



Jefferson County Commission, WV

Request For Proposal

(2022)

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

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Information

The Jefferson County Commission, West Virginia, (hereinafter referred to as “the Commission”) 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 the Commission, no later than **July 7th, 2022**.

The Commission anticipates all bids will be opened by **July 15th, 2022**.

The Commission anticipates the winning bid will be awarded by **August 12th, 2022**. 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

Questions may be submitted via email to:

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 Commission 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 Manufacture 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 that machines will be located at multiple different locations within Jefferson County.

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

1. Capable of producing double-sided prints/copies.
2. Network connectivity using Ethernet TCP/IP protocol.
3. Machine trays shall hold at a minimum five hundred (500) sheets. This does not include the normal bypass tray.
4. Capable of enlarging and reducing documents.
5. Capable of scanning to email and SMB file shares.
6. Include an automatic document feeder with a minimum 50-sheet capability.
7. Include Job Build capabilities and easy to use touch screen panel.
8. Include Post-Script Kit as standard or as an optional accessory included on all devices
9. Include single, universal print drivers accessible from the County network.
10. Include Auto-Ship of toner and drums for individual machines

Additional Features: (Please refer to Appendix A)

1. Certain machines must be capable of faxing.
 - Because Analog Fax lines are being phased out, **please detail your fax solution for those departments that still require faxing capability.**
2. Certain machines must be capable of inline or corner stapling and 2-3 hole punching.
3. Certain machines must hold multiple paper trays.
4. Certain machines shall be capable of color.
 - **Vendor may provide two pricing structures, one with a mix of B/W and color machines and another with bulk rate on one color model for all that exceeds minimum base B/W requirements**
5. One machine, Sheriff Processing Room, must be a desktop model due to physical space constraints. Current machine occupies space roughly 22"W x 22"D x 24"H.

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. 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. **The County aims to minimize the practice of self-troubleshooting in favor of robust vendor technical and maintenance support.**
3. The Vendor shall bear all material, travel, and labor costs for repair of equipment defects and failure accruing within the warranty period.
4. 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.
5. 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.
6. 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.
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. All Firmware updates shall be automatic and occur outside normal Commission business hours, (Monday to Friday, 8am to 5pm EST).**
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 Commission.
6. The County reserves the right to change the number or specifications of machines ordered based on current needs. Vendor shall detail lease agreement terms for alternative scenarios like in-house rentals for additional machine, shorter-term lengths for newly added machines that coincide with end of master contract, upgrading machines or adding Finishers, etc.
7. Vendor may have the ability to collect meter counts from a software based collection system that collects meter reads automatically, dependent upon the Commission Information Technology department's approval of software to be utilized. Meter reads should be easy to read, itemized per unit per usage, and include customer location, serial number, Begin and End reads for B/W and Color, overages, and unit pricing.
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 the Commission each month.
9. **No allowance will be made for any rate increase (equipment, supplies, parts or labor) during the term of the contract. The contract shall be fixed pricing with no annual escalations. There shall be no additional property taxes or fees included in 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 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 **November 11th, 2022**.

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 Commission 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 the best value and in the best interest of the Commission. The Commission, 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 Commission hereby notifies Vendors that certain equipment may be removed or exchanged from the contract for any reason deemed viable by the county. The Commission 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 Commission.

Appendix A - Jefferson County (WV) – 2022 RFP- Individual Machine Requirement Listing

Location	Approx # Monthly B/W prints?	Approx. # Monthly Color prints?	Color or B/W?	Min # pages per minute?	# of letter trays (8.5x11) required?	# of legal trays (8.5x14) required?	# tabloid trays (11x17) required?	USB required?	Staple Finisher required?	2 or 3 hole punch required?	Fax required?
911 ECC Lobby	5000	4000	color	35	2	1	1	NO	yes	NO	yes
911 ECC Dispatch	5000	4000	color	35	2	1	1	NO	yes	NO	yes
Assessor's Office	2500	~	B/W	30	2	~	~	NO	NO	NO	NO
Assessor's Office	2500	1000	color	30	2	~	~	NO	NO	NO	NO
Circuit Clerk Conference Room	12000	~	B/W	55	2	1	~	NO	yes	NO	NO
Circuit Clerk Vault	12000	~	B/W	55	2	1	~	NO	yes	NO	NO
Clerk's Office / PROBATE	2000	1000	color	35	2	2	~	NO	NO	NO	NO
Clerk's Office / VAULT	1000	100	color	35	2	2	~	NO	NO	NO	NO
Clerk's Office / Finance	2800	1000	color	35	2	2	~	NO	yes	yes	NO
Clerks Ofc. / Voter Registration	2500	500	color	35	2	2	~	NO	NO	NO	NO
County Administration	12000	2000	color	55	2	1	1	NO	yes	yes	yes
Engineering (XKP072587)	7500	2500	color	35	2	1	1	NO	yes	yes	yes
Planning & Zoning	1000	1500	color	55	2	1	1	NO	yes	yes	NO
GIS/Addressing	5000	1200	color	30	2	~	1	NO	NO	NO	NO
Fleet & Facilities Mgmt	2000	100	color	30	2	~	~	NO	NO	NO	NO
Public Service Center, Ent. B	2000	100	color	30	2	~	~	NO	NO	NO	NO
PA Ofc Victim Adv 1st Floor	5000	~	B/W	35	2	~	~	NO	yes	yes	yes
Prosecutor Office 2nd Floor	25000	1000	color	55	2	1	1	yes	yes	yes	yes
Prosecutor Office 3rd Floor	25000	1000	color	55	2	1	1	yes	yes	yes	yes
Sheriff Animal Control	500	500	color	20	1	~	~	NO	yes	NO	yes
Sheriff Front Desk	5000	500	color	35	2	1	1	yes	yes	yes	yes
Sheriff Office Deputy Area	2500	~	B/W	35	1	1	~	yes	yes	yes	yes
Sheriff Processing Room (desktop size only)	500	100	color	20	1	~	~	yes	NO	NO	yes
Sheriff Tax Office	2000	~	B/W	30	2	~	~	NO	NO	NO	NO