



REQUEST FOR PROPOSAL

RFP [012012](#)

Bay County

Multifunctional Copy Machines

THOMAS HICKNER
BAY COUNTY EXECUTIVE

**REQUEST FOR PROPOSAL- THIS IS NOT AN ORDER OR OFFER
IF FOR ANY REASON YOU CANNOT BID, RETURN THIS FORM SO STATING TO ENSURE THAT YOUR
NAME MAY BE RETAINED ON OUT BIDDERS LIST**

DATE OF REQUEST	AUGUST 21, 2012
REFERENCE PROPOSAL NUMBER	RFP 012012
PROPOSED DATE/TIME REQUIRED	SEPTEMBER 14, 2012 10:00 A.M.
SUBMIT PROPOSAL TO	BAY COUNTY PURCHASING DIVISION ATTN: FRANCES HORGAN BAY COUNTY BUILDING 8TH FLOOR 515 CENTER AVENUE BAY CITY, MI 48708-5128
MARK PROPOSAL	“BAY COUNTY MULTIFUNCTIONAL COPY MACHINES DELIVER TO THE PURCHASING OFFICE IMMEDIATELY”

The intent of the Request for Proposal and resulting maintenance contract is to lease multifunctional copy/high speed volume printer/document scanner and fax machines for multiple County locations with a 60-month cost per page maintenance agreement including manufactures’ preventive maintenance. The contract with the current provider expires on December 31, 2012.

The following is a tentative schedule of events concerning the bid process:

EVENT	DATE
Distribute RFP	August 21, 2012
Deadline for Questions	September 10, 2012 5:00 pm
Proposal Deadline	September 14, 2012 10:00 am
Selection	October 5, 2012 by 5:00 pm
Notice of Intent to Award	October 8, 2012
Bid Award	October 19, 2012
Installations	Vendor provided implementation schedule to be agreed upon by Bay County
Completion Deadline	Vendor provided implementation schedule to be agreed upon by Bay County

The **complete original** proposal is due no later than 10:00 am September 14, 2012 to:

Bay County Purchasing Division
Attention: Frances Horgan, Purchasing Agent
Bay County Building
8th Floor
515 Center Ave
Bay City, MI 48708-5128

REQUIREMENT OF BIDDER:

1. All Bids must be good for one-hundred and twenty (120) days after the previous stated bid opening date.
2. The bidder shall submit their pricing requirement only on the provided pricing sheet. The following information shall be detailed out. The model numbers are our current machines please indicate what your company would recommend. **(See Attachment A)**
 - Bid must include machine cost per copy.
 - Bid must include maintenance cost per copy. This shall include all preventative maintenance, parts, labor, toner, and developer, based on the provided usage figures. Maintenance pricing to be firm for 60 months.
 - Bid must include supply cost per copy, such as cost of toner, cartridges and other supplies for normal operation based on 5-year lease contract.
 - Bid must include a total cost per copy.
 - Each bidder shall list supply items and associated costs not included in total cost per copy.
3. Each bidder shall provide training for all departments. State your method of training and how much training will be provided. **(See Attachment B)**
4. Each bidder shall respond to questions regarding technicians, service calls, parts inventories and machine productions. **(See Attachment C)**
5. Bay County has found past transitions to be challenging due to the large number of machines and the transition occurring during the December holidays. Assuming an order is placed no later than October 19, 2012 provide your schedule and an explanation of how you will make the changes seamlessly. Include three (3) references from previous clients. **(See Attachment D)**
6. Each bidder shall list three (3) former clients' references. **(See Attachment E)**
7. Each bidder shall list three (3) current clients' references. **(See Attachment F)**
8. Network Services: The County has transitioned to a digital imaging system with multi-functional features and capabilities. At time of contract, all equipment shall include the software, hardware and capability to print and scan to a hard drive. Proposals shall include any/all fees, by machine, to connect to the County's network at a later date. This fee shall include any networking services that are required to connect the copier to the network. Proposals shall detail the process for connecting each model of copier to the network at a later date. **(Label Attachment G)**

9. All bidders are required to accompany their formal bids with a written sworn statement affirming they have not been a party to a collusive agreement. **(See Attachment H)**

The above information is required in order to accept your bid as complete; any bids received without the above information will be marked incomplete and rejected. The request below is required but will not be included in the determination of the bid award.

1. Business Information **(See Attachment I)**
2. Authorization Agreement for Automatic Payment Deposit Form **(See Attachment J)**. This form may be submitted after award of the contract should your company be awarded this bid.
3. Manufacturer's Certification: Proposers must include with their proposal, certification from the manufacturer, executed by a corporate officer, stating that the Proposer is an authorized representative of the manufacturer and that all equipment is new. If the Proposer is other than manufacturer, they must submit, prior to award of contract, either (1) a letter of commitment from the manufacturer which will assure the Proposer of a source of supply sufficient to satisfy the County's requirements for the contract period; or (2) other evidence that the Proposer will have an uninterrupted source of supply from which to satisfy the County's requirements for the contract period. **(Label Attachment K)**

Additional Information to assist in preparing a complete bid:

1. Network Environment: The County's computing environment provides a 1 Gigabit Fiber Backbone (Local Area Network) along with a Wide Area Network; that consists of average network connection of 5mb. Internal connections include wired (100 Megabit to the desktop/network printer) and wireless (varies by site as 802.11 b/g/n). The County also supports a wide range of environments including server: Windows 2003 to Windows 2008R2 and AS400. The desktop operating systems are Windows XP and Windows 7. Proposed equipment must support PCL5 or greater.

GENERAL REQUIREMENTS:

Bidders shall include with their bid warranty information, operator manuals and any other information regarding the operation of this equipment.

1. Each bidder shall bid copy machines that have a copy count system to facilitate inter-departmental charge backs for copies made and a security method to ensure fraudulent copies are not made.
2. All proposed machines must include an encryption solution or other secure data solution that encrypts or overwrites the hard drive on the copier.
3. All machines shall include pedestal stands.
4. All machines that list the feature for an automatic sorter shall be minimum twenty (20) bin sorters or at least twenty sets of copies.

5. The successful bidder shall replace, as agreed, machines with a documented high rate of repairs on demand for the entire term of the lease at **no cost** to Bay County.
6. For purposes of the initial installed and all subsequent installations, all equipment shall be new and assembled for the first time from new components by the manufacturer. The County shall be the first user of the new equipment with no previous placements (ever) on rental or lease or ever placed in the contractors or customer location as a demonstration unit including employee home offices. All equipment performance and reliability standards shall conform to new specifications.
7. The County requires a guaranteed four (4) hour onsite response time on all service calls.

GENERAL INFORMATION:

1. **ADDENDA:** All additions, corrections or changes to the solicitation documents will be made by addenda only. Bidders shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone or in person. Additions, corrections, and changes shall not be binding unless made by addenda. All addenda issued shall become part of the Agreement documents. Addenda will be sent to all known potential bidders by e-mail.
2. **CONTACT INFORMATION:** To receive these communications, possible bidders are asked immediately to send contact information by email to Frances Horgan, Bay County Purchasing Agent, at horganf@baycounty.net; failure to do so may limit your ability to submit a complete, competitive proposal.
3. **TAX-EXEMPT STATUS:** Bay County is a tax-exempt entity. The successful bidder will receive a tax-exempt form.
4. **FOIA:** All bids are confidential until the listed bid opening time and date; however, as a public entity, Bay County is subject to the Michigan Freedom of Information Act (FOIA). Information contained in proposals may be subject to FOIA requests.
5. **RESPONSIBILITY:** Bidders are solely responsible for ensuring their bid is received by the Bay County Purchasing Agent in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

The Bay County Purchasing Agent shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of bid shall be made to the Bay County Purchasing Agent, Bay County Building, 8TH Floor, Bay City, MI 48708.

Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this request.

6. **INSURANCE:** The Supplier shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the Supplier's service, whether such service be by himself or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- a. Worker's compensation insurance for claims under Michigan's Workers' Compensation Act or other similar employee benefit act of any other state applicable to an employee.
- b. Employer's liability insurance, in conjunction with workers' compensation insurance, for claims for damages because of bodily injury, occupational sickness or disease or death of an employee when workers' compensation may not be an exclusive remedy, subject to a limit of liability of not less than \$100,000 each accident.
- c. Motor vehicle liability insurance required by Michigan law including no-fault coverage for claims arising from ownership, maintenance or use of a motor vehicle with liability limits of not less than \$1,000,000 per occurrence combined single limit bodily injury and property damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- d. General liability insurance for claims for damages because of bodily injury or death of any person, other than the Supplier's employees, or damage to tangible property of others, including loss of use resulting by other specific liability insurance and are ordinarily insurable under general liability insurance, subject to bodily injury limits of not less than \$1,000,000 each occurrence and mandatory \$1,000,000 annual aggregate and property damage limits of not less than \$1,000,000 each occurrence; or combined bodily injury/property damage limits of not less than \$1,000,000 each occurrence, and \$1,000,000 annual aggregate.

Insurance required shall be in force until acceptance by the County of the delivered goods, and shall be written for not less than any limits of liability specified above. The Supplier has the responsibility of having any subcontractor comply with these insurance requirements. Certificates of insurance, acceptable to the County, shall be filed with the County prior to commencement of the project. These certificates shall contain a provision that coverages afforded under the policies will not be modified or canceled without 30 days prior written notice to the County.

The following wording shall appear on the certificates of insurance:

"It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction, and/or material change in coverage will be mailed to Bay County."

Commercial general liability as described above shall include an endorsement stating the following shall be ADDITIONAL INSUREDS:

"It is understood and agreed that the following shall be additional insureds: The County of Bay including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers".

This coverage shall be primary to the additional insureds, and not contributing with any other insurance or similar protection available to the additional insureds, whether said other available coverage be primary, contributing, or excess.

SUB-CONTRACTORS: If the Supplier should subcontract any part of the project to a third party, Supplier shall ensure that such third party shall carry similar insurance before commencing work. Upon County or owner's request, Supplier shall promptly furnish evidence of insurance for any such third party doing work for or under Supplier.

All coverages shall be with insurance carriers licensed and admitted to do business in Michigan.

7. **COST OF DEVELOPING PROPOSAL:** The Respondent shall be responsible for all costs incurred in the development and submission of this response. The County assumes no contractual obligation because of the issuance of this RFP, the preparation or submission of a response by a Respondent, the evaluation of an accepted response, or the selection of finalists. The County will not be contractually bound until the County and the successful Respondent have executed a written contract for performance of the work.
8. **PROPOSAL DELIVERY:** Proposals must be returned no later than **September 14, 2012 @ 10:00 A.M.** in a sealed envelope clearly marked "**Multifunctional Copiers**" --- **Deliver to the Purchasing Office immediately.** The same should be mailed or hand delivered to the Bay County Purchasing Office, Bay County Building, 8th Floor, Bay City, Michigan 48708. The County will not accept proposals sent by FAX machine or E-mail.
9. **NON-DISCRIMINATION:** In the performance of the bid, bidder agrees not to discriminate against any employee or applicant for employment, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability. Bidder further agrees that every contract or subcontract entered into for the performance of this bid will contain a provision requiring non-discrimination in employment, as here specific, binding upon each Supplier or sub-Supplier. This covenant is required pursuant to the Elliot-Larsen Civil Rights Act (MCL 37.1201 et seq.) or the Michigan Persons with Disabilities Civil Rights Act (MCL 37.1101 et seq.) And any breach of this provision may be regarded as a material breach of the contract or subcontract.
10. **BID OPENING:** There will be a public bid opening immediately following the deadline to receive proposals in the Bay County Information Systems Department conference room located in the Bay County Building, 8th Floor, 515 Center Avenue, Bay City, Michigan. All bidders are invited to attend and hear the proposals read.
11. **BID REJECTION/ACCEPTANCE:** The County reserves the right to accept or reject any or all bids, to waive any irregularities and to make the final determination as to the best low qualified bid.
12. **AWARD:** In the event the bid is awarded directly by the Assistant County Executive, a Notice of Intent to Award will be used to notify all bidders of his intent to award the bid to the vendor providing the best value to the County. If a bidder disagrees with this intent, the bidder may obtain from the Purchasing Office, a bid protest form, which must be completed and returned to Frances Horgan, Bay County Purchasing Agent, Bay County Recreation and Administrative Service, 8th Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708-5128, (989) 895-4037 within ten (10) working days from the date of the notice of intent to award.
13. **CONTRACT:** The County's award of this bid is conditioned upon the execution of a formal agreement for products and services between the selected bidder and the County, occurring within 10 days after the date that the bidder receives such agreement from the County. If bidder proposes a standard contract, bidder must submit a copy of all proposed terms and conditions with its proposal. In submitting a proposal, bidder acknowledges that contents of this RFP will become incorporated within any formal agreement. This RFP does not include every term and condition which shall appear in the formal agreement. In the event that the bidder does not execute the formal agreement within the stated time

limit, the County may reject the selected bidder and proceed to accept another qualified bid, or reject all bids.

14. BID INQUIRIES: Any questions concerning this bid must be directed in writing via email to:

Frances Horgan
Bay County Purchasing Agent
horganf@baycountyt.net

Any question not received via email or any questions received after September 10, 2012 5:00 pm will not receive a response unless deemed critical to successfully receiving responsive bids as determined by the Department.

15. ADA Assistance: The County of Bay will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered, to individuals with disabilities upon two days notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Michael Gray, Assistant County Executive for Administrative Services
Office of the Bay County Executive
Bay County Building,
515 Center Ave
4th Floor, Suite 401
Bay City, MI 48708-5128
(989) 895-4130
(989) 895-4049 TDD

Frances Horgan, Purchasing Agent
Bay County Recreation and Administrative Services Department
Bay County Building
515 Center Ave
8th Floor
Bay City, MI 48708-5128
(989) 895-4037
[Email: horganf@baycounty.net](mailto:horganf@baycounty.net)

This proposal process will be conducted in conformity with the Bay County Purchasing Policy.

PRICING

iR2016

Location	Paper Supply	Finisher	Est. Annual Copies	Network Machine	Faxes/Scans to Email
Finance (South End)	One 500	None	38,868	No	Yes
Golf Course	Two 500	None	25,116	No	Yes
Veterans Office	Two 500	None	49,980	No	Yes

Location	Recommended Machine	Lease Per Month	Maint. Cost Per Copy	Supply Cost Per Copy	Total Cost
Finance (South End)					
Golf Course					
Veterans Office					

MP3010

Location	Paper Supply	Finisher	Est. Annual Copies	Network Machine	Faxes/Scans to Email
Division on Aging (Front)	Four 500	Multi Stapling, Mail Box, Sorter, 3/2 Hole Punch	238,620	Yes	Yes
Division on Aging (Riverside)	Two 500	Multi-Stapling	135,000	No	Yes
Information Systems	Four 500	Multi Stapling, Mailbox	39,024	Yes	Yes
Law Enforcement Center (Sheriff Records)	Four 500	Std Stapling	144,204	Yes	Yes

Location	Recommended Machine	Lease Per Month	Maint. Cost Per Copy	Supply Cost Per Copy	Total Cost
Division on Aging (Front)					
Division on Aging (Riverside)					
Information Systems					
Law Enforcement Center (Sheriff Records)					

MPC3300

Location	Paper Supply	Finisher	Est. Annual Copies	Network Machine	Faxes/Scans to Email
Register of Deeds (Front)	Two 500; HiCap	Std Staple; 3/2 Hole Punch	109,152	Yes	Yes

Location	Recommended Machine	Lease Per Month	Maint. Cost Per Copy	Supply Cost Per Copy	Total Cost
Register of Deeds (Front)					

MP2510

Location	Paper Supply	Finisher	Est. Annual Copies	Network Machine	Faxes/Scans to Email
Animal Control	Two 500	Std Stapling; 3/2 Hole Punch	67,800	No	Fax – No; Scan - Yes
Buildings & Grounds	Four 500,	Std Stapling	49,572	Yes	Fax – No; Scanning - Yes
Circuit Court – Judge Sheeran	Two 500	Std Stapling	77,616	No	Yes
Circuit Court – Judge Schmidt	Two 500	Std Stapling	65,808	No	Yes
Circuit Court – Judge Gill	Two 500	Std Stapling	115,524	No	Yes
Civic Arena	Two 500	Std Stapling	136,812	No	Yes
Clerk	Two 500, One 2000	Std Stapling	173,364	Yes	Yes
Community Center	Two 500	Std Stapling	41,976	No	Yes
Criminal Defense	Two 500, Envelope Feeder	Std Stapling	852	Yes	Yes

Location	Paper Supply	Finisher	Est. Annual Copies	Network Machine	Faxes/Scans to Email
District Court Probation	Two 500	Std Stapling	299,880	Yes	Yes
Drain Commissioner	Four 500, Envelope Feeder	Std Stapling	121,980	Yes	Yes
Equalization	Two 500	None	253,380	Yes	Yes
Friend of the Court (Break Room)	Two 500	Std Stapling	73,584	Yes	Yes
Mosquito Control	Two 500	Std Stapling	46,308	No	Yes
Office of Assigned Counsel	Two 500	Std Stapling	23,076	Yes	Yes
Public Defender	Four 500	Std Stapling	221,260	Yes	Yes
Register of Deeds (Back)	Two 500	None	10,788	No	No
Sheriff (Control)	Two 500	None	192,888	No	Yes
Sheriff (Intake)	Two 500	Std Stapling	82,668	No	Yes
Treasurer	Four 500	Std Stapling	343,224	Yes	Yes
Homeland Security/ISD Training	Two 500	Std Stapling, 3/2 Hole Punch	19,824	Yes	Yes
District Court Judges	Two 500	Std Stapling	46,620	Yes	Yes
Environmental Affairs	Four 500, Envelope Feeder	Multi Stapling	23,448	Yes	Yes

Location	Recommended Machine	Lease Per Month	Maint. Cost Per Copy	Supply Cost Per Copy	Total Cost
Animal Control					
Buildings & Grounds					
Circuit Court – Judge Sheeran					
Circuit Court – Judge Schmidt					
Circuit Court – Judge Gill					
Civic Arena					
Clerk					
Community Center					
Criminal Defense					
District Court Probation					
Drain Commissioner					
Equalization					
Friend of the Court					
Mosquito Control					
Office of Assigned Counsel					
Public Defender					
Register of Deeds					

Location	Recommended Machine	Lease Per Month	Maint. Cost Per Copy	Supply Cost Per Copy	Total Cost
Sheriff (Control)					
Sheriff (Intake)					
Homeland Security/ISD Training					
District Court Judges					
Environmental Affairs					

MP3500

Location	Paper Supply	Finisher	Est. Annual Copies	Network Machine	Faxes/Scans to Email
911 (Central Dispatch)	Four 500	Std Staple, Hole Punch	144,780	Yes	Fax – No; Scanning - Yes
Circuit Court Probation	Two 500	Std Stapling, Hole Punch	295,740	No	Yes
Finance (North End)	Two 500, Envelope Feeder	Std Stapling, Hole Punch	162,240	Yes	Yes
Friend of the Court (Mail Room)	Two 500	Multi Stapling, Booklet V-Fold, 3/2 Hole Punch	286,332	Yes	Yes
Housing Dept. (Center Ridge Arms)	Two 500	Std Stapling	135,312	No	Yes
Board of Commissioners	Four 500, Envelope Feeder, HiCap	Multi-Staple, Mail Box, Color Printing	40,452	Yes	Yes
Executive Offices	Four 500, HiCap	Std Stapling	112,800	Yes	Yes
Health (Back)	Four 500, HiCap	Std Stapling, Mail box, 3/2 Hole Punch	128,628	Yes	Yes

Juvenile Home	Two 500	Std Stapling, Booklet, 3/2 Hole Punch	126,672	No	Yes; Scan to file not email
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Location	Paper Supply	Finisher	Est. Annual Copies	Network Machine	Faxes/Scans to Email
Personnel	Four 500, Envelope Feeder	Multi- Stapling, Mailbox	78,324	Yes	Yes
Probate Court	Four 500	Std Stapling, Hole Punch	282,072	Yes	Yes
Prosecutor #1	Four 500 HiCap	Std Stapling, 3/2 Hole Punch	409,860	Yes	Yes

MP3500

Location	Recommended Machine	Lease Per Month	Maint. Cost Per Copy	Supply Cost Per Copy	Total Cost
911 (Central Dispatch)					
Circuit Court Probation					
Finance (North End)					
Friend of the Court					
Housing Dept. (Center Ridge Arms)					
Board of Commissioners					
Executive Offices					
Health (Back)					
Juvenile Home					
Personnel					
Probate Court					
Prosecutor #1					

MP4500

Location	Paper Supply	Finisher	Est. Annual Copies	Network Machine	Dept. Faxes/Scans to Emails
District Court (Traffic)	Two 500	Std Stapling	365,904	Yes	Yes

Circuit Court Admin	Two 500, One 2000	Std Stapling	314,016	Yes	Yes
Finance	Four 500, Envelope Feeder, HiCap	Multi-Stapling, Mail Box Sorter, 3/2 Hole Punch	89,652	Yes	Yes
Health (Front)	Four 500, HiCap	Std Stapling, Mail Box, 3/2 Hole Punch	272,592	Yes	No
MSU Extension	Four 500, Envelope Feeder	Multi-Stapling, Booklet, Hole Punch, Mail Box	167,304	Yes	Yes
Prosecutor #2	Four 500, HiCap	Std Stapling, 3/2 Hole Punch	337,272	Yes	Yes
Treasurer	Four 500; HiCap	Std Stapling	343,224	Yes	Yes

Location	Recommended Machine	Lease Per Month	Maint. Cost Per Copy	Supply Per Copy	Total Cost
District Court (Traffic)					
Circuit Court Admin					
Finance					
Health (Front)					
MSU Extension					
Prosecutor #2					
Treasurer					

AF2020

Location	Paper Supply	Finisher	Est. Annual Copies	Network Machine	Dept. Faxes/Scans to Email
District Court (Public)	Two 500	None	44,244	No	Yes

Location	Recommended Machine	Lease Per Month	Maint. Cost Per Copy	Supply Per Copy	Total Cost
District Court (Public)					

Additional costs not listed above:

Feature	Cost
Is color printing an option on any of the copiers?	
<ul style="list-style-type: none"> • iR2016 Recommended machine: _____ YES NO 	
<ul style="list-style-type: none"> • MP3010 Recommended machine: _____ YES NO 	
<ul style="list-style-type: none"> • MPC3300 Recommended machine: _____ YES NO 	
<ul style="list-style-type: none"> • MP2510 Recommended machine: _____ YES NO 	
<ul style="list-style-type: none"> • MP3510 Recommended machine: _____ YES NO 	
<ul style="list-style-type: none"> • MP4500 Recommended machine: _____ YES NO 	
<ul style="list-style-type: none"> • AF2020 Recommended machine: _____ YES NO 	
Is color scanning an option on any of the copiers?	
<ul style="list-style-type: none"> • iR2016 Recommended machine: _____ YES NO 	
<ul style="list-style-type: none"> • MP3010 Recommended machine: _____ YES NO 	
<ul style="list-style-type: none"> • MPC3300 Recommended machine: _____ YES NO 	
<ul style="list-style-type: none"> • MP2510 Recommended machine: _____ YES NO 	
<ul style="list-style-type: none"> • MP3510 Recommended machine: _____ YES NO 	
<ul style="list-style-type: none"> • MP4500 Recommended machine: _____ YES NO 	
<ul style="list-style-type: none"> • AF2020 Recommended machine: _____ YES NO 	
Is desktop faxing/email integration an option on any of the copiers?	
<ul style="list-style-type: none"> • iR2016 Recommended machine: _____ YES 	

NO		
• MP3010 NO	Recommended machine: _____ YES	
• MPC3300 NO	Recommended machine: _____ YES	
• MP2510 NO	Recommended machine: _____ YES	
• MP3510 NO	Recommended machine: _____ YES	
• MP4500 NO	Recommended machine: _____ YES	
• AF2020 NO	Recommended machine: _____ YES	

TRAINING OF EMPLOYEES

- How much training will be provided: _____

- Method of training: _____

Is there an additional cost for the training listed above? _____ YES _____ NO

If yes, please detail the charges: _____

QUESTIONS

1. How many machines will each technician be responsible for servicing? _____
2. Have all your technicians been trained on all copy machine models carried by your company?
_____ Yes _____ No
3. What is the response time for service calls (the County requires less than four (4) hours)?

4. Where is the location of the nearest service center – from what centers will the technicians be dispatched?

5. What is the compensation to the county for a late response on a service call?

6. Are your machines American made? _____ Yes _____ No
If No, where are they manufactured: _____?
7. If your machines are a foreign brand, are they assembled in the USA? _____ Yes _____ No
If No, where are they assembled? _____
8. What are the electric power supply requirements for each machine recommended?
 - iR2016 Recommended replacement _____
 - MP3010 Recommended replacement _____
 - MPC3300 Recommended replacement _____
 - MP2510 Recommended replacement _____
 - MP3500 Recommended replacement _____
 - MP4500 Recommended replacement _____

QUESTIONS

9. What, if any, special equipment or software that will be required if a shared digital copy/printer machine is proposed?

10. Document format of scanned images must be in an open source, non-propriety format useable by other devices e.g. .pdf, .tif etc. Identify the format used by your machines.

11. Does your company maintain a local parts inventory in the Tri-City area?

_____ Yes _____ No

If No, how quickly can parts be obtained? _____

12. Do your technicians carry car stock/truck inventory?

_____ Yes _____ No

If No, how quickly can parts be obtained? _____

13. Does your company service the units? _____ Yes _____ No

If No, who completes your service calls? _____

Please provide three references, contact person and phone number for your service provider:

1	Customer Name:	Contact Name:	Contact Title:
Address:			Phone Number:
_____			Fax Number:
_____			How long have you had this account?

2	Customer Name:	Contact Name:	Contact Title:
Address:			Phone Number:
_____			Fax Number:
_____			How long have you had this account?

3	Customer Name:	Contact Name:	Contact Title:
Address:			Phone Number:
_____			Fax Number:
_____			How long have you had this account?

VENDOR REFERENCES (CURRENT)

1	Customer Name:	Contact Name:	Contact Title:
Address:		Phone Number:	
_____		_____	
_____		Fax Number:	
_____		_____	
		How long have you had this account?	

2	Customer Name:	Contact Name:	Contact Title:
Address:		Phone Number:	
_____		_____	
_____		Fax Number:	
_____		_____	
		How long have you had this account?	

3	Customer Name:	Contact Name:	Contact Title:
Address:		Phone Number:	
_____		_____	
_____		Fax Number:	
_____		_____	
		How long have you had this account?	

THREE REFERENCES (FORMER)

1	Customer Name:	Contact Name:	Contact Title:
Address:			Phone Number:
_____			Fax Number:
_____			How long did you have this account?

Reason for Termination:			

2	Customer Name:	Contact Name:	Contact Title:
Address:			Phone Number:
_____			Fax Number:
_____			How long did you have this account?

Reason for Termination:			

THREE REFERENCES (FORMER)

3	Customer Name:	Contact Name:	Contact Title:
Address: <hr/> <hr/> <hr/>			Phone Number:
			Fax Number:
			How long did you have this account?
Reason for Termination: <hr/> <hr/> <hr/>			

NETWORKING SERVICES

CERTIFICATION

The individual signing below certifies:

1. The individual is fully authorized to submit this bid, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
2. The individual has been duly authorized to act as the official representative of the bidder, to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.
3. This proposal was solely developed and prepared without any collusion with any competing bidder or County employee.
4. The content of this proposal has not and will not knowingly be disclosed to any competing or potentially competing bidder prior to the proposal opening date, time, and location indicated.
5. No action to persuade any person, partnership, or corporation to submit or withhold a bid has been made.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Date: _____

BUSINESS INFORMATION

Federal ID#: _____ Incorporated: Yes No

Name:

DBA:

Contact Person Email:

Contact Person Phone: _____

Contact Person Fax: _____

Address:

Payment Address:

To receive purchase orders electronically please provide an email address:

**PLEASE NOTE: A completed W-9 form is required before Set Up requests will be processed.
Incomplete forms will not be processed.**

AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENT DEPOSIT

The below listed company (COMPANY) sells goods and/or services to Bay County located in Bay City, Michigan. Bay County desires to make payments for such goods and/or services electronically through the Automated Clearing House (ACH) Network. COMPANY agrees to grant such flexibility.

Therefore, COMPANY hereby (1) authorizes Bay County to make payments for goods and/or services by ACH, (2) certifies that it has selected the following depository financial institution, and (3) directs that all such payments be made as provided below:

Please Print/Type

Name: _____

Company Contact: _____

Phone Number: _____

Email Address: _____

Please provide an email address to receive deposit advice

Financial Institution Name: _____

Financial Institution Address: _____

Account Type: _____ Checking _____ Savings

Bank Routing Number (contact your bank for this number): ____ - ____ - ____ - ____ - ____ - ____

Account Number: _____

Bay County will verify the information provided above and, in the absence of a discrepancy or other unusual circumstances will begin the direct deposit of payments for goods and/or services within 15 days of your receipt of this form.

In the event of a discrepancy, COMPANY will be required to provide corrected information by completing a new form.

COMPANY acknowledges and agrees that the terms and conditions of all agreements with Bay County concerning the method and timing of payments for goods and/or services shall be amended as provided herein.

Company will give thirty (30) days advance written notice to Bay County of any changes in depository financial institution or other payment instructions.

Authorized Signature: _____

Date: _____

The authority granted by me on this form is to remain in full force and effect until you have received written notification of its termination in such a time and in such a manner as to afford you and my Financial Institution a reasonable opportunity to act on it.

COMPANY hereby discharges Bay County from all liability whatsoever for any actions taken by Bay County in accordance with the above request and authorization.

MANUFACTURER'S CERTIFICATION