



Montcalm County Managed Print Program RFP

Submission of Bid

All bids must be in a sealed envelope labeled:

Montcalm County Managed Print Program RFP

Bids must be submitted by 01/15/2018 10 AM EST for recommendation to the County Controller's Office. Bids may be submitted by Mail, Email or In-person to the address below. No proposals will be accepted after 10 AM EST 01/15/2018

Montcalm County Managed Print Program
Information Technology Department
211 W Main St PO Box 368
Stanton, Michigan 48888

All bids will be considered firm for 30 days from the bid opening date.

All questions should be directed to
Eric McLaughlin - IT Director
Montcalm County
Email EMcLaughlin@Montcalm.US
Phone 989.831.7348

Right to Reject Bid

Montcalm County reserves the right to waive irregularities and to accept and/or reject any or all Bids.

Award

It is the intent of Montcalm County to award the Bid on or before 01/20/2018. Equipment will need to be installed and operational as soon as possible after it is awarded. All equipment must be installed, operational, have personnel trained as soon as possible, and remove any equipment that we determine needs to be recycled.

Instructions to Bidders

1. Bidder must clearly state in the bid any exceptions to the enclosed specifications. The listing of exceptions, if any, is mandatory. Any exceptions found in review not listed, could be a basis for rejection of the bid. In addition to providing the brand name, bidder must include the model number and attach descriptions of models.
2. Bidders must clearly indicate extent of warranties, guaranteed response time and ability to provide parts and services for the equipment on which they are bidding. Bidders must provide written confirmation from the original equipment manufacturer that the manufacturer will provide full maintenance should the bidder be unable to do so over the life of the contract.
3. The equipment is to be furnished in accordance with the specifications and deliveries are to be made only upon purchase order issued by Montcalm County. A delivery and installation schedule will be set after bid has been awarded to implement new equipment. Lease for the equipment will have a \$1 buyout on each device at maturity of contract.
4. Montcalm County is exempt from the payment of all State and Federal Taxes applying to the products specified in this document. In addition there shall be no additional Personal Property Tax or Usage Tax added to this agreement.
5. The following items must be included in your bid price:
 - (a) The machines and devices offered including brand name and model number.
 - (b) Service rates for B/W and Color pages billed at actual usage.
 - (c) Delivery and installation of equipment.
 - (d) Initial training on all equipment as well as ongoing training as determined by each department.
 - (e) Maintenance of all machines in good working condition, including but not limited to all necessary inspections, repairs and adjustments, including replacement of all parts.
6. Machines shall be kept in good working order so that work delays and copy problems will be minimized. Montcalm County reserves the right to request a new replacement copier at the Bidder's expense if a recurring problem cannot be corrected in a timely manner to the satisfaction of the county. The conclusion that a machine is experiencing a recurring problem is at the sole discretion of the County IT department.

7. The proposal should include a 60 month lease to include Personal Property Tax with the initial payment beginning 30 days after the equipment is installed.
8. The Bidder must submit 3 references that are similar in both size (Machine Total) and industry.
9. The attached bid proposal sheet must be completed and enclosed as part of the bid proposal. Additional information may be attached but the bid proposal sheet must be completed and submitted.

Equipment Specifications

Equipment furnished must include all new parts be constructed of 100% new components.

Final device counts will need the option to be adjusted when installation takes place.

All equipment shall meet or exceed the requirements of Underwriters Laboratory (U.L.). Each machine shall have the U.L. label affixed in a conspicuous place.

Machine Configurations and Specifications Listed on Appendix A:

Equipment removal

The Bidder will remove and properly recycle/dispose of any printing/copying equipment Montcalm County determines has met its end of useful life at no additional cost. Documentation of the disposal of the equipment will be provided to Montcalm County. This could be as many as 50 desktop printers and 50 stand alone Copiers

Training

The Bidder will provide training to all employees of the county at the time of installation. The Bidder will also make themselves available for additional training on an as needed basis throughout the term of the agreement at no additional cost to the county.

Management

The machines should offer a centralized management system that will give meter readings as well as display current copy codes, error codes, and status. This management system should reside on Montcalm County's server as well as allow Montcalm County IT department access to monitor equipment usage.

Meter Reading and Copy Allowance

The Bidder shall provide a system for collecting meter readings, Montcalm County will not be responsible for meter reading except in secure areas.

Installation and Site Preparation

The sites should not require any modification or preparation. Most already have office equipment in use. Any proposed modifications are subject to Montcalm County approval prior to the placement of any office equipment at any location. It is the responsibility of the Bidder to profile the requirements of the site. Surge protectors, if required, shall be provided by the Bidder.

Maintenance

In addition to the supply of the equipment, the successful bidder will be required to perform all maintenance and repairs necessary to maintain the equipment to manufacturer's highest standards.

Equipment maintenance and repairs shall be performed by qualified maintenance personnel during regular office hours. Regular office hours vary at each location, but are generally 8am-4pm, Monday through Friday.

Maintenance and repair calls must be performed within four (4) hours of request for service. The maximum allowable downtime for any one piece of equipment is 48 hours. A "loaner" copier machine must be placed in the building for any equipment that cannot be repaired and restored to normal operating service within 48 hours. Excluded from the requirements are delays resulting from acts of God, accidents, extreme weather conditions, strikes or similar causes. The intention is that necessary repairs be made in a timely manner to enable our departments to continue to operate in a normal manner as soon as possible.

Preventive maintenance will be performed according to manufacturer's recommendations.

Current Model	Function (Print/MFP)	Mono or Color	Trays	Speed	Finishing	Location
C2660	Print	Color		1 35-45 PPM		Jeni - 3rd floor
	4300 Print	Mono		1 35-45 PPM		Aaron
	7545 MFP	Color		4 35-45 PPM	Staple	3rd Floor Controller
	4600 Print	Mono		1 35-45 PPM		Treasurers- 2nd fl Vikki
	5755 MFP	Color	2 W/Stand	35-45 PPM	Staple-Hole Pu	treasurers- 2nd fl
	6600 MFP	Color	2 W/Stand	35-45 PPM		Main - 2nd fl Dorinda?
	6600 MFP	Color	1	35-45 PPM		Clerk - 2nd floor - Kris
	5335 MFP	Color	2 W/Stand	35-45 PPM	Staple	Clerk - 2nd floor
C2660	Print	Color		1 35-45 PPM		Register of Deeds
	3550 Print	Mono		1 35-45 PPM		Register of Deeds -Public Viewing
	5335 MFP	Mono	2 W/Stand	30-40 PPM	Staple	Register of Deeds
	5335 MFP	Color	2 W/Stand	35-45 PPM	Staple	Building Dept
	6600 Print	Color		35-45 PPM		Building Dept - Mike
						Equalization - Kay
	5335 MFP	Color	2 W/Stand	35-45 PPM	Staple	Equalization
7055dn	Print	Mono		35-45 PPM		Drain Commission
LJ500	MFP	Color	1 Desktop	35-45 PPM		Sandy
	5335 MFP	Mono	2 W/Stand	30-40 PPM	Staple	Drain Commission
	1606 Print	Mono		1 30-40 PPM		Sheriff-Front Desk
	7545 MFP	Color	2 W/Stand	35-45 PPM	Staple	Sheriff - Copy Machine
	6400 MFP	Color	1 Desktop	35-45 PPM		Jail Front Office
	1505 Print	Mono		1 35-45 PPM		Jail Sgt Office
	3550 MFP	Mono	1 Desktop	35-45 PPM		Booking
4200dn	Print	Mono		1 35-45 PPM		EMS
	2605 MFP	Mono	1 Desktop	35-45 PPM		EMS
	555 Print	Mono		4 50 PPM		EMS
3635 MFP	MFP	Mono	1 Desktop	35-45 PPM		EMS - Sep Building
	3015 Print	Mono		1 35-45 PPM		Central Dispatch
	3015 Print	Mono		1 35-45 PPM		Central Dispatch
	3015 Print	Mono		1 35-45 PPM		Central Dispatch
	5335 MFP	Mono	2 W/Stand	30-40 PPM	Staple	District Ct -Probation
	3250 MFP	Mono		4 30-40 PPM		Mary Ellen
	2035 Print	Mono		1 30-40 PPM		Dept Dist. Court-Janel
	Print	Mono		30-40 PPM		Judge Hemingson
	2035 Print	Mono		1 30-40 PPM		Circuit Ct- Rachelle
	2025 Print	Mono		1 30-40 PPM		Judge Susan Kreger
	5335 MFP	Mono	2 W/Stand	30-40 PPM	Staple	Circuit Ct Copy Machine
	2035 Print	Mono		1 30-40 PPM		Tacy - Court
	1505 Print	Mono		1 30-40 PPM		Judge
	3250 Print	Mono		1 30-40 PPM		Rebecca H. Court Recorder
	2035 Print	Mono		1 30-40 PPM		Judge Simon - Probate court
	5335 Print	Mono		2 30-40 PPM	Staple	Probate Ct- Karla
	5335 MFP	Mono	2 W/Stand	30-40 PPM	Staple	Clerk Court Office
	5335 MFP	Color	2 W/Stand	35-45 PPM	Staple	Juvenile - Sarah W
	5335 MFP	Mono	2 W/Stand	30-40 PPM	Staple	FOC
	5335 MFP	Mono	2 W/Stand	30-40 PPM	Staple	FOC
	5335 MFP	Mono	2 W/Stand	30-40 PPM	Staple	Prosecution Att Office
	6605 MFP	Color	1 Desktop	35-45 PPM		Prosecution Att - Main
4700n	Print	Color		1 30-40 PPM		Director - Prosc Att
	3250 Print	Mono		1 40-52 PPM		Cheryl
	8410 Print	Mono		1 30-40 PPM		Vet Affairs
	5335 MFP	Color		4 35-45 PPM	Staple	Common Aging
LJ2035	Print	Mono		1 30-40 PPM		Bailiff

1320	Print	Mono	1	30-40 PPM		Probate court room
3550	MFP	Mono	1 Desktop	30-40 PPM		Circuit Court-Room
5335	MFP	Mono	2 W/Stand	30-40 PPM	Staple	Probation-Parole Copy Machine
3250	Print	Mono	1	40-52 PPM		
3250	Print	Mono	1	40-52 PPM		
3250	Print	Mono	1	40-52 PPM		