

REQUEST FOR PROPOSAL

Multi-Function Office Machines

Scott County Facility and Support Services Department
Scott County Information Technology Department

PROJECT #FSS0501-03

The Scott County Facility and Support Services and Information Technology Departments are requesting proposals from qualified office technology firms for a multi-function office machine solution. **This is a re-bid of a previously released request for proposals, however please read carefully as the specifications have changed.** Scott County intends to select a standard product line for current and future purchase of multi-function office machines. Companies and representatives may express interest in said project by preparing a proposal to Scott County as outlined herein.

SELECTION PROCESS

The selection will evaluate all proposals using criteria based on the demonstrated specifications and capabilities of the products proposed. Those criteria include: functionality and the ability to meet current print/scan/copy/fax needs; network compatibility; software and function drivers; initial cost; consumables costs; cost of service and maintenance; product family (ability to offer products for varying monthly volumes and speed per copy/print; and product support. All decisions and selections of Scott County, Facility and Support Services and Information Technology are final and are not subject to appeal.

Please do not attempt to contact any staff or officials of Scott County outside of this RFP selection process. All firms will be notified in writing of the evaluation outcome of their proposal within 6 weeks of the submission deadline. At that time, Scott County will make product selections and arrange for live tests of selected machines, software, etc. Selected vendor must provide proposed machine(s) for a 10 business day networking and performance testing period prior to final approval and payment. Scott County reserves the right to disqualify a product line based on the outcome of said testing period.

Scott County may, at its discretion, choose to award the bids for machine #1 and #2 to two separate vendors/products depending on bid outcome and the ability of one product line to fully meet specification, need and ease of networking. Machine #2 (qty. 4) will be awarded to one vendor only and is a quantity of four proposal.

SUBMISSION OF PROPOSAL INFORMATION

Each proposal must be based on the specification (attachment A) for the FSS/IT Multi-Function Office Machine Bid 2005. **Please note that the specification has changed from the prior**

release of RFP0408-04. This is a NEW solicitation and all former proposals are void. You must resubmit to merit consideration.

The specification has two sections. The first includes general requirements of the product line. It is our intent and hope to select a product line first with the purchase of four specific machines scheduled for this winter. The product line specification is intended as a framework for the process. The specification is NOT intended as an exhaustive list of all features or requirements for the purchase of multi-function machines. Prospective vendors are encouraged to highlight features and capabilities that differentiate their product line from their competitors.

The second specification section contains feature and performance requirements for the four specific machines scheduled for purchase. Please note that four of the four machines are identical except for the cabinet stand. **Please note that machine #1 is for a color machine.**

Each submission should include three sections: 1) Product line information including features and capabilities of the multi-function line; 2) Specific information, features and specifications for the proposed machines (#1-4); 3) Cost information including initial cost, service cost, consumables cost, etc. for the proposed machines (#1-4). Please provide 5 year guaranteed total cost of ownership proposals as part of the costing information.

RFP DEADLINE

Deadline for this request is Thursday, February 10, 2005 at 2:00 p.m. Submittals must be received at the office of the Scott County Purchasing Division before the aforementioned time and date. Submissions received after this time will not receive consideration.

DELIVERY INSTRUCTIONS

RFP submissions must be delivered prior to the aforementioned deadline at the following location:

SCOTT COUNTY PURCHASING DIVISION
SCOTT COUNTY ADMINISTRATIVE CENTER
REF: PROJ #FSS0501-03
428 Western Avenue
DAVENPORT, IOWA 52801

Each prospective firm must submit two hard copies of their proposal before the above deadline. In addition, word, excel and .pdf documents may be submitted via e-mail to rholliday@scottcountyiowa.com . Voice verification of receipt for either mailed, e-mailed or parceled submissions may be made at (563) 326-8793.

REQUEST FOR PROPOSALS

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Below are two specification sections. The first are the requirements for the entire product line. Scott County wishes to first select a product line that meets our overall office technology requirements with future flexibility. The second section outlines the feature and performance specifications for four specific machines, scheduled for purchase prior to March 1, 2005.

Multi-function Office Machines – Product Line Specification

- 1) Provide all basic office technology functions from one compact work group platform. Those functions should include: copying; scanning to network locations; local faxing; network faxing and printing from network queue.
- 2) Technology must be laser type or better with no ink jet or similar type products.
- 3) Product line should have both black and white solutions as well as color solutions.
- 4) Provide finishing options ranging from a simple output tray to a full function finisher with stapler/sorter.
- 5) Product line should be scalable with individual products in several classes to support differing needs for monthly duty volume and speed per minute.
- 6) Provide software and drivers to facilitate all product functions. Software should be WinServer 2000 compliant and support XP clients.

Multi-function Office Machines – Specific Requirements for 2 Machines

- 1) Machine #1 – Sheriff's Office
 - a. Anticipated monthly volume: 30,000
 - b. Copies/prints per minute requirement: 42
 - c. B/W or Color: Color required
 - d. Finishing: full function finisher with stapler/sorter
 - e. Fast Ethernet connectivity
 - f. Multi-function software (WinXP compatible)
 - g. Cabinet stand
- 2) Machine #2 – Community Services Department
 - a. Anticipated monthly volume: 4000
 - b. Copies/prints per minute requirement: 35
 - c. B/W or Color: Black and White, grayscale
 - d. Finishing: full function finisher with stapler/sorter
 - e. Fast Ethernet connectivity
 - f. Multi-function software (WinXP compatible)
 - g. Cabinet stand
- 3) Machine #3 – Information Technology Department

- a. Anticipated monthly volume: 4000
 - b. Copies/prints per minute requirement: 35
 - c. B/W or Color: Black and White, grayscale
 - d. Finishing: full function finisher with stapler/sorter
 - e. Fast Ethernet connectivity
 - f. Multi-function software (WinXP compatible)
 - g. No Cabinet stand required
- 4) Machine #4 - Facilities Department
- a. Anticipated monthly volume: 4000
 - b. Copies/prints per minute requirement: 35
 - c. B/W or Color: Black and White, grayscale
 - d. Finishing: full function finisher with stapler/sorter
 - e. Fast Ethernet connectivity
 - f. Multi-function software (WinXP compatible)
 - g. Cabinet stand