



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

REQUEST FOR PROPOSALS

Copy Machines

Instructions for Proposers
For RELEASE June 22, 2018
Deadline for submission:
Tuesday, July 10, 2018

The School Readiness Coalition of Hillsborough County DBA Early Learning Coalition of Hillsborough County welcomes bids from the approved vendors listed by the State of Florida to provide a workgroup and departmental printing, copying, scanning and fax solution to replace existing equipment as outlined below. The Early Learning Coalition of Hillsborough County has two copiers that will go off-lease in August 2018. The new services are to cover the period from September 1, 2018 to August 31, 2021. All potential vendors are invited to view the existing equipment on July 2, 2018 from 1:00 pm to 3:00 pm.

GENERAL SPECIFICATIONS

The Early Learning Coalition of Hillsborough County is looking for a multifunctional workgroup and departmental printing, copying, scanning and fax solution that meets the following standards.

A. General Equipment Standards:

- Equipment must be new
- All machines must meet or exceed the specifications in the Equipment Requirements section below. Vendors must provide documented qualifications/specifications for each proposed machine.
- Single platform network based units capable of performing copying, printing, faxing and scanning concurrently to ensure optimum output efficiency.
- Maintain a consistent physical platform and have a common user-friendly interface.
- Vendor must attach literature for each equipment model.
- Allow for absolute network integrity and security via password protection.
- Embedded standard account on all machines for tracking and departmental cost allocation
- In addition to all specifications listed above, all equipment shall have the minimum ability to :
 - a. Scan new jobs while the device is network printing or copying without network interruption.
 - b. Scan to email, network, network repository, and work-flow applications
 - c. Manufacturer of proposed equipment must be ISO Certified, to meet independent Service Organization Standards
 - d. Allow management to control color printing options on any color unit.
 - e. Each device must be able to scan in full color as well as black and white
 - f. Must have secure printing capabilities installed

B. Maintenance and Support Requirements:

- Vendor must supply a complete list and description of all supporting business partners.

- Vendor must supply descriptive literature for the equipment being recommended including copiers and compatible hardware/software.
- Equipment installations and removals will be done at mutually agreeable times established by customer.
- Vendor shall review the implementation plan with the customer prior to installation
- Specific the outcome targets, minimal performance standards expected from the vendor. Methods for monitoring performance performance and process for implementing corrective actions.
- Vendor must provide remote support capabilities as part of service offering to easily troubleshoot common end-user issues.
- Vendor must have a minimum staff of 10 service technicians in or near Hillsborough County.
- Vendor must provide on-site training of the proposed hardware and software as needed through the contract period at no charge. Please describe the training program for the proposed systems.

C. Terms, Conditions and Pricing:

- All costs of delivery and installation shall be included.
- Proposals must be based on three year lease (36 months.)
- All pricing will include equipment, maintenance and supplies excluding paper and staples.
- All proposed machines must have a release date after January 1, 2017
- Vendor to provide one monthly lease invoice for all equipment itemized for each machine.
- Installation shall not be earlier than August 31, 2018.

SPECIFIC EQUIPMENT REQUIREMENTS

Proposal to include the following machines:

Current Machine – Ricoh MP C6501

One (1) / A3 High Speed Color Device: This is the primary high volume machine located in the administrative building. Features to include:

- Reproduce and print 70+ pages per minute
- Sort/staple/stack
- 2/3 hole punch
- Reduce and enlarge
- Duplex copying
- Paper requirements: from 8.5 x 11 to 12 x 18
- 50 sheet staple finisher with booklet fold/saddle-stitch stapling/half-fold
- 130 sheet single-pass duplex automatic document feeder for copies and scans
- Equipment must have capability to connect to a Windows network for both print and scan to network folder.

Current Machine – Ricoh MP C3002

One (1) / A3 High Speed Color Device: This is the primary high volume machine located in the suite next to the administrative building. Features to include:

- Reproduce and print 45+ pages per minute
- Sort/staple/stack
- Reduce and enlarge
- Duplex copying
- Paper requirements: From 8.5 x 11 to 12 x 18
- 50 sheet staple finisher
- 130 Sheet single-pass duplex automatic document feeder for copies and scans
- Equipment must have the capability to connect to a Windros network for both print and scan to network folder.

PROPOSAL RESPONSE FORMAT

Proposals must include the following information:

- Organization name, address and telephone number of the vendor's office in or nearest to Tampa, Florida. List any other offices, which are close to Tampa, Florida.
- Name and title of the vendor's contact representative.
- Equipment proposed - include description and detailed specs of equipment proposed to meet equipment and service requirements describe above.
- Costs- include costs for each machine: the month lease cost and the cost per print for each B&W and color copy. Note both lease cost and cost per print.
- References - include business name and contact information for a minimum of 3 of your clients in the Tampa Bay area that least five or more of your machines.
- Contract Terms - minimum bid documentation must include blank copies of your standard lease and maintenance agreements that you expect the ELCHC to execute if you are awarded the bid.
- Other services available - please list all additional equipment features and/or such as mobile printing or scanning capability, language translation, currently lease buy-out, removal and return of existing equipment, etc.

Bids must be delivered to Bobbi Davis by 4:00 pm Tuesday July 10, 2018 via email or hard copy, no faxes will be accepted. We expect to select a vendor no later than July 17, 2018 with formal Board approval (depending upon final price negotiation) by August 20, 2018. Equipment installation date will be no later than August 31, 2018.

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