



# REQUEST FOR PROPOSAL

RFP 2023-04

Multifunction Copiers

JIM BARCIA  
BAY COUNTY EXECUTIVE

**REQUEST FOR PROPOSAL – THIS IS NOT AN ORDER OR OFFER**

IF FOR ANY REASON YOU CANNOT RETURN THIS BID, PLEASE RETURN THE NON-BIDDERS FEEDBACK FORM TO ENSURE THAT YOUR FIRM MAY BE RETAINED ON OUR BIDDER LIST

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<b>DATE OF REQUEST</b>	MARCH 3, 2023
<b>REFERENCE BID NUMBER</b>	RFP 2023-04
<b>DEADLINE FOR VENDOR QUESTIONS</b>	MARCH 14, 2023 5:00 PM
<b>RESPONSES DUE FROM COUNTY</b>	MARCH 23, 2023 5:00 PM
<b>PROPOSED DATE/TIME REQUIRED</b>	MARCH 31, 2023 11:00 AM
<b>BID SUBMITTAL</b>	BAY COUNTY FINANCE DEPT. ATTN: FRANCES MOORE BAY COUNTY BUILDING 515 CENTER AVENUE 7 <sup>TH</sup> FLOOR BAY CITY, MI 48708-5128
<b>MARK BID</b>	“MULTIFUNCTION COPIERS - DELIVER TO FINANCE DEPARTMENT IMMEDIATELY”

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By this Request for Proposal, Bay County seeks bids for a copy count five-year multifunctional copy/high speed volume print/document scanner and fax machines lease with maintenance included. The equipment will be located at multiple locations and the maintenance must include manufacturers' preventive maintenance. The contract with the current provider expires on August 1, 2023.

**REQUIREMENT OF BIDDER AND PROPOSAL CONTENT:**

1. All Bids must be good for one-hundred and twenty (120) days after the previous stated bid opening date.

**Content of Proposal Content**

2. Non-Bidders Feedback Form: only return if you chose to not bid on this project but wish to remain in our vendor list.
3. Cover Sheet.
4. Bidder's Checklist.
5. 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 A)**
6. 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 B)**
  - a. Bid must include machine cost per copy.
  - b. 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 five years.
  - c. Bid must include supply cost per copy, such as cost of toner, cartridges and other supplies for normal operation based on five-year lease contract.
  - d. Bid must include a total cost per copy.
  - e. Each bidder shall list supply items and associated costs not included in total cost per copy.
  - f. Pricing shall include staples and toner. Toner shall automatically reorder when the machine senses low toner.
7. Each bidder shall respond to questions regarding technicians, service calls, parts inventories, and machine productions. **(See Attachment C – please provide responses on a separate page)**
8. Each bidder shall list three (3) former clients' references. **(See Attachment D)**
9. Each bidder shall list three (3) current clients' references. **(See Attachment E)**
10. Bay County has found past transitions to be challenging due to the large number of machines. Assuming an order is placed no later than May 1, 2023 provide your schedule and an explanation of how you will make the changes seamless. **(Label Attachment F)**
11. Network Services: The County has transitioned to a digital imaging system with multi-functional features and capabilities. At the time of contract, all equipment shall include the software, hardware, and capability to print, scan, email, as well as the ability to save to a network share. Proposals shall include any/all fees, by machine, to connect to the County's network later. 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 later. **(Label Attachment G)**

The above information is required 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. **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 H)**

Additional Information to assist in preparing a complete bid response:

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 Gigabit to the desktop/network printer) and wireless. The County also supports a wide range of environments including server: Windows Server 2016 and later. The desktop operating systems is Windows 10. Proposed equipment must support PCL6 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.
8. Equipment shall be capable of coin operation services upon request (e.g., coin box, code, or card scan).

#### **GENERAL INFORMATION:**

1. **CHANGES TO RFP:** All additions, corrections or changes to the solicitation documents will be made in the form of a written Change Form signed by the Purchasing Agent, Frances Moore, only. Firms 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 such a written, signed Change Form. All written, signed Change Forms issued shall become part of the Agreement documents. Change Forms will be sent to all known potential firms by e-mail.

2. **CONTACT INFORMATION:** To receive future communications related to this RFP, possible firms are asked to immediately send contact information by email to Frances Moore, Bay County Purchasing Agent, at [moorefa@baycounty.net](mailto:moorefa@baycounty.net); failure to do so may limit your ability to submit a complete, competitive Bid.
3. **RIGHT TO WITHDRAW BIDS:** By submitting a Bid in response to this RFP, Firm agrees to be bound by this RFP's terms and conditions. Bids may be withdrawn by the Firm without penalty at any time before notification that the Firm's Bid has been selected. However, if the Firm withdraws after selection of its Bid but before executing the Contract for any reason ("Late Withdrawal"), Firm shall pay liquidated damages to the County in an amount equal to five percent (5%) of the amount of the Bid ("Liquidated Damages"). The County and Firm intend these Liquidated Damages to constitute compensation and not a penalty. The parties acknowledge and agree that the harm caused to the County by such a Late Withdrawal of a Bid would be impossible or very difficult to accurately estimate at the time of the Late Withdrawal and that the Liquidated Damages are a reasonable estimate of the anticipated or actual harm that might arise from such a Late Withdrawal. Firm's payment of the Liquidated Damages shall be Firm's sole liability and entire obligation and County's exclusive remedy for Late Withdrawal of Firm's Bid.
4. **RFP, BIDS AND ACCEPTANCE DO NOT OBLIGATE:** The parties agree that they will not consider either distribution of this RFP or receipt of Bids by the County or even notification of Bid acceptance by the County as an obligation or commitment by the County to enter into a contractual agreement. Rather, the parties understand that the County will have no binding obligation until it signs the Contract approved by its legal counsel.
5. **TAX-EXEMPT STATUS:** The County is a tax-exempt entity. A tax-exempt form will be provided to the successful firm.
6. **FOIA:** All bids are confidential until the listed bid opening time and date; however, as a public entity, the County is subject to the Michigan Freedom of Information Act (FOIA). Information contained in Bids may be subject to FOIA requests.
7. **RESPONSIBILITY:** Firms 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, 7<sup>th</sup> 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.

8. **INSURANCE:** The Firm shall purchase and maintain insurance sufficient to protect it from any and all claims which may arise out of or result from the Firm's services related to this RFP and any resultant contract, whether such service be by the Firm individually or by anyone directly or indirectly employed by Firm, or by anyone for whose acts Firm may be liable, including independent contractors. Insurance policies purchased and maintained shall include, but are not limited to, the following:
  - 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 in the minimum amount as specified by statute;

- 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 incident;
- 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. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- d. Commercial General Liability insurance for claims for damages because of bodily injury or death of any person, other than the Firm's employees, or damage to tangible property of others, including loss of use, which provides coverage for contractual liability, with a limit of not less than \$1,000,000 each occurrence and a mandatory \$2,000,000 annual aggregate.

Insurance required shall be in force until acceptance by the County of the entire completed work, and shall be written for not less than any limits of liability specified above. Certificates of insurance, acceptable to the County, shall be provided to the County's Department of Corporation Counsel no less than ten (10) working days prior to commencement of the project.

All coverage shall be with insurance carriers licensed and admitted to do business in Michigan, and are subject to the approval of the County.

All Certificates of Insurance and duplicate policies shall contain the following clauses:

- e. "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's Department of Corporation Counsel, 515 Center Avenue, Suite 402, Bay City, MI 48708"; and
- f. "It is understood and agreed that the following are listed as additional insureds: The County of Bay, including all elected and appointed officials, all employees and volunteers, all boards, commissions, departments and/or authorities and their board members, employees and volunteers."

- 9. **COST OF DEVELOPING BID:** The Firm shall be responsible for all costs incurred in the development and submission of its Bid.
- 10. **BID DELIVERY:** Bids must be returned no later than **March 31, 2023 @ 11:00 A.M.** in a sealed envelope clearly marked "**MULTIFUNCTION COPIERS**" -- **Deliver to the Bay County Finance Department immediately.** Please provide three (3) printed copies of the submission. The submissions may be hand delivered or sent by mail to Bay County Finance Department, Bay County Building, 7<sup>th</sup> Floor, Bay City, Michigan 48708.

**The County will not accept Bids sent by FAX machine or E-mail.**

- 10. **NON-DISCRIMINATION:** In the performance of the Bid and resultant contract, firm agrees not to discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting. Firm shall not discriminate against any employee or applicant for employment to be employed in the submission of this Bid or in performance of the duties necessitated by an award of the proposed contract 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 his or her race, color, religion, national origin, ancestry, gender, height, weight, marital status, age, except where a requirement as to age is based on a bona fide occupational qualification, or disability that is unrelated to the individual's ability to perform the

duties of a particular job or position. Any breach of this provision will be regarded as a material breach of the contract.

12. **BID OPENING:** There will be a public Bid opening immediately following the deadline to receive Bids in the Bay County Finance Department conference room located in the Bay County Building, 7<sup>th</sup> Floor, 515 Center Avenue, Bay City, Michigan. All firms are invited to attend and hear the Bids read.
13. **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.
14. **BID AWARD:** In the event the Bid is awarded directly by the Finance Officer, a Notice of Intent to Award will be used to notify all firms of her intent to award the Bid to the Firm providing the best value to the County.
15. **CONTRACT:** The County's award of any Bid is subject to and conditioned upon execution of a formal agreement for products and services between the successful firm and the County. In submitting a Bid, the firm acknowledges that the contents of the RFP will become incorporated within any formal agreement. This RFP does not include every term and provision which shall be included in the formal agreement. In the event that the firm fails to execute the formal agreement within 14 days of its presentment by the County, the County may reject the selected firm, and proceed to accept another qualified Bid, or reject all Bids.

A copy of a firm's suggested terms and conditions may be submitted with firm's Bid, however, neither the County's acceptance of any Bid nor award of any contract pursuant to this RFP shall be construed as any definitive acceptance by the County of Firm's suggested terms and conditions. In the event of a conflict in terms, the order of precedence to resolve the conflict will be as follows: Michigan State law, the terms and conditions of the signed contract, the terms, and conditions of the RFP, and last, the Firm's Bid.

16. **DISPUTES:** In the event a firm disagrees with the recommendation of the Bay County Finance Officer concerning this award, the firm may obtain a Bid Protest Form from the Finance Department. This form must be completed and returned to Frances Moore, Bay County Purchasing Agent, Bay County Purchasing Division, 7<sup>th</sup> Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708-5128, **within ten (10) working days from the date of the notice of intent to award.**
17. **QUESTIONS:** All questions about this RFP must be received by March 14, 2023, 5:00 p.m. in writing, via email, to:

Frances Moore  
Purchasing Agent  
[moorefa@baycounty.net](mailto:moorefa@baycounty.net)

Responses to any inquires will be issued in one (1) Addendum no later than March 23, 2023, 5:00 p.m. and will be sent to all known firms. Every attempt to answer your inquiries will be made however Bay County reserves the right to not answer any questions received after the March 14, 2023, due date.

Correspondence or inquiries made directly from firms regarding their Bids are to be directed to those County employees designated above for appropriate review and response. In addition, the person listed above will issue all valid responses and changes to this RFP. Contact with other County staff or County Board Commissioner could be reason for disqualification.

Any significant explanation desired by a firm, regarding the meaning or interpretation of the Invitation to Bids must be requested with sufficient time allowed for a reply to reach all prospective firms to submit their Bids. Any information given to a prospective firm concerning the Invitation to Bid will be furnished to all prospective firms as an amendment or addendum to the Invitation to Bid if such information would be of significance to uninformed firms. The County shall make the sole determination as to the significance to uninformed firms.

**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:

Amber Johnson  
Corporate Counsel  
Bay County Building  
515 Center Ave. 4<sup>th</sup> Floor  
Bay City, MI 48708-5128  
(989) 895-4098  
(989) 895-4049 TDD

Frances Moore, Purchasing Agent  
Bay County Finance Department  
Bay County Building  
515 Center Ave. 7<sup>th</sup> Floor  
Bay City, MI 48708  
[moorefa@baycounty.net](mailto:moorefa@baycounty.net)

**This Bid process will be conducted in conformity with the Bay County Purchasing Policy as found on the Bay County website:**

**[www.baycounty-mi.gov/Purchasing](http://www.baycounty-mi.gov/Purchasing)**



**SEE ATTACHED  
REQUIRED DOCUMENTATION**

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**NON-BIDDERS FEEDBACK FORM**

Bid #: 2023-04

*If you are not submitting a bid for this Bid, please indicate the reason(s) by checking off one or more items below and email this form to [purchasing@baycounty.net](mailto:purchasing@baycounty.net).*

- \_\_\_\_\_ Unable to bid at this time but would like to receive future bid requests.
- \_\_\_\_\_ Service(s) or material(s) not provided by our firm.
- \_\_\_\_\_ Service(s) or material(s) we offer do not fully meet all the requirements specified.
- \_\_\_\_\_ We cannot meet the timetable required.
- \_\_\_\_\_ Insufficient time allowed for preparation and submission of bid.
- \_\_\_\_\_ Specifications not clearly understood or applicable as follows: (ex. too vague, too rigid, etc.)
- \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please remove our name from your bidders list for

- \_\_\_\_\_ This commodity group
- \_\_\_\_\_ These item(s) or material(s)
- \_\_\_\_\_ All bids

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**Bid Response Cover Sheet**

**ALL BIDS MUST INCLUDE THIS COVER SHEET (OR THIS SHEET REPRODUCED ON LETTERHEAD)  
AS A COVER SHEET OR PAGE ONE (1) OF THE BID**

TO: County of Bay  
515 Center Ave, 7<sup>th</sup> Floor.  
Bay City, MI 48708

FROM: \_\_\_\_\_

Company Name  
[ ] an individual,  
[ ] a corporation  
(Please mark appropriate box),

Duly organized under the laws of the state of: \_\_\_\_\_

Year Firm Established \_\_\_\_\_ Years in Business: \_\_\_\_\_

The undersigned, having carefully read and considered the Request for Proposal (RFP) for Multifunction Copiers, does hereby offer to perform such services on behalf of the County in the manner described and subject to the terms and conditions set forth in the attached Bid, including, by reference here, the County's RFP document. Bids must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

BY: \_\_\_\_\_  
(Signature of authorized representative)

\_\_\_\_\_  
(Please Print Name and Title)

**PRINCIPAL OFFICE ADDRESS:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

TIN #: \_\_\_\_\_ DUNS #: \_\_\_\_\_

**BAY COUNTY  
PURCHASING DIVISION  
BIDDERS CHECK LIST**

**YES**

**NO**

- |   |       |       |
|---|-------|-------|
| 1. I have read ALL the instructions and specifications.   | _____ | _____ |
| 2. I have read and acknowledge the information contained in the "General Information" section of the Bid.   | _____ | _____ |
| 3. I have filled in ALL the required documentation.   | _____ | _____ |
| 4. I have provided all required information per the guidelines specified within the bid document.   | _____ | _____ |
| 5. I am an officer of the company.  | _____ | _____ |
| 6. I have the authority to obligate my company.   | _____ | _____ |
| 7. I am returning the signed ORIGINAL and specified number of copies required per the bid document  | _____ | _____ |
| 8. I have organized and labeled the bid per instruction.  | _____ | _____ |
| 9. I have retained a copy of the submission.  | _____ | _____ |
| 10. I have properly labeled the external envelope.  | _____ | _____ |
| 11. If successful, the "Insurance Requirement Certificate" from an insurance company licensed to do business in the State of Michigan will be provided within ten working days after Notification of the award. | _____ | _____ |
| 12. I have provided the necessary information for the person responsible for follow-up.   | _____ | _____ |

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATION**

The individual signing below certifies:

1. They are 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 firm, 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 Bid was developed solely by the Firm indicated below and was prepared without any collusion with any competing firm or County employee.
4. The content of this Bid has not and will not knowingly be disclosed to any competing or potentially competing firm prior to the Bid 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: \_\_\_\_\_

## PRICING

All units will have the following finishing features (any additional features will be noted per machine):

- Multi-stapling
- 3/2-hole punch
- Scan to Email

As an option, please add the cost for color copies.

Location	Existing Machine Type	Estimated Annual Copies	Extra Features
Court	MP25558PAD	12,272	
Court	MP25558PAD	13,595	
District Court Public	MP25558PAD	1,051	

Location	Replacement Machine Type	Lease per Month	Maintenance Cost per Copy	Supply Cost per Copy	Total Monthly Cost
Court					
Court					
District Court Public					

Location	Existing Machine Type	Estimated Annual Copies	Extra Features
District Court Judges	MP3055SPAD	1,724	
Assigned Counsel	MP3055SPAD	8,288	
Friend of the Court	MP3055SPAD	44,437	
Judge	MP3055SPAD	34,025	
Judge	MP3055SPAD	11,073	
Judge	MP3055SPAD	21,641	
Judge	MP3055SPAD	18,727	
Public Defender	MP3055SPAD	61,151	Envelope
Criminal Defense	MP3055SPAD	23,773	
District Court Probation	MP3055SPAD	59,639	
Civic Arena	MP3055SPAD	12,075	
Sheriff Control	MP3055SPAD	4,436	
Sheriff Intake	MP3055SPAD	45,599	
Equalization	MP3055SPAD	19,784	
Personnel	MP3055SPAD	10,820	

Buildings & Grounds	MP3055SPAD	15,288	
Clerk	MP3055SPAD	38,384	
Drain	MP3055SPAD	29,444	No hole punch needed
Environmental Affairs	MP3055SPAD	16,072	
Veteran's Office	MP3055SPAD	18,642	
Community Center	MP3055SPAD	14,650	
Animal Services	MP3055SPAD	16,257	
Mosquito Control	MP3055SPAD	10,871	
Golf Course	MP3055SPAD	6,300	

Location	Replacement Machine Type	Lease per Month	Maintenance Cost per Copy	Supply Cost per Copy	Total Monthly Cost
District Court Judges					
Assigned Counsel					
Friend of the Court					
Judge					
Judge					
Judge					
Public Defender					
Criminal Defense					
District Court Probation					
Civic Arena					
Sheriff Control					
Sheriff Intake					
Equalization					
Register of Deeds					
Buildings & Grounds					
Clerk					

Drain					
Environmental Affairs					
Veteran's Office					
Community Center					
Animal Services					
Mosquito Control					
Golf Course					

Location	Existing Machine Type	Estimated Annual Copies	Special Features
Sheriff Records	MP3555SPAD	51,634	
DOA Riverside	MP3555SPAD	22,120	

Location	Replacement Machine Type	Lease per Month	Maintenance Cost per Copy	Supply Cost per Copy	Total Monthly Cost
Sheriff Records					
DOA Riverside					

Location	Existing Machine Type	Estimated Annual Copies	Special Features
Health Back	MP4055SP	48,161	
Central Dispatch – 911	MP4055SP	11,520	
Circuit Court Probation	MP4055SP	75,771	
District Court Traffic	MP4055SP	42,407	
Friend of the Court	MP4055SP	58,688	
Probate Court	MP4055SP	116,049	
Prosecutor #1	MP4055SP	76,371	
DOA Front	MP4055SP	218,164	
Executive Offices	MP4055SP	102,807	
Finance South	MP4055SP	62,192	Increase to next size, make it identical to Finance North.
Personnel	MP4055SP	85,198	
Juvenile Home	MP4055SP	29,546	



Location	Replacement Machine Type	Lease per Month	Maintenance Cost per Copy	Supply Cost per Copy	Total Monthly Cost
Health Back					
Central Dispatch – 911					
Circuit Court Probation					
District Court Traffic					
Friend of the Court					
Probate Court					
Prosecutor #1					
DOA Front					
Executive Offices					
Finance South					
Personnel					
Juvenile Home					

Location	Existing Machine Type	Estimated Annual Copies	Special Features
Health Dept	MP5055SP	98,953	
Circuit Court Admin	MP5055SP	86,456	
Prosecutor #2	MP5055SP	91,961	
Finance North	MP5055SP	121,743	
Treasurer	MP5055SP	106,020	
MSU Extension	MP5055SP	21,520	

Location	Replacement Machine Type	Lease per Month	Maintenance Cost per Copy	Supply Cost per Copy	Total Monthly Cost
Health Department					
Circuit Court Administration					
Prosecutor #2					
Finance North					

Treasurer					
MSU Extension					

Location	Existing Machine Type	Estimated Annual Copies		Finisher
		Color	B&W	
Register of Deeds	MPC3004EX	11,059	5,449	Booklet
Board of Commissioners	MPC3004EX	28,384	8,424	

Location	Replacement Machine Type	Lease per Month	Maintenance Cost per Copy	Supply Cost per Copy	Total Monthly Cost
Register of Deeds					
Board of Commissioners					

Please provide contact information should we have questions concerning the pricing listed above:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

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?
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. 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.
7. Does your company maintain a local parts inventory in the Tri-City area?  
If no, how quickly can parts be obtained?
8. Do your technicians carry car stock/truck inventory?  
If no, how quickly can parts be obtained?
9. Does your company service the units?  
If no, who completes your service calls?

FORMER REFERENCES

1	Name of Company or District:		
Name and Title of Contact Person:			
Address:		Phone Number:	
_____		_____	
_____		_____	
_____		Email:	
_____		_____	

2	Name of Company or District:		
Name and Title of Contact Person:			
Address:		Phone Number:	
_____		_____	
_____		_____	
_____		Email:	
_____		_____	

3	Name of Company or District:		
Name and Title of Contact Person:			
Address:		Phone Number:	
_____		_____	
_____		_____	
_____		Email:	
_____		_____	

**CURRENT REFERENCES**

1	Name of Company or District:	
Name and Title of Contact Person:		
Address: _____ _____		Phone Number:
Reason for Separation:		Email:

2	Name of Company or District:	
Name and Title of Contact Person:		
Address: _____ _____		Phone Number:
Reason for Separation:		Email:

3	Name of Company or District:	
Name and Title of Contact Person:		
Address: _____ _____		Phone Number:
Reason for Separation:		Email: