



**Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937**

**Competitive Bid
Request for Proposal
This is Not an Order**

Digital Printer/Copier Solutions

Date:	0 November, 2015
Pre-Bid Meeting	Not Applicable
Proposals Due On:	13th of November, 2015 by 12:00 p.m.
Return Proposals To:	Kennebec Valley Community College Attn: Kevin Casey Dean of Technology 92 Western Avenue Fairfield, Maine 04937
Telephone:	(207) 453-5141
Email:	kc Casey@kvcc.me.edu



Competitive Bid Request for Proposal: Digital Printer/Copier Solutions

1.0 Overview

Kennebec Valley Community College (KVCC) is soliciting competitive proposals from qualified vendors who can provide Digital Printer/Copier Solutions on a 60-month lease, with equipment meeting the specifications contained in the Request for Proposal. The College requires a single vendor to furnish, install and support the replacement of fifteen (15) multifunction printer/copiers.

A detailed explanation of the scope and specifications is contained in Section 3. Preference will be given to the proposals conforming to the specifications provided; however, alternate recommendations may be considered. If a vendor chooses to make inquiries on the specifications provided, the rules set forth in Section 5.0, Interpretation of Contract Documents, apply. KVCC reserves the right to accept or reject any or all of the proposals received, in part or in whole.

Please refer to Enclosure 1: **Standard Terms and Conditions Applicable to All M CCS Contracts.**

2.0 Schedule

Proposal Due On:	6'1cpwct{, 2018 by 12:00 p.m.
Review of Proposals:	6 January, 2016
Notification of Award:	8 January, 2016

Contacting references and inspecting past work may require this period to be extended.

3.0 Scope & Specifications

3.1 Background

KVCC is a commuter college with two (2) campuses: a sixty-acre campus in the town of Fairfield, mid-Maine and over 500 acres of land and more than a dozen structures in Hinckley, Maine. The latter is six (6) miles from the main campus in Fairfield. The College is a public, non-profit, post-secondary institution which has strived to meet the educational needs of mid-Maine residents for over forty-three years.

The College plans to replace existing multifunction copiers with units proposed by the successful vendor, and to add additional units on an as-needed basis. Conditions may change that would alter the requirements and no guarantee of volume exists.

The College currently has fifteen (15) rented multifunction copiers across its two campuses, and within eight (8) separate buildings. The College owns approximately forty (40) networked printers, the maintenance for which is currently supplied by a third party. This same third party provides supplies for these devices on an ongoing basis.

KVCC is seeking to implement digital imaging technology via single platform, network based units comparable to our currently devices which are capable of copying, printing, faxing and scanning concurrently to insure optimum output and efficiency. These devices should be high quality, high performance units, with reliable service, little downtime, network printing options, and quality stapling and duplex printing options.

3.2 Copier Access

The College currently uses key cards and card readers provided by MDS for copier security authentication, and all recommended multifunction copiers must be capable of providing authentication using these cards.

3.3 Device Numbers and Descriptions

Seven (7) of the proposed devices should be at least equivalent to a Xerox 5775, and eight of these devices should be at least equivalent to a Xerox 5150 in terms of their:

- Copy/print speed
- Duty cycle
- Color/monochrome functions (scan, copy, print, fax)
- Copy resolution
- Print resolution
- Auto and manual image reduction/enlargement, tray switching, job storage, collation and transparency copying
- Store/delay print
- Finishing Options

The seven (7) heavier use models may be monochrome devices, while the eight (8) lighter use models shall be monochrome/color devices.

Any additional hardware and/or software required to provide the functionality listed above should be noted in the proposal, and any costs related to these should be noted, as well

The annual number of copiers on the College's lighter use models averages to approximately 70,000, while the heavier use devices vary from 100,000 to 300,000 annual copies, depending upon location.

3.4 Price Proposal

Price Proposals must include the following:

1. Number of proposed units by make/model and price for a 36-month term

2. Nature of recommended procurement, whether lease, rental or purchase
3. All delivery costs, installation and training, labor, service, supplies, toner, staples, maintenance kits, networking, transportation costs and any other customer costs
4. Costs to return equipment at end of lease, if applicable
5. Price to include hard drive destruction and/or return to College for disposal
6. Costs per copy, which are to be fixed for the term of the contract period
7. Pricing is to include costs of taxes, insurance, and documentation fees
8. Any items noted as “optional” should be priced separately
9. Monthly invoices, which are to include a monthly report providing the following:
 - i. Service calls by machine
 - ii. Response time by machine
 - iii. Uptime performance by machine
 - iv. On-going service issues with a plan of action

3.5 Training Plan and Implementation Schedule

Proposals must include a training plan and implementation schedule consisting of the following elements:

1. Onsite training for College technical staff in the use of all covered equipment, including general copying skills and detailed features of the hardware and software.
2. Training costs, if any, included in the Price Proposal.
3. Names and qualifications of training staff
4. A statement explaining how the proposer will ensure smooth integration of card-based authentication access to the proposed devices

A complete implementation schedule with milestones and key activities will be provided by proposer. Final training dates will be reviewed and agreed upon by the College.

3.6 Service Plan

Proposals must include a service plan indicating how the proposer will ensure that the following requirements will be met. This plan should indicate, at a minimum:

- 1) A maximum four (4) hour response time to service calls.
- 2) That firmware and other updates will be handled to reduce downtime and facilitate any required training
- 3) That all machines will be tagged with ID numbers and telephone service numbers
- 4) That equipment installations and removals are to be done at mutually agreed-upon times
- 5) If any subcontractors or other providers are to be used, in what capacity, and that these will also demonstrate an established program for service and support.
- 6) That all parts must be replaced at the manufacturer’s recommended schedule of preventative maintenance.
- 7) That all parts and consumable will be original, new and not refurbished.
- 8) That a minimum of five (5) toner units will to be on hand for each unit.

3.7 Uniform Printing/Copying Account System

The College is interested in moving toward a uniform printing/copying solution for all staff, students and faculty (e.g. GoPrint, Papercut, Pharos, etc.). Proposers should indicate:

1. Their experience supporting one or more of these types of systems
2. Specific client organizations whom they assist or have assisted in supporting these kinds of systems
3. The exact cost and type of planning, implementation, and management support of such a system that they could provide the College

4.0 Bid Review and Evaluation

Proposals will be evaluated by the following criteria:

1. Total Price
2. Quality of Proposed Devices
3. References
4. Anticipated Service Levels
5. Warranty
6. Value of Additional Services Offered

4.1 Examination of Specifications and Schedule

Each bidder or his authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to the equipment being requested. Failure to do so will be at the bidder's own risk, and the bidder cannot secure relief on the plea of error in the bid. KVCC reserves the right to accept or reject any and all bids in part or in whole.

5.0 Interpretation of Contract Documents

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretation shall be made in writing at least three (3) or more days before the proposal due date and submitted to:

Kevin Casey|
Dean of Technology & Chief Security Officer
KVCC
92 Western Avenue
Fairfield, Maine 04937

or via email kcasey@kvcc.me.edu

Any interpretation made to a bidder will be issued in the form of an addendum to the contract/bid documents which, if issued, shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

6.0 Preparation of Bids

KVCC seeks a Proposal that meets the specifications noted in this RFP. KVCC will review all proposals. The bidder shall include with the proposal any terms and conditions specific to their

proposal.

Each valid proposal should include:

- The proposer's name(s)
- Contact information (address, phone, fax and email)
- Company quote with detailed specifications and pricing listed
- Company specific terms and conditions
- Any and all costs associated with the proposed solution

The proposal(s) should include a stated price or prices for (inclusive of all known or unknown costs associated with existing laws or government impositions) the relevant term of the proposal(s).

7.0 Submission of Bid

The Proposal, which must be signed by a person having proper authority to legally obligate the offering company, along with any additional supporting material, **must be received no later than 4 January, 2016 by 12:00 p.m.**

All proposals are to be clearly marked "Copier/Printer Solution" and submitted to:
Kennebec Valley Community College
Attn: Kevin Casey, Dean of Technology & CSO
92 Western Avenue
Fairfield, Maine 04937

Proposals may also be e-mailed to kcasey@kvcc.me.edu.

8.0 Withdrawal of Bids

All proposals must be valid for at least ten (10) days after the proposal due date, after which time proposals shall expire unless the proposer had been notified and agrees to an extension. KVCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. KVCC also reserves the right to choose the proposal that best meets its needs.

9.0 Taxation and Compliance

MCCS d/b/a KVCC is an educational institution organized under the laws of the State of Maine and so its purchase of goods is exempt from state, federal, and local sales and use taxes. The successful bidder agrees to comply with all applicable federal, state and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the Contract.

Dated: 25 November, 2015

By:

Kevin Casey, Dean of Technology & CSO

Kennebec Valley Community College
92 Western Avenue
Fairfield, Maine 04937
(207) 453-5141
Email: kcasey@kvcc.me.edu

Enclosures: 1. Standard Terms and Conditions Applicable to All MCCS Contracts
14 November, 2015

Kennebec Valley Community College
Competitive Bid Request for Proposal
Copier/Printer Solution
Enclosure 1

**NOTICE TO ALL BIDDERS REGARDING CONDITIONS ON BIDS
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL KVCC CONTRACTS**

The following Kennebec Valley Community College (KVCC) standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of KVCC. These terms and conditions derive from the public nature and limited resources of KVCC.

KVCC DOES NOT AGREE TO:

1. provide any defense, hold harmless or indemnity;
2. waive any statutory or constitutional immunity;
3. apply the law of a state other than Maine;
4. procure types or amounts of insurance beyond those KVCC already maintains or waive any rights of subrogation;
5. add any entity as an additional insured to KVCC policies of insurance;
6. pay attorneys' fees or costs for any other entity;
7. promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. permit an entity to change unilaterally any term or condition once the contract is signed; and
9. automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other like offer to do business with KVCC, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated either expressly or by reference to this notice into any agreement entered into between KVCC and your entity, and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of KVCC any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so

identify will authorize KVCC to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless KVCC in any and all legal actions that seek to compel KVCC to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between KVCC and your entity.