EARLY LEARNING COALITION
OF ORANGE COUNTY

Request for Quote #2124-01

For: Copier/Printer/Scanner

RELEASED: Sept. 21, 2020

SUBMISSION DUE DATE:

Sept. 24, 2020 at 2:00 P.M. EST

(Early Learning Coalition's Clock Time)

AVAILABLE FUNDING

Total funding forecasted: est. $10,000.00 USD

Statement of Purpose

The purpose of this Request for Proposal (hereinafter referred to as "RFP") by the Early Learning Coalition is to **lease a copier/scanner/printer (all-in-one) technology peripheral**. Through the RFQ, the Early Learning Coalition will select one or more Proposers to provide the commodities described herein and reserves the right to execute multiple contracts as deemed necessary to provide the requested equipment to the different programs offered by our organization.

It is the Proposer's responsibility to examine this RFQ, to understand the Early Learning Coalition's requirements and to submit its proposal ("Proposal") in a timely, complete, and procedurally correct manner. The services described in this RFP will be procured in accordance with s. 287.057, F.S. Contract(s) or Purchase Order(s) resulting from this solicitation, if any, are anticipated to commence **October 1, 2020** and end by **September 30, 2024,** and will be awarded through written notice to qualified and responsive Proposer(s) who(se) proposal is determined to be most advantageous to the Early Learning Coalition, taking into consideration price, quality and other criteria. The initial Contract shall be for three (3) year of service (unless otherwise specified).

Amount of Funding

The Early Learning Coalition forecasted funding amount in this RFQ is **$10,000.00** USD for this procurement, which is subject to change contingent upon the agency's necessities. Funding Source: Federal Funds, General Revenue from State of Florida and local match, as applicable.

Point of Contact

The contact person listed below is the single point of contact for this RFQ. The contact person for this RFQ

> Jamie Lopez
> Procurement and Grants Manager
> Early Learning Coalition of Orange County
> 7700 Southland Blvd. Suite 100
> Orlando, FL 32809
> Email: jlopez@elcoc.org

Inquiries

All questions must be submitted in writing by email to jlopez@elcoc.org on or before **September 22, 2020 at 10:00 a.m. (EST).** Responses will be posted on the Early Learning Coalition's website at https://elcoforangecounty.org/about/procurement/ by **September 22, 2020 at 5:00 p.m. (EST).**

Minimum Requirement

Specifications: All Hardware

High-Volume (2-units)
- Copy/Print speed: 65+ ppm BW/CL
- Finisher with:
    - Staple unit (minimum 50 sheets)
    - Saddle unit
    - Hole punch finisher feature
- Must have a duplex 2-sided copy/scan feature
- Paper Requirements:
    - Large capacity paper tray
    - Must accommodate paper handling for letter, legal, ledger
    - Must be compatible with various label and envelope stock sizes
- Printing Requirements:
    - Must be compatible with heavy and glossy stock
    - Capable of producing photo quality prints/copies

Mid-Volume (1-unit)
- Copy/Print speed: 35+ ppm BW/CL
- Finisher with:
    - Staple unit (minimum 50 sheets)
    - Hole punch finisher feature
- Must have a duplex 2-sided copy/scan feature
- Paper Requirements:
    - Large capacity paper tray
    - Must accommodate paper handling for letter, legal, ledger
    - Must be compatible with various label and envelope stock sizes
- Printing Requirements:
    - Must be compatible with heavy and glossy stock
    - Capable of producing photo quality prints/copies

Software and User Features
- Configure user department codes for prints/copies/scans
- Easy user-friendly menu interface
- Easy access user directory/address book with configurable quick access directory
- Configurable print/copy job presets
- User scan/copy features which include reduce, enlarge, darkness control
- Setup scanning ability for color and black/white PDF, JPG, and TIFF to existing Windows Server shared folders
- Setup scanning ability for color and black/white PDF, JPG, and TIFF to existing email address

<u>Security, Maintenance, and Support</u>

- Must be compatible with Windows Server 2012 or later (32-bit and 64-bit)
- Must be compatible with Windows 10 (32-bit and 64-bit)
- Must be compatible with Apple OSX 10.5 and later
- Must be able to setup and integrate with Active Directory
- Download/furnish from manufacturer, the very latest 32-bit and 64-bit drivers for each device
- Setup drivers on 32-bit and 64-bit print servers by the City
- Must allow Administrators ability to perform bulk changes and resources for copier users/user groups and device configurations
- Must provide access to copier graphical user interface for administrator duties
- Must allow administrators ability to perform adds, moves, changes to copier user(s)/user group(s)
- Allow administrators ability to configure security settings
- Provide diagnostic tools for administrators to perform maintenance and troubleshooting
- Must allow administrators ability to perform copy/print meter read reports
- Must provide long term warranty for all system hardware with month-to-month option at contract end.
- Provide 3-year maintenance agreement
- Provide user and administrator training
- Provide service for toner collection/recycling

Copier Cods for Department Use

The Coalition uses department codes to account for prints/copies to operating departments and/or grants. Copiers are required to be capable of holding a minimum of 30, five (5) digit print/copy codes and the Coalition requires and Excel reporting format to compile monthly usage.

Customer Support Services

Normal office hours of operation are Monday through Friday, 8:00 a.m. – 5:00 p.m. and occasional Saturday, 8:00 a.m. – 5:00 p.m. The successful vendor(s) must provide ongoing telephone support regarding the use of the equipment to department end user and IT Administrative staff during office hours. Vendor(s) will provide contact name and phone numbers and email address for support and services staff and alternate contact, if applicable.

Please include proposed method of managing services call regarding:

- Level of services specification
- Copier to Technician Ratio
- Average Response Time
- Method for service call tracking per device

Invoicing and Payment of Invoices

The agreement resulting from this RFQ will be a three (3) year contract. Any additional services offered or proposed by the selected Vendor, **if approved will be handled as a onetime purchased order**. The Contractor must submit to the Early Learning Coalition detailed invoice for goods rendered.

Contractor shall submit invoices to the Early Learning Coalition, accounts payable, for the Products or Services provided immediately the preceding month. No advance payment shall be made or accepted for the Products or Services. Contractor's invoice must be accompanied by all required documentation (i.e. Vendor information, detail item number and description, quantity, price per item, any fees, no sales tax, etc.) to support all charges and clearly identify the Purchase Order number. Any invoice submitted to the Early Learning Coalition in an improper format or without the required information or documentation will be returned unpaid to contractor for correction and resubmission. **Any payment for the lease of goods and/or services will not be processed without verifiable receipt of goods and/or services by the Early Learning Coalition.**

Timing of payment of invoices by the Early Learning Coalition to the Contractor and similar issues regarding payment is governed by s. 215.422, F.S.

Relocation

A copier any be relocated (after initial installation) one (1) time during the period at no charge to the Coalition. Thereafter, if the same copier is relocated, it will be at vendor's current published rate, if the vendor performs the move. This does not include emergency relocations due to natural disasters.

Training

Vendors must include explanation of how training will be provided for key personnel. The training should include a minimum technical training for IT staff that covers topis such as installation, configurations, and maintenances of the proposed system. Also, at a minimum, copier unit and feature training should be provided to end users of the proposed system. List, in specific terms, the technical and end-users training elements with expected timeframes using general benchmarks, i.e. upon delivery, the next working day after installation, etc.

Cost

Vendors must include all cost, including all out-of-pocket costs, broken down by major activity. Include hourly rates and number of hours. Vendor should clearly indicate the level and type of support to be provided in detail that relates to their proposed ongoing "maintenance and support costs". This should include hours of operation for support or available support plan with associated costs. Cost proposal should identify any hardware and software required to

implement the system. Cost proposals should include the following cost components:

- Equipment (Hardware and Software)
- Implementation Services
- Training
- Support
- Maintenance
- Optional Items
- Other

Selection Criteria

Proposal will be evaluated based on the following criteria:

- Clarity of Proposal
- The technical ability, capacity, and flexibility of the vendor(s) to perform the scope of work
- Total cost of proposal

Current Copier List

- Toshiba eStudio e5506ac
- Toshiba eStudio e3505ac