



**CHIPPEWA COUNTY
REQUEST FOR QUOTATIONS
COPY MACHINES**

ISSUED BY: CHIPPEWA COUNTY BOARD OF COMMISSIONERS

February 24, 2015

Project Representative:

**Jim German, Administrator
Chippewa County Courthouse
319 Court St.
Sault Ste. Marie, MI 49783-2194**

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CHIPPEWA COUNTY NOTICE OF RECEIVING PROPOSALS

Chippewa County seeks bids from qualified firms, on a competitive basis, for the purchase, installation and long-term maintenance of two multifunction copier/printer/scan/fax machines and trade-ins; located in the Chippewa County Probate/Circuit Court Family Office and the Chippewa County Friend of the Court Office. Qualified firms may secure a copy of the bid specifications at www.chippewacountymi.gov or from:

Jim German, Administrator
Chippewa County Courthouse
319 Court Street
Sault Ste. Marie, MI 49783-2194

Proposals received on or before 12:00 noon March 13, 2015 will be considered. Chippewa County reserves the right to reject any or all proposals submitted.



CHIPPEWA COUNTY REQUEST FOR QUOTATIONS

MULTIFUNCTION COPIER/PRINTER/SCAN/FAX MACHINES AND MAINTENANCE AGREEMENT

I. INTRODUCTION

Chippewa County seeks bids from qualified firms, on a competitive basis, for the purchase of two multifunction copier/printer/scan/fax machines one located in the Chippewa County Probate/Circuit Court Family Division Office and one in the Friend of the Court Office, including a trade-ins of the a Ricoh Aficio 2018 D and a Ricoh Aficio MP3350B. Chippewa County also seeks a five (5) year maintenance agreement on the photocopy machines, the first year price to be included in the purchase price and the follow 4 years will be billed directly to the Departments.

A. Bid Submittal and Project Representative

To be considered, firms must submit a complete, sealed response to this Request for Proposals, using the format provided. Each proposal must be submitted to the Issuing Office. Requests for information or interpretation of the intent of the Request for Proposals and any/all other inquiries must be addressed to:

Jim German, Administrator
Chippewa County
319 Court St.
Sault Ste. Marie, MI 49783-2194

Contact with personnel of Chippewa County other than the County Administrator regarding this request for proposals will be considered grounds for elimination from the selection process.

Proposals must be received on or before 12:00 p.m. Friday, March 13, 2015 to be considered. Each proposal must be plainly marked on the exterior, "Multifunction Copier/Printer/Scan Fax Machines." Proposals must be signed by an official authorized to bind the firm to its provisions. To be considered a valid response to this Request for Proposals, the proposal must remain valid for at least one-hundred twenty (120) days. Chippewa County is not liable for any cost incurred by the firm prior to the issuance of a contract.

B. Right of Refusal

Chippewa County reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

C. Disclosure of Proposals

Proposals are subject to disclosure under the Michigan Freedom of Information Act (Act 442, P.A. 1976, as amended, being MCL 15.231 through 15.246). After a contract award, a summary of total price information for all proposals will be furnished upon request.

D. Independent Price Determination

By submitting a proposal you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal:

1. The prices in its proposal have been determined independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitor;
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposing party and will not be knowingly disclosed to any competitor; and
3. No attempt has been made or will be made by the proposing party to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

E. Each person signing the proposal certifies that:

1. (S)he is the person within the organization responsible for the decision as to prices being offered in the proposal, and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; or
2. (S)he is not the person within the organization responsible for the decision as to the prices being offered in the proposal, but that (s)he has been authorized, in writing, to act as an agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above.

F. County Liability

Officers, agents and employees of Chippewa County will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on this project. In addition, the selected firm agrees to indemnify, defend and save harmless, the County, its officers, agents and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFP. These same standards will apply to subcontractors of the selected firm. The County will be relieved from all risks of loss or to equipment or personnel during the installation of copy machines, except when such loss or damage is due to the fault or negligence of the County.

II. SPECIFICATIONS

A. Each firm is encouraged to conduct a site visit to achieve a full understanding of physical operating conditions prior to preparation of a proposal. Proposals must provide sufficient information to allow a determination that project requirements can be met. The successful bidder must describe how its plan and tasks will be implemented, the resources, materials and equipment that will be utilized and how the necessary project management interactions will be carried out. The following specifications shall apply, as a minimum to multifunction copier/printer/scan/fax machines purchased as a result of this RFP.

1. The copier must meet the specification shown on the attached bid submission form. Must meet the specification shown on the attached bid submission form. The machine must also be of a physical dimension comparable to the space allotted.
2. All bids must include the price of a five-year maintenance agreement on the multifunction machine. The maintenance agreements must include, at a minimum, all labor, parts, drums and consumables.

3. The proposal of the successful bidder, as mutually modified, amended or supplemented shall become a contractual obligation. Failure of the successful bidder to accept these obligations may result in cancellation of any award.

B. Each firm submitting bids must also submit the following information about the firm:

1. Length of time the firm has been in business.
2. Whether the firm provides in-house maintenance for machines sold by the firm.
3. The ratio of installed photocopier machines to maintenance personnel assigned to photocopier maintenance.
4. A guaranteed response time on maintenance calls.
5. References.

III. BID AWARD

Selection and awarding of photocopier machine bids will be partially based upon evaluation by the County of the criteria listed above.



CHIPPEWA COUNTY TWO MULTIFUNCTION Copier/Printer/Scan/Fax MACHINES BID SUBMISSION FORM

Submission Deadline: 12:00 noon, Friday, March 13, 2015

Firm Name _____

Address _____ Phone (____) _____

Description / Minimum Requirement	Option Price <small>(mark õxõ if standard)</small>
Two multifunction Copier/Printer/Fax machines	
Copy speed õ 35 pages per minute	
Memory õ 64MB	
Resolution õ 600 dpi x 600 dpi	
Zoom õ 25% to 400% in 1% increments	
Document feeder capacity õ 30 sheets	
Power source õ 120V / 60Hz / 15A	
Dimensions õ fit into the appropriate spaces	
Document feeder	
Duplex	
Network Interface	
Desktop capable-print, scan and fax	
Document server	
Cabinet	
Trade-In Value of Aficio 2018D and Aficio MP3350	()
TOTAL BID PRICE	

Delivery date....._____

Signature of official authorized to bind the firm to the provisions of the RFQ

Date

Typed or printed name and title