



Great Northern Services

780 S. Davis Avenue
P.O. Box 20
Weed, CA 96094
(530) 938-4115
Fax (530) 938-1040
www.gnservices.org

Request for Proposal Install and Maintenance Multifunction Printer and Workgroup Printer

Background

Purpose

Great Northern Services will accept, until 4:00 p.m. on August 6, 2014, proposals from firms interested in providing a multifunction printer and an HP printer (or equivalent) with service as described subsequently.

The Organization

Great Northern Services is a private non-profit organization providing assistance to communities and individuals in Siskiyou County. Great Northern Services currently maintain approximately 20 workstations utilizing Windows 7 Professional as their operating system. The agency averages 23,000 black and white and 3,000 color copies per month. GNS can trade-in 2 Sharp-AR-M355U and 1 Sharp-MX-B401 multi-function copiers in good condition.

Proposal Preparation Instructions

Schedule of Events

The following is a tentative schedule that will apply to this RFP but may change in accordance with the organization's needs or unforeseen circumstances.

Issuance of RFP	July 23, 2014
Technical Questions/Inquiries Due	July 31, 2014 1:00 p.m. PDT
Proposal Due	August 6, 2014 4:00 p.m. PDT
Final Award Notification By	August 20, 2014

Solutions to improve lives and enrich communities

Access to Capital • Portfolio Management • Economic Development • Energy Assistance • Home Weatherization
Community Food • Community Services • HIV/AIDS Case Management • Community Development

Original RFP Document

GNS shall retain the RFP, and all related terms and conditions, exhibits, and other attachments in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification. The RFP may not be distributed without prior written permission of GNS.

Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts the responsibility to fully understand the RFP in its entirety, and in detail, including making any inquiries to GNS as necessary to gain such understanding. GNS reserves the right to disqualify any vendor who demonstrates less than such understanding. Furthermore, GNS reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to GNS.

Good Faith Statement

All information provided by GNS in this RFP is offered in good faith. Individual items are subject to change at any time. GNS makes no certification that any item is without error. GNS is not responsible or liable for any use of the information or for any claims asserted there from.

Communication

Verbal communication shall not be effective unless formally confirmed in writing by Marie-Josée Wells who is in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

Vendor's inquiries, questions, and requests for clarification related to this RFP are to be directed by email or fax to:

Great Northern Services
Marie-Josée Wells
Attn: Multifunction Printers Proposal
P.O. Box 20
Weed, CA 96094
mjwells@gnservices.org
Fax: 530-938-1040

Informal Communications shall include, but are not limited to: requests from/to vendors or vendors' representatives in any capacity, to/from any GNS employee or representative of any kind or capacity with the exception of GNS for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the named above at any time. Inquiries for clarifications/information that will not require addenda may be submitted verbally to the representative named above at any time during this process.

Formal Communications must be submitted in writing and shall include, but are not limited to:

- Errors and omissions in this RFP and enhancements: Vendors shall bring to GNS any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to GNS any enhancements, which might be in GNS's best interests.
- Inquiries about technical interpretations

Addenda: GNS will make a good-faith effort to provide a written response to each formal question or request for clarification that requires addenda within two business days.

All addenda will be posted to our website only <http://www.gnservices.org>

Proposal Submission

Proposals must be delivered to:
 Great Northern Services
 RE: Multifunction Printers Proposal
 P.O. Box 20
 780 S. Davis Ave
 Weed, CA 96094
mjwells@gnservices.org

Vendors are to submit one original response. The bid may be mailed or emailed marked "Multifunction Printers Proposal".

All submitted proposals become the property of GNS.

The purpose of this RFP is to identify those vendors that have the interest, capability, and financial strength to supply GNS with printers and services identified in the Scope of Work.

Selection & Notification

Vendors determined by GNS to possess the highest points will win the contract. In the event of a tie, GNS will request each vendor to provide their best and final bid. Written notification will be sent to these vendors via email or fax. Those vendors not selected for the negotiation phase will be notified via email unless GNS is given a fax number.

Scope of Work

- A. Company Information – 5pts; Years in Business – 5pts; Small, Woman or Minority Owned Business – 5pts; Client Number – 5pts; Project Completion – 5pts; References – 5pts; Total = 30 Points**

Full legal name of company	
Address	
Year business was established	
Number of people currently employed	

Is there a copy of your California business license enclosed? If no explain	Yes/No
Is a copy of your insurance and bond included? If no explain	Yes/No
Is a copy of your current SAM listing from https://www.sam.gov/portal/public/SAM/ included? Required	Yes/No
Are you a certified small, woman or minority-owned business enterprise? If so is your certificate attached?	Certified? Yes/No Attached? Yes/No/NA
Total number of current clients	
Evidence of successful completion of a project of a similar size and complexity.	
A list of at least 3 professional references with name, address and phone numbers	

B. Technical Requirements for Multifunction Printer. 30 points

Please include specification literature of product proposed.

GNS seeks to procure a color copier/printer/scanner/fax that has the following technical attributes:

- Minimum 45 ppm black and white copy/print speed
- Minimum 1.25 GB copier memory
- Maximum 1 minute copier warm-up time
- 25-400% magnification
- Duplex printing/copying
- Color and black scanning capability
- Minimum 1,500 sheet standard paper capacity
- Minimum 80 sheet multi-purpose bypass tray
- Minimum 100 sheet dual scan document processor
- Up to 11" x 17" originals
- Up to 11" x 17" output size
- Heavyweight paper printing/copying capability – up to 110 lb. index
- Color adjustment
- Stapling finisher (corner and double)
- Minimum 150 GB hard disk drive
- Copy resolution 1200 x 1200 dpi
- Scan resolution minimum 600 x 600 dpi
- Job memory
- Mixed size originals
- Job building capability
- Accounting Codes
- Integrated USB drive
- Print support: TIFF, JPG, EPS, PDF

- Scan to e-mail, folder and USB capability
- Compatible with Windows 7 and Windows 8 (64 Bit support)
- NIC interface 10/100/1000
- Wi-Fi print capability
- Preferred but not exclusionary: Ricoh, Canon, Samsung, HP.

C. Technical Requirements for HP Laser Jet Pro Printer M401 dw or Equivalent. 20 points

Please include specification literature of product proposed.

Printing and connectivity specifications

- Print speed, black (normal quality mode): Up to 35 ppm
- First page out (black): As fast as 8 sec
- Print resolution, black: Up to 1200 x 1200 dpi
- Print technology: Laser
- Monthly duty cycle: Up to 50,000 pages
- Recommended monthly print volume: 750 to 3000
- Memory, standard: 256 MB
- Processor speed: 800 MHz
- Print languages, standard: HP PCL 5, HP PCL 6, HP postscript level 3 emulation, direct PDF (v 1.7) printing
- I/O ports, Connectivity, standard: 1 Hi-Speed USB 2.0, 1 Host USB, 1 Walk-up USB, 1 Ethernet 10/100/1000T network, 1 Wireless 802.11b/g/n

Paper Handling

- Paper trays/handling standard, input: 2 trays: 50-sheet multipurpose tray 1, 250-sheet input tray 2, automatic duplexer for two-sided printing
- Paper handling optional, input: Optional third 500-sheet tray
- Paper handling standard, output: 150-sheet output bin
- Media sizes: Multipurpose tray: 3 x 5 to 8.5 x 14 in; tray 2 and optional 500-sheet-tray 3: 4.1 x 5.8 to 8.5 x 14 in, Letter, legal, executive, 8.5 x 13 in
- Media types: Paper (plain, light, heavy, bond, color, letterhead, preprinted, prepunched, recycled, rough); envelopes; labels; transparencies, cardstock
- Document finishing: Sheetfed

Warranty, power and operating requirements

- Compatible Operating Systems: Full software installs supported on: Microsoft® Windows®7 32-bit and 64-bit, Windows Vista® 32-bit and 64-bit, Windows® XP 32-bit (SP2 or higher)

Driver only installs supported on: Microsoft® Windows® Server 2008 32-bit and 64-bit, Windows® Server 2003 32-bit (SP3 or higher)
 Mac OS X v 10.5, v 10.6, v 10.7

- ENERGY STAR® Compliant: Yes
- Warranty: One-year warranty

D. Financing versus Purchasing Option B Only. 50 points

For the multifunction printer, provide cost and terms for **lease option** versus option to **purchase** outright. Cost per copy/print information must be included with price bid.

E. Purchasing Option C Only. 40 points

Provide price for purchase and install of workgroup printer. Cost per copy/print information must be included with price bid.

F. Contract and Invoice Terms – 30pts

All vendors must provide a cost breakdown for the implementation of the work for GNS’s project as described in this RFP. **The vendor must agree to keep these prices valid for 120 days as of 08/20/14.**

Terms for 60 day pay for invoice	
Will you be able to complete the project by August 18, 2014? If no explain.	Yes/No

G. Maintenance Agreement – 30 pts

1. GNS requires a minimum of 97% uptime between the hours of 7:00 a.m. to 5:30 p.m., Monday through Thursday. Replacement with a like-for-like unit if the copier experiences less than 97% uptime for four consecutive months. Twelve business hours maximum downtime before a like-for-like loaner is provided. If a loaner is needed, the copier is to come from the vendor’s inventory. Please include the average response time for service calls in the proposal submission. Successful bid must include contingencies for emergency print jobs when multifunction printer and workgroup printer is offline or instances of extended downtime.
2. Consumable costs (except paper and staples) must be included in full service maintenance proposal. This price must include OEM parts, labor and recommended OEM servicing for optimal life of the unit.
3. Include any literature/descriptions you have with your proposal that describes your Maintenance Agreement services.

Monthly Cost of Maintenance Agreement B Only	
Monthly Cost of Maintenance Agreement B and C	
Consumable Costs	
Is your maintenance agreement month to month or is it yearly?	
What is the hourly labor rate above and beyond maintenance agreement?	
If travel is needed, describe the charges.	
Is there a minimum service call amount?	
Service territory?	
Average response time for a service call?	

H. Equipment Training (Split B and C). 5 points

The winning bid must include provisions for staff training on the multifunction printer and workgroup printer.

I. Onsite Trial (Option B Only). 15 points

GNS requires a one-week onsite trial including employee training of the winning multifunction printer to ensure the winning machine will suit the agency's needs. If the machine is deemed unsuitable after the trial period, GNS reserves the right to re-negotiate and/or cancel the contract without penalty.

Vendor Certification

This certification attests to the vendor’s awareness and agreement to the content of this RFP, and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to the Request for Proposal for IT services for GNS. The undersigned is a duly authorized officer, and hereby certifies that:

(Vendor Name)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of 120 calendar days as of the Due Date of the RFP.

The undersigned further certify that their firm IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify Great Northern Services of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Signature of Authorized Officer:

Name: _____ Title: _____
Signature: _____ Date: _____