



**Jefferson County Commission, West Virginia**

**Request For Proposal**

**Multi-Function Digital  
Copier/Printer/Scanner/Fax**

**Information**

The Jefferson County Commission, West Virginia is hereby soliciting Request for Proposals (“RFP”) to provide multi-function digital copier/printer/scanner/fax machines with related maintenance and support services.

Vendors must submit their proposal(s) via sealed envelope or electronic mail to Jefferson County Commission, West Virginia, no later than **December 2, 2016**. Jefferson County Commission, West Virginia anticipates all bids will be opened by **December 7, 2016**. Jefferson County Commission, West Virginia anticipates the winning bid will be awarded by **January 5, 2016**. Proposals not received by the specified date may be rejected.

**Proposal may be mailed to:**

Jefferson County Commission  
Attn: RFP MFDCSF  
124 East Washington Street  
Charles Town, WV 25414

**Proposals may be submitted via email to:**

[JCRFP@jeffersoncountywv.org](mailto:JCRFP@jeffersoncountywv.org)

**Questions may be submitted via email to:**

[RBurgess@jeffersoncountywv.org](mailto:RBurgess@jeffersoncountywv.org)

**Vendor Requirements**

Vendors must have a minimum of three (3) years verifiable leasing, selling and servicing of multi-function copier/printer/scanner/fax machines within West Virginia.

Vendors must be licensed to conduct business within the state of West Virginia.

The purpose of the document is to provide information to submit a proposal. It is not the intent to limit the Vendor to a specific solution.

**Cost of Preparing Proposals**

The cost of developing and submitting proposal(s) is entirely the responsibility of the vendor. This includes costs for preparation of the proposals, submitting the proposal(s), negotiating the final contract and all other related costs.

**Proposal Formats**

The Jefferson County Commission, West Virginia would prefer that all proposals follow as closely as possible to the following format. This format is designed to maintain a consistent basis on which to evaluate the proposals.

- Cover Letter
- Table of Contents
- Summary of Proposal
- Hardware Included
- Hardware Specifications
- Software Included
- Software Specifications
- Detailed Explanation of support services included
- Breakout of all Costs included in proposal
- Summary of Costs included in proposal
- Requirements checklist showing vendor has met all requirements
- Vendor Summary and reference list
- Other relevant information

**General and Technical Requirements**

All multi-function digital copier/printer/scanner/fax machines shall be newly manufactured with no used or refurbished parts and include the capability for copying, printing, scanning, emailing and some machines will require the ability to fax. The Original Equipment Manufacturer shall provide specification sheets listing all accessories, features, functions, technical requirements, user/administration manuals of each model copier/printer.

Vendor must deliver, install and configure each multi-function digital copier/printer/scanner/fax machine at each location listed for the individual machines. Note there are multiple locations within Jefferson County that will be utilized.

Unless otherwise specified in the Machine Requirement Listing, all multi-function digital copier/printer/scanner/fax machines shall meet the following requirements:

1. All multi-function digital copier/printer/scanner/fax machines shall be capable of producing double-sided prints/copies.
2. All multi-function digital copier/printer/scanner/fax machines shall have the ability for a network connection using Ethernet TCP/IP protocol.
3. All multi-function digital copier/printer/scanner/fax machine trays shall hold at a minimum five hundred (500) sheets. This does not include the normal bypass tray.
4. All multi-function digital copier/printer/scanner/fax machines shall be capable of enlarging documents.
5. All multi-function digital copier/printer/scanner/fax machines shall be capable of reducing documents.
6. All multi-function digital copier/printer/scanner/fax machines shall be capable of scanning to email and SMB file shares.
7. All multi-function digital copier/printer/scanner/fax machines shall include and automatic document feeder with a minimum 50 sheet capability.

**Additional Features: (Please refer to Listing)**

1. Certain machines should be capable of faxing.
2. Certain machines should be capable of stapling.
3. Certain machines should hold multiple paper trays.

4. Certain machines should be capable of color.

#### **Requirements for Maintenance Support**

1. Vendor shall provide a parts and labor warranty for a minimum of 90 days. The Vendor shall identify their warranty period in the Request for Proposal.
2. The Vendor shall bear all material, travel and labor costs for repair of equipment defects and failure accruing within the warranty period.
3. If a machine does not perform to the manufacturer's specifications during the warranty period, the OEM shall replace the unit(s) with a new machine of the same model or equivalent within 7 days.
4. Vendor shall provide telephone support number for placing service calls, which will be available Monday through Friday, 8:00 AM to 5:00 PM, excluding legal holidays.
5. The vendor shall maintain a minimum average rate of 95% uptime per copier/printer per calendar quarter. The average uptime rate is based upon the number of business days per calendar quarter, excluding County recognized holidays.
6. Poor performing and/or problematic machines will be replaced with new similar equipment repaired to the manufacturer's specifications and/or repaired to the County's satisfaction within 30 days of notification by the county.
7. Initial training of County personnel shall be conducted upon equipment installation and at no cost to the County.

#### **Network and Power Requirements**

1. The networked multi-function digital copier/printer/scanner/fax machines will be connected to the County's data network, each networked digital copier/printers shall allow printing from any desktop PC or laptop within the County's network.
2. ***All equipment must be rated to use NEMA 5-15 "standard" outlets. Power to be rated at or below 15 AMPS/120VAC. Any other "special" electrical requirements must be specifically spelled, out and will be the responsibility of the vendor to bear all costs of installation of special electrical receptacles, dedicated lines, etc. Each device shall meet the OEM's recommendations for electrical surge protection. If power filters or surge protectors are recommended or required by the manufacturer, the vendor will supply these at no cost to the county.***

## Pricing Requirements

1. Vendors shall provide a one dollar (\$1.00) buyout option at the end of all lease pricing. The lease price shall be based on a 60 month term. The monthly equipment lease payment shall be structured as a base equipment lease payment per digital copier/printer with a separate annual maintenance agreement based on a specified minimum number of prints for each multi-function digital copier/printer/scanner/fax machine, including a reduced per print charge for overages per multi-function digital copier/printer/scanner/fax machine
2. **Maintenance agreement pricing shall include all maintenance, repairs, parts and consumable supplies (except paper and staples). Vendor shall specify what supplies are excluded from the maintenance agreement and not the monthly cost associated with said supplies (based on estimated monthly volumes), per multi-function digital copier/printer/scanner/fax machine. All maintenance agreements WILL include firmware updates at NO ADDITIONAL CHARGE.**
3. All bids should be fully itemized with all labor/equipment/travel and shipping cost included.
4. Any warranties, service plans, or optional add-ons that require additional cost should be clearly labeled and listed separately on the bid.
5. Vendor support contracts “MUST” include one (1) day response times for all service calls. All service calls must be resolved within five (5) business days. Any machine service call that is not resolved within the five (5) day time frame can be considered a non-functioning machine and must be replaced within 30 days if requested by the Jefferson County Commission, West Virginia.
6. The County reserves the right to change the number or specifications of machines ordered based on current needs.
7. Vendor may have the ability to collect meter counts from a software based collection system that collects meter reads automatically, dependent upon the Jefferson County Commission, West Virginia Information Technology departments approval of software to be utilized.
8. Vendor must be able to provide billing to each department or agency. One master account with total pricing, breaking out each sub account (department or agency) must be submitted directly to Jefferson County Commission, West Virginia each month.
9. **No allowance will be made for any rate increase (equipment, supplies, parts or labor) during the term of the contract.**
10. Machine Removal, Delivery, Set-up and Acceptance charges must be included within the vendors bid. No additional costs will be allowed for any of the above. This will include end of contract return of equipment if the county decides not to purchase the equipment and vendor agrees to remove said equipment within 30 days of the end of the lease. The county will be subject to NO additional costs for the above under any circumstances.

11. Any and all machines or related items that are rejected by the county for working improperly or not up to the requirements listed in this request for proposal will be held at the vendors risk and expense.

**Delivery**

All equipment must be installed, configured and operational no later than March 1, 2017.

**Applicable Laws Shall Apply**

The contract awarded shall be governed in all respects by the laws of the State of West Virginia, and any litigation with respect thereto shall be brought in the courts of the State of West Virginia.

**Contract**

The successful vendor will be required to enter into a written contract that will include the provisions of this Request for Proposal.

**Reservation of Rights**

The Jefferson County Commission, West Virginia reserves the right to negotiate mutually acceptable project-related conditions and/or costs. The Jefferson County Commission, West Virginia reserves its right to reject any and all proposals, waive irregularities and informalities therein, and further reserves its right to award the contract that is in the best interest of the Jefferson County Commission, West Virginia. The Jefferson County Commission, West Virginia, specifically reserves the right to select the bid which will provide the highest quality equipment and service package at a reasonable cost to the county. The Jefferson County Commission, West Virginia hereby notifies Vendors that certain equipment may be removed or exchanged from the contract for any reason deemed viable by the county. The Jefferson County Commission, West Virginia may choose a vendor based on any criteria it so deems appropriate and that the lowest total bid may not be the successful bid if quality, functionality, warranties, service availability, cost, and/or other aspects of the bid do not best meet the needs of the Jefferson County Commission, West Virginia.

**Jefferson County**  
**Commission, West Virginia**  
**Request For Proposal - Machine**  
**Requirement Listing**

<b><u>Office Location:</u></b>	<b>Approx. Monthly Black/White  Prints</b>	<b>Approx. Monthly  Color  Prints</b>	<b>Color Black/ White</b>	<b>Minimu m Pages Per  Minute</b>	<b>Paper Trays Require d  (Letter/ Legal)</b>	<b>USB Interfac e Require d</b>	<b>Stapl e Requ ired</b>	<b>2/3 Hole Punc h Requ ired</b>	<b>Fax Requ ired</b>	<b>Options</b>
<b>Administration Hunter House 1st Floor</b>	12000	2000	Color	55	3	No	Yes	Yes	Yes	None Noted
<b>911 Call Center Reception Area</b>	5000	4000	Color	35	3	No	Yes	No	Yes	None Noted
<b>911 Call Center Dispatch Area</b>	5000	4000	Color	35	3	NO	Yes	No	Yes	None Noted
<b>GIS/ADDRESSING</b>	5000	1200	Color	30	2 Letter/ta bloid	No	No	No	Yes	11x17 Paper Size Reqd

<b>ENGINEERING/ PERMITTING</b>										
<b>Front Office</b>	7,500	2500	Color	35	3	No	Yes	Yes	Yes	11x17 Paper Size Reqd
<b>SHERIFF'S OFFICE Front Office</b>	4000	1000	Color		3	No	Yes	Yes	Yes	
<b>SHERIFF'S OFFICE Deputy Area</b>	3000		Black/W hite		2	No	Yes	No	Yes	
<b>SHERIFF'S OFFICE Processing Room **Desktop Unit</b>	500	500	Color	20	1	Yes	No			Desktop Unit Required
<b>SHERIFF'S OFFICE Animal Control</b>	500	500	Color	20	1	No	No	No	No	
<b>ASSESSORS OFFICE</b>	2500		Black/W hite	30	2	No	No	No	No	
<b>SHERIFF TAX OFFICE</b>	2000		Black/W hite	30	2	No	No	No	No	
<b>PROSECUTORS OFFICE 2<sup>nd</sup> Floor Gray Building</b>	25000	1000	Color	55	4	No	Yes	Yes	Yes	
<b>PROSECUTORS OFFICE 1st Floor Gray Building</b>	5000		Black\W hite	35	2	No	Yes	Yes	Yes	

<b>CIRCUIT CLERK Conference Room</b>	12000	1000	Color	55	2	No	Yes	No	Yes	
<b>CIRCUIT CLERK Vault</b>	12000	1000	Color	55	2	No	Yes	No	Yes	
<b>MAINTENANCE</b>	2000	100	Color	30	2	No	No	No	Yes	

\*\* County Clerks Office, Planning and Zoning were not included  
as they have separate contracts