



**CHIPPEWA COUNTY  
REQUEST FOR QUOTATIONS**

**MULTIFUNCTION COPIER MACHINE—  
Public Defender and Clerk's Office**

**ISSUED BY: CHIPPEWA COUNTY BOARD OF COMMISSIONERS**

**March 15, 2024**

**Project Representative: Kelly J. Church, Administrator  
Chippewa County Courthouse  
319 Court Street  
Sault Ste. Marie, MI 49783-2194**

**Phone: (906) 635-6330**

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# CHIPPEWA COUNTY REQUEST FOR QUOTATIONS

## COPY MACHINE AND MAINTENANCE AGREEMENT

### I. INTRODUCTION

Chippewa County seeks bids from qualified firms, on a competitive basis, for the purchase of two multifunction Copier-Fax machine with trade-in of (1) Ricoh MP3554 and (1) Xerox B7035. Chippewa County also seeks a five (5) year maintenance agreement on the photocopy machine.

#### 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:

Kelly J. Church, Administrator  
Chippewa County  
319 Court Street  
Sault Ste. Marie, MI 49783-2194

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

**Proposals must be received on or before 3:00 p.m. Wednesday, April 3, 2024 to be considered.** Each proposal must be plainly marked on the exterior, either "Friend of the Court or Probate/Family Court Copier-Fax Machine." 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 photocopy machines purchased or leased because of this RFP.

1. The multifunction machines bid in response to this RFP must be of quality equal to or better than the current trade-in of the (1) Xerox B7035 with the Public Defender copier and (1) Ricoh MP3554 with the Clerk's Office and 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 photocopy 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

## MULTIFUNCTION COPIER MACHINE BID SUBMISSION FORM

**Submission Deadline: 3:00 p.m., Wednesday, April 3, 2024**

Firm Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

| <b>Public Defender</b>   | <b>Option Price</b>           |
|--|-------------------------------|
| <b>Description / Minimum Requirement</b>   | <b>(mark "x" if standard)</b> |
| Copy speed – 36 pages per minute   |                               |
| Memory – 2048MB  |                               |
| Resolution – 1800 dpi x 600 dpi  |                               |
| Paper weight – 14 – 28 lb. (14 – 42 lb thru Bypass Tray)                               |                               |
| Gray scale – 256 levels  |                               |
| First copy time – 5.3 seconds  |                               |
| Zoom – 25% to 400% in 0.1% increments  |                               |
| Document feeder capacity – 100 sheets  |                               |
| Power source – 120V / 50/60Hz  |                               |
| Duplex   |                               |
| Cabinet  |                               |
| Fax – that encrypts in transit using FIPS 140-2 certified 128-bit symmetric encryption |                               |
| *Note must leave hard drive with County  |                               |
| (2) paper trays (up to 8 ½ *14 size paper)   |                               |
| Price to add Internal stapler  |                               |
| Trade-in Xerox B7035   | (      )                      |
| <b>TOTAL BID PRICE</b>   |                               |

Delivery date \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or printed name and title



**CHIPPEWA COUNTY**  
**MULTIFUNCTION COPIER MACHINE BID SUBMISSION FORM**

**Submission Deadline: 3:00 p.m., Wednesday, April 3, 2024**

Firm Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

| Clerk's Office<br>Description / Minimum Requirement                                    | Option Price<br>(mark "x" if standard) |
|--|--|
| Copy speed – 36 pages per minute   |  |
| Memory – 2048MB  |  |
| Resolution – 1800 dpi x 600 dpi  |  |
| Paper weight – 14 – 28 lb. (14 – 42 lb. thru Bypass Tray)                              |  |
| Gray scale – 256 levels  |  |
| First copy time – 5.3 seconds  |  |
| Zoom – 25% to 400% in 0.1% increments  |  |
| Document feeder capacity – 100 sheets  |  |
| Power source – 120V / 50/60Hz  |  |
| Duplex   |  |
| Cabinet  |  |
| Fax – that encrypts in transit using FIPS 140-2 certified 128-bit symmetric encryption |  |
| *Note must leave hard drive with County  |  |
| (2) paper trays (up to 8 ½ *14 size paper)   |  |
| Price to add Internal stapler  |  |
| Trade-in Ricoh MP3554  | (      )                               |
| <b>TOTAL BID PRICE</b>   |  |

Delivery date \_\_\_\_\_

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Typed or printed name and title