

COUNTY OF UNION, ILLINOIS

REQUEST FOR PROPOSALS

FOR

**COPYING & PRINTING SOLUTIONS FOR
UNION COUNTY AMBULANCE SERVICE**

Issue Date: June 12, 2018

Submittal Date: June 26, 2018

Contact Person:

Angela Johnson, County Administrator

Union County Courthouse
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Jonesboro, IL 62952
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COPYING & PRINTING SOLUTIONS FOR UNION COUNTY GOVERNMENT OFFICES

OVERVIEW

The County of Union, Illinois (the "County") is seeking sealed proposals from vendors capable of providing copier and printing equipment as well as support and maintenance. Lease agreement should be provided as one document for the monthly cost of the unit with the option for buyout and the end of the term.

Second document should outline the cost of the maintenance agreement with details of what is covered. (i.e.: service calls, toner, etc.)

Questions regarding this RFP may be directed to the Union County Board Administrator Angela Johnson at ajohnson@unioncountyil.gov or by contacting Grant Capel, Union County Ambulance Director at gcapel@unioncountyil.gov or by cell phone 618-527-8355

Sealed proposals will be received by the County until 4:00PM June 26, 2018 by the Office of the Union County Clerk. Sealed proposals will be opened and read publicly in the Community Room of the Union County Courthouse at 8:30AM on Friday June 29, 2018. Proposals will be discussed publicly at the regular meeting of the Board of Commissioners on July 13, 2018. At that time the Commissioners will select a proposal and empower the Union County Board Administrator to negotiate the final terms of an agreement to be signed by the County Board Chairman.

The County reserved the right to reject any and all proposals received pursuant to this RFP and to waive or not waive any informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms or conditions of any proposal determined by the County to be in the best interests of the County even though not the lowest cost proposal.

SCOPE OF SERVICE

(1) UNION COUNTY AMBULANCE SERVICE

Proposed lease costs should be inclusive of all hardware, parts. Please specify term of lease, cost per month and end of term options.

Maintenance agreement costs including parts, travel, service including or excluding the cost of consumables i.e.: toner, drums, etc. need to be specified on a separate sheet. It is understood the cost of paper is excluded.

HARDWARE

The following is a list of minimum specifications that are expected for Union County Ambulance Service

The mainframe must have the following features:

COPY

1. 45 PPM Black & White & Full Color (20# Letter)

NETWORK

1. Network/OS: Windows XP/Vista/7 & 8, Netware 6.5, Unix, Mac OS Xv. 10.5 or later, etc.

SCANNER

1. Scanner Resolution: Black & White & Full Color scanning
2. Scan Modes: Scan to Email , Scan to Folder, Scan to URL, Scan to Media (USB/SD card)

FAX - Sending and Receiving FAX

1. Auto Dialing: Quick/Speed Dial Numbers, Group Dial Numbers

SECURITY

1. Security Features: Data Overwrite Security System (DOSS), HDD Encryption.

ACCESSORIES

1. Bridge Unit: Necessary to have finisher
2. Finisher: 1000 Sheet External Finisher. Staple Capacity, 30 sheets, 8.5" x 11" up to 11" x 17"

EXTENT OF LEASE AGREEMENT

1. Option to lease for 5-year term with end of lease at Fair Market Value
2. Option to lease for 5-year term with end of lease at \$1.00 Out
3. Anticipated response time for remote repairs & on-site repairs
4. Initial configuration and training of staff
5. Certified destruction of any hard drives at the end of any lease term including the cost for a new hard drive.
6. Fixed pricing throughout the terms of any agreement
7. Maintenance options should be based on total estimated number of color & black prints over the total term of the machines, of the equipment, or otherwise accounted for given the staggered implementation over a calendar year.
8. All equipment proposed (new or refurbished) will include a warranty for one (1) year or 50,000 (10K Color, 40K Black) copies, toner included, or whichever comes first.

GENERAL TERMS AND CONDITIONS

General Condition

This is not an offer to contract. Acceptance of a proposal does not commit the County to award a contract nor does it limit the County's right to negotiate.

General Information

Your company's proposal should include the price, terms and conditions under which you are willing to provide copying and printing solutions. The County anticipates that, based on its review and evaluation of proposals received pursuant to this RFP, it will select a proposal and execute a contract pursuant to which the proposer will render the services to the County, in accordance with the terms and conditions set forth in the contract and this RFP.

Right of Rejection

The County reserves the right to accept or reject all responses to this RFP. The County also reserves the right to enter into discussions with one or more qualified proposers at the same time.

Codes & Regulations

Proposer must comply with all applicable State and Federal Laws.

Indemnification

The supplier shall agree to indemnify and hold harmless the County and the County's officers and employees, from and against any and all claims, losses, judgments, liabilities or claims for attorneys' fees arising out of or resulting in whole or in part from the acts, errors, omissions or negligence of the supplier and/or supplier's employees or agents. The duty to indemnify shall survive the expiration of the contract.

Disclosure

Vendor shall note any and all relationships that might be a conflict of interest and include such information with the proposal.

METHOD OF PROPSAL SUBMISSION

Sealed proposals are due and must be received no later than 4:00PM on Tuesday June 26, 2018 at the following address:

Office of the Union County Clerk
309 West Market Street
Jonesboro, IL 62952

Proposals will be delivered in a sealed envelope to the previously stated address and will be clearly marked on the outside of the envelope the following information:

PROPOSAL FOR COPYING AND PRINTING SOLUTIONS for Union County Ambulance

FORMAT FOR RESPONSE

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified below:

1. Letter of Transmittal
 - A. Briefly state the vendor understanding of the scope of services to be provided.
 - B. List the names of the persons who will be authorized to make representations for the vendor, their titles, address and telephone numbers.
2. Profile of the Vendor
 - A. Please provide a brief overview of your company. Describe the organization and business strategy of your company.
3. Submit Draft Agreements
 - A. Include a draft contract containing the terms and conditions. State exceptions, if any, to the requirements contained herein. It should be as near to an executable contract as is reasonably possible.
4. Minimum of three (3) References

5. Proposed Pricing
 - A. Should cover the various options listed in the Scope of Services section.

ADDITIONAL REQUIREMENTS

1. All services will appear on a single monthly invoice
2. All payments will be subject to Net-60 terms per the Local Government Prompt Payment Act (50 ILCS 505/)

OPENING AND SELECTION OF PROPOSAL

Proposals will be opened by the Union County Administrator or Chairman of the County Board at 8:30AM on June 29, 2018 in the Community Room of the Union County Courthouse.

EVALUATION CRITERIA

In determining the most favorable proposal the County shall consider the following:

1. Terms of services to be provided and materials to be used
2. Pricing
3. Timeline for completion
4. References
5. Prior knowledge or prior dealings of the proposer, as the knowledge or dealings relate to official business of the County
6. Any other information and/or factors that the County considers relevant.
7. Vendor should be able to quote a response time for service if repairs are required.

TIMELINE

Release of RFP	Tuesday, June 12, 2018
Proposals Due	Tuesday, June 26, 2018
Opening of Proposals	Friday, June 29, 2018
Clarification Process	Monday, July 2, 2018 through Friday July 6, 2018
Proposal Selected	Friday, July 13, 2018

The County reserves the right to modify this schedule if the County determines such modifications are necessary.