



# GREAT NORTHERN

## ◀ *services* ▶

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Weaving a stronger community, together...

### **Request for Proposal (RFP)**

Installation and maintenance of two all-in-one printers:

Black and White capacity only

&

Color capacity

Great Northern Services (GNS) is seeking to purchase two commercial all-in-one printing machines per the specifications below for its Energy Assistance department. These machines will replace the existing Image Runners Advance 6265 and C5250. GNS will accept proposals from interested firms until 4:00 p.m. on April 24, 2023.

GNS is a private non-profit organization which provides solutions to improve lives and enrich communities in Siskiyou County. GNS successfully runs an Energy Assistance program utilizing federal and utility funding. The programs serve Siskiyou County's low-income households, and all services are free to clients. The printing machines will be used by staff to print applications, produce client communications, scan completed files, and send fax communications. One printer should be focused on reliable high-volume black and white printing and stapling. One printer should be capable of generating professional color posters. We print roughly 260,000 copies a year. GNS can trade in the existing Image Runners Advance 6265 and C5250.

## **Proposal Preparation Instructions**

### ***Schedule***

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.

<b>Issuance of RFP</b>	<b>April 10, 2023</b>
<b>Technical Questions/Inquiries Due</b>	<b>April 17, 2023 4:00 p.m. PDT</b>
<b>Proposal Due</b>	<b>April 24, 2023 4:00 p.m. PDT</b>
<b>Final Award Notification by</b>	<b>May 8, 2023</b>

### ***Original RFP Documents***

GNS shall retain the RFP, 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 the award if the 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. In no case shall verbal communication govern over written communication.

Vendor's inquiries, questions, and requests for clarification are to be directed by email to:

**Marie-Josée Wells**

**Subject: All-in-one printers Proposal**

[mjwells@gnservices.org](mailto:mjwells@gnservices.org)

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/RFP>

### **Proposal Submission**

Proposals must be delivered by email to:

**Marie-Josée Wells**

**Subject: All-in-one printers Proposal**

[mjwells@gnservices.org](mailto:mjwells@gnservices.org)

Vendors are to submit one original response. The bid may be emailed marked "All-in-one 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. Those vendors not selected for the negotiation phase will be notified via email.

## Scope of Work

The following documents must be included for the proposal to be scored.

- Copy of your current SAM listing from <https://sam.gov/content/home> (required per federal regulations)
- Copy of your California business license
- Copy of your insurance and bond

**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 and address
- Year business was established
- If certified small, woman or minority-owned business enterprise, enclose certificate
- 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 all-in-one Printers. 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 50 ppm black and white copy/print speed
- 25-400% magnification
- 200-page feeder capacity
- Color scanning capability
- Automatic duplex printing capability
- Single pass duplexing automatic document feeder
- Up to 11" x 17" originals
- 500 sheet Letter tray
- 500 sheet Letter-R tray
- 500 sheet Legal tray (or standard capacity)
- 500 sheet 11" x 17" tray (or standard capacity)
- Stapling finisher up to 50 sheets
- Scan resolution minimum 300 x300 dpi
- Mixed size originals handling
- Job building capability
- Accounting Codes
- Integrated USB drive
- Scan to e-mail, folder and USB capability
- Windows Network ready
- Supports printing on #10 envelopes
- EnergyStar Certified

- Preferred but not exclusionary: Ricoh, Canon, Samsung, HP.

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

- Minimum 70 ppm black and white copy/print speed
- 25-400% magnification
- 200 sheet document feeder
- Automatic duplex printing capability
- Single pass duplexing automatic document feeder
- Up to 11" x 17" originals
- Standard dual drawers total 3500 sheet capacity Letter
- 500 sheet Letter-R drawer (or standard capacity)
- 500 sheet Legal tray (or standard capacity)
- 100 sheet 11" x 17" drawer (or standard capacity)
- Up to 11" x 17" originals
- Stapling finisher up to 50 sheets
- Scan resolution minimum 300 x300 dpi
- Mixed size originals handling
- Job building capability
- Accounting Codes
- Integrated USB drive
- Scan to e-mail, folder and USB capability
- Windows Network ready
- Supports printing on #10 Envelopes
- EnergyStar Certified
- Preferred but not exclusionary: Ricoh, Canon, Samsung, HP.

#### **C. Purchasing Option. 25 points**

Provide cost to **purchase** outright.

Cost per copy/print information must be included with each price bid.

#### **D. Leasing Option. 25 points**

Provide cost and terms to **lease**.

Cost per copy/print information must be included with each price bid.

#### **E. Contract and Invoice Terms. 30 points**

All vendors must provide a cost breakdown for the implementation of the work for GNS's project as described in this RFP.

- Vendors must agree to keep these prices valid for 120 days as of May 8, 2023.
- Vendors must agree to net 60 terms
- Vendors must agree to complete the project within 90 days of contract execution or provide a timeline.

#### **F. Maintenance Agreement. 30 pts**

Maintenance Agreement services must contain:

- Monthly cost of maintenance agreement

- Consumable costs
- Monthly or yearly maintenance agreement
- Hourly labor rate above and beyond maintenance agreement?
- Minimum service call amount, if any
- Service territory
- Average response time for a service call

**G. *Equipment Training. 5 points***

The winning bid must include provisions for staff training on the all-in-one printers.

**H. *Onsite Trial. 15 points***

GNS requires a one-week onsite trial including employee training of the winning all-in-one printers 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.

***Maximum score: 190 points***