

**Date**: Tuesday, July 12, 2016

**Subject**: RFQ for Multi-Function Copiers-REVISED

**REQUEST FOR QUOTE - EQUIPMENT OR GOODS- REVISED**

The San Diego Workforce Partnership (SDWP) is looking for four (4) high capacity multi-function color copiers to consolidate printing services at the corporate office.

**The original RFQ for Multi-Function Copiers was issued on June 2, 2016 with quotes submitted by June 16, 2016. This Revised RFQ modifies the request and timeline.**

**For the Respondents who submitted a quote to the original RFQ, please review changes described below and re-submit your proposal with the additional requested information by the deadline. There is no need to re-submit if your submitted quote includes the revised format. Please note that missing quote information could lead to disqualification.**

Quotes are due by Thursday, July 28, 2016 at 5:00 p.m. Please submit Quote via email to ginacharest@workforce.org with email subject line: Quote for Multi-function Copiers.

**ORGANIZATIONAL OVERVIEW**

The SDWP is a 501(c)(3) that funds and delivers job training programs in the San Diego region. For more information, please visit [www.workforce.org.](http://www.workforce.org/)

**SCOPE OF WORK**

We desire to obtain four (4) high capacity multi-function copiers with full color service so that staff can print all of their material to any printer from a central print que (as referenced in the deliverables listed below).

The copier lease would be for five (5) years and include complete end to end service for all maintenance, support, and supplies with paper being the only supply exception.

**DELIVERABLES**

All copier specs listed below would be identical in order for all staff to print to any copier within the corporate office to include the following features:

 Print, Fax, Scan in black/white and full color with a 50 PPM output minimum

 Duplex printing

 Swipe HID badges to print or authenticate with keyboard (hardware keyboard preferred)

 Central print queue; print job at any device

 Mobile device printing and scanning (e.g., AirPrint)

 OCR, automatic document cleanup (e.g., de-skew)

 Workflow automation

 Centralized user management (i.e., one spot for all devices)

**DELIVERABLES (Continued)**

 Mac compatible

 Encrypted storage (mandatory)

 Finisher should be able to hole punch and staple

 Print and scan from & to SharePoint/OneDrive

 Prefer capacitive vs resistive touch screen

 Prefer the option to extend capabilities by installing third party apps

**SUBMITTAL SCHEDULE (REVISED)**

 RFQ Release Date: **July 12, 2016**

 RFQ Responses Due: **July 26, 2016**

 Copier demonstration/hands on review: **August 11-26, 2016**

 Selection: **On or before August 31, 2016**

 Service Agreement Start Date: **On or before** **September 30, 2016**

**PROJECT TIMELINE**

The 5-year term lease /agreement will begin on or before September 30, 2016. Contract negotiations will begin on September 1, 2016.

**QUOTE FORMAT (REVISED)**

Submit proposal electronically in **one** (1) PDF, with supporting documentation at the end of the **one** (1) PDF.

**Revised** - Proposal must include on a separate summary, (example provided in Chart 1 below):

1. The total monthly lease broken down into two components:

 a) monthly lease cost of the equipment

 b) monthly cost of the service/maintenance\*

\*The service/maintenance cost must include all maintenance/service/support/supplies (excluding paper) for all four copiers at a 20,000 B/W and 5,000 color production per month.

1. **Revised:** Provide the total cost for one (1) additional copier.
2. **Revised:** Provide the optional scenario of reducing the copier count to three (3) (should we determine after a period of time that four copiers aren’t needed).

**Chart 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Monthly Cost:** | **4 Copiers** | **3 Copiers** | **1 Add’l** |
| Lease Cost | $ 550 | $ 450 | $120 |
| Service/Maintenance Cost | $ 350 | $ 350 | 0 |
| **Grand total**  | **$ 900** | **$ 800** | **$120** |
| Additional cost BW>20K | $0.0050 | $0.0050 | NA |
| Additional cost color >5K | $0.100 | $0.100 | NA |

**Proposals must also include:**

1. **Revised:** A lease with a quarterly page count billing or “monthly rollover” plan is preferred (i.e. if we produce 5,000 fewer copies one month and 5,000 over the “threshold” the next month, we wouldn’t be charged an overage assessment for the higher production month).
2. A guaranteed ON SITE response time window for service calls.
3. Terms and repair thresholds that would justify a loaner/replacement copier.
4. A lease template so that we may review lease terms and conditions prior to making a vendor selection.
5. **Revised:** Cover Page should include:

o Name, cell phone, desk phone, email address, business address of the bidder (s)

o SSN or tax ID

o Detailed information and specifications of the equipment/goods being proposed

o Equipment/Goods deliverables timeline

o Detailed equipment/Goods cost

**EX-PARTE COMMUNICATION**

All inquiries must be emailed directly to ginacharest@workforce.org. No phone calls will be accepted. No other individuals related to the SDWP (e.g., staff, board) are to be contacted regarding this RFQ.

**SELECTION**

Selection of vendor will be based upon internal review of proposals and the physical review of copier equipment. The criteria for selection will be based largely upon three factors:

 Price

 Quality of equipment

 Customer service response time

**LIMITATIONS**

*Right to Extend/Cancel*

SDWP reserves the right to cancel, delay, amend, or reissue all or part of this RFQ at any time without prior notice. Once proposals have been received on July 26, 2016, SDWP expects to award a contract within the timeline including in the RFQ. SDWP reserves the right to extend the review, selection, and award date, as well as the start date of the lease and service agreement date. This RFQ does not commit SDWP to award a contract or to pay any cost incurred in the preparation of a response to the solicitation. SDWP reserves the right to reject any and all quotes, to accept or reject any or all items in the quotes, and to award the contract in whole or in part as deemed to be in the best interest of SDWP. SDWP reserves the right to negotiate with any respondent after the quote(s) are reviewed, if such action is deemed to be in the best interest of SDWP. Such negotiation should not be viewed by any respondent as an indication of contract award.

*Cooling Off Period*

We shall not contract with any proposal submitted by an individual or entity who within the

preceding twelve months was themselves or employs anyone who:

1. Is a current, dismissed, separated or formerly employed person of SDWP, and
	1. Was employed in any position(s) of substantial responsibility in the area of service to be performed by the contract; or
	2. Participated in any way in the negotiations, transactions, planning, arrangements, or any part of the decision making process relevant to the proposed contract/service agreement, or was or is employed in a role of substantial responsibility in the same general subject area as the proposed contract; or
	3. Is an owner, officer, principal, partner, or major shareholder of the proposed Contractor.

This prohibition will apply to any qualified person(s) leaving the employ of SDWP, and will apply at all times during the twelve-month period beginning on the date the person left the employment of SDWP. This policy will apply to any procurements issued or contracts executed for program related services and not to internal SDWP operational support executed within that twelve-month period.