDUM BY NOT LATER THAN October 5, 2018.

**1.8 No Contractual Relationship:** CLIENT makes no commitment in or by virtue of this bid to purchase anything from any SUPPLIER. The receipt of any SUPPLIER'S quotation shall NOT place CLIENT under any obligation to award the agreement to that SUPPLIER. Such commitments and any binding contractual relationship shall be through the issuance of a purchase order issued by the CLIENT, unless the SUPPLIER requires a written agreement signed by both parties. If the SUPPLIER requires a written contract document, a sample of the SUPPLIER'S contract shall be included in their bid response. The SUPPLIER agrees, however, to incorporate its representations in this bid concerning, e.g. performance, into the agreement. Each bid shall constitute an offer, which remains valid for a minimum period of 90 days after the bid submission date. Any bid or proposed contract document submitted by a SUPPLIER is subject to review by CLIENT'S Legal Department or their designees.

**1.9 Exceptions to the Bid:** Any exception to the bid by the SUPPLIER must be explained in detail on the "Deviations" page (Exhibit B).

**1.10 Site Surveys:** Prior to installation, SUPPLIER shall survey and review each individual site location to insure the proposed location meets the manufacturer's established installation criteria, including electrical requirements and network connectivity.

**1.10 Preparation Cost and Liability:** Expenses incurred in preparing and presenting a bid to CLIENT are the sole responsibility of the SUPPLIER and may not be charged to CLIENT in any way. The SUPPLIER specifically agrees that CLIENT shall have no legal liability of any kind for its actions in releasing this bid, or considering and choosing among the bids. Nor shall CLIENT accept any liability or responsibility for the SUPPLIER'S actions or any third party in receiving and responding to this bid. SUPPLIER'S offer shall be firm for a period of at least 90 days from the closing date indicated in this package for receipt of bids.

## SPECIAL CONTRACT TERMS

**2.1 New, Newly Manufactured:** For purposes of the initial installation in 2018 all equipment shall be “New”. Subsequent installations of additional equipment shall be “Newly Manufactured”. SUPPLIER shall clearly indicate the build status of the proposed units.

- a. “New” equipment is defined as those units that have been assembled for first-time use with entirely new components. To clarify, any equipment that is manufactured using *any* percentage of used or reprocessed components would not be considered as “new” per this section. CLIENT shall be the first user of the equipment with no previous placements (ever) on rental or lease or ever placed in a customer location of any kind. New equipment shall be delivered with no more than 500 “set-up” impressions on the meter.
- b. “Newly Manufactured” units are defined as those models that have been produced entirely or partially from reprocessed components and tested to pass the same quality standards as new equipment (used, reconditioned, remanufactured, discontinued or refurbished equipment not brought up to these equipment standards will not be considered). Newly manufactured equipment shall also carry the same warranty as new equipment and shall have had installed all retrofits designated by its manufacturer as field-mandatory as of the date of installation at CLIENT location and must meet the same 95% uptime requirement as new equipment.

**2.2 Product Specifications:** All the following units installed under this contract shall be multi-functional digital imaging devices with networking capabilities for copying, printing and scanning.

### Bid for 3 – 45 PPM MFD Black & White Laser Copier

Quantity:	3
Rated Copy Speed:	45 PPM (or faster)
Type:	Digital Console, capable of making 12”x19” copies
Minimum No. of Copy Trays:	Dual/ 500 sheets each DRAWS, 100 sheet by-pass and 2-1,100 sheet 8 ½ x 11 paper deck
ADF:	Required
Hard drive erase kit	Required
Print from iPhone/iPad	Required
Scanning Encryption	Required
OCR searchable PDF	Required
Email Encryption	Required
Duplex Mode:	Required
Paper Weight Range:	16-80 lb. Bond Paper thru draws & 140 lb. thru bypass
Networked copier/fax/printer/scanner:	Required
Finishing:	Offset Stacking w/staple (up to 100 sheets minimum)

### Bid for 1 – 55 PPM MFD Color Laser Copier

Quantity:	1
Rated Copy Speed:	55 PPM (or faster)
Type:	Digital Console, capable of making 12”x19” copies
Minimum No. of Copy Trays:	Dual/ 500 sheets each DRAWS, 100 sheet by-pass and 2-1,100 sheet 8 ½ x 11 paper deck
ADF:	Required
Hard drive erase kit	Required
Print from iPhone/iPad	Required
Scanning Encryption	Required
OCR searchable PDF	Required
Email Encryption	Required
Duplex Mode:	Required

Paper Weight Range: 16-80 lb. Bond Paper thru draws & 140 lb. thru bypass  
Networked copier/fax/printer/scanner: Required  
Finishing: Offset Stacking w/staple (up to 100 sheets minimum)

**Technical Maintenance Support**

SUPPLIER is responsible for any damage to the premises of any site as a result of the installation and servicing of equipment specified in the contract and shall repair and restore to the original condition any area so damaged within the time frame designated by CLIENT.

The SUPPLIER’S Technical Manager shall be dispatched on-site to ascertain the malfunctions and make a determination as to what course of action will be taken.

- 1.) Repair the machine
- 2.) A determination is made for complete reconditioning
- 3.) A determination made for replacement
- 4.) If it is determined that reconditioning is the best solution, a back-up machine will be sent and CLIENT’S machine brought into the shop for a comprehensive reconditioning.
- 5.) If a determination for recondition prevails, the machine’s performance after reconditioning will be monitored by the SUPPLIER’S Technical Manager and CLIENT’S authorized representative. CLIENT understands that during the “break-in” period of either a new machine or a reconditioned one, service calls are eminent.

**2.3 Electrical Requirements:** All products referred to in Exhibit A shall be capable of operating on 110/120 V, 25 Amp. Models requiring dedicated outlets may be proposed and should be clearly indicated in SUPPLIER’S response.

**EXHIBIT A**

**EQUIPMENT CONTRACT ADDENDUM**

**ADDENDUM #** \_\_\_\_\_

**DATE** \_\_\_\_\_

1) This Equipment Contract Addendum to the COMPANY Copier Supplier Agreement amends such Agreement effective upon authorization of this addendum.

**REASON FOR ADDENDUM:**       Adding Equipment  
     Canceling Equipment

1) The Bid price for machine and service agreement

a) The following equipment is **added**:

MODEL NUMBER	SERIAL NUMBER	ALL COPIES FOR THIS COPIER WILL BE BILLED SEPARATELY AT THE RATE OF:	Unit Cost
		\$ _____ Per Copy	

**By signing below we indicate our acceptance of this contract addendum:**

<b>FOR SUPPLIER:</b>	
_____ Printed Name of Authorized Representative of SUPPLIER	_____ Title of Authorized Representative of SUPPLIER
_____ Signature of Authorized Representative of SUPPLIER	Date: _____

<b>FOR BUYER:</b>	
_____ Printed Name of Authorized Representative of BUYER	_____ Title of Authorized Representative of BUYER
_____ Signature of Authorized Representative of BUYER	Date: _____



**EXHIBIT B**  
**DEVIATIONS**