

Cherokee County Water and Sewerage Authority



August 30, 2018

The Cherokee County Water and Sewerage Authority is accepting proposals from qualified vendors for multifunction printers and copiers. Sealed proposals must be received by the Capital Improvements Department, Attn: Corey Ghorley located at 110 Railroad Street, Canton GA on October 8, 2018 at 9:00 am, at which time the proposals will be opened.

The Cherokee County Water and Sewerage Authority will consider the competency and responsibility of bidders in making the award. The Cherokee County Water and Sewerage Authority reserves the right to reject any and all bids, to waive informalities and technicalities, to reject portions of the bids, and to award contracts in a manner consistent with laws governing the State of Georgia.

SCOPE AND SPECIFICATIONS:

Vendors are invited to submit a proposal for the lease of 13 Multifunction Printers and Copiers as described in exhibit "A" for the Cherokee County Water and Sewerage Authority.

Proposals are due to the Cherokee County Water and Sewerage Authority Capital Improvements Department Attn: Corey Ghorley located at 110 Railroad Street Canton, GA 30114 by 9:00 am on Monday October 8, 2018. Late bids will not be accepted.

Contact:

Corey Ghorley
Capital Improvements Coordinator
770-479-1813 (ext. 206)
coreyghorley@ccwsa.com

Please submit an **original** and **six (6) copies** to:
Cherokee County Water and Sewerage Authority
(Printer/Copier RFP 2018_001)
Attention Corey Ghorley
110 Railroad Street
Canton, Georgia 30114

This invitation to bid is for the lease of multifunction copiers/printers described in exhibit "A".

SPECIAL TERMS AND CONDITIONS

I. Contract Period:

Contract awarded as a result of bids submitted under this Sealed Bid shall extend from the date of award and continue for (3) years with the option to extend the contract for up to two (2) additional one-year contract periods. The additional one-year contract extension periods shall be exercised at the sole discretion of the Cherokee County Water and Sewerage Authority.

II. Submission of Bids

Bids shall be enclosed in sealed envelopes, addressed to the Cherokee County Water and Sewerage Authority with the name of the bidder, the date and hour of opening and marked **“Printer/Copier RFP 2018_001”**. Bids must be received at 110 Railroad Street Canton, GA 30114 no later than the date and time set forth in the Invitation to Bid. It is the sole responsibility of the bidder to ensure that his or her bid reaches The Cherokee County Water and Sewerage Authority’s Capital Improvements Department. Any addenda should be enclosed in the sealed envelope as well. The bids will be publicly opened and read at the time and place set forth in the Invitation to Bid.

Items offered must meet required specifications and must be of quality, which will adequately serve the use and purpose for which intended. Full identification of each item bid upon, including name brand, model, catalog number, etc. must be furnished to identify exactly what the bidder is offering. The bidder must certify that the items to be furnished are new, and that the quality has not deteriorated so as to impair its usefulness.

Unsigned bids will not be considered except in cases where bid enclosed with other documents which have to be signed. The Cherokee County Water and Sewerage Authority will determine this.

Cherokee County Water and Sewerage Authority is exempt from federal excise tax and Georgia sales tax with regards to goods and services purchased directly by the Cherokee County Water and Sewerage Authority. Suppliers and Contractors are responsible for federal excise tax and sales tax, including any taxes for materials incorporated in construction projects. Suppliers and contractors should contact the State of Georgia Sales Tax Division for additional information. Tax Exemption Certificates will be furnished upon request.

Information submitted by a bidder in the bidding process shall be subject to disclosure after the public opening in accordance with the Georgia Open Records Act. Each page of proprietary information must be identified. Entire bid may not be deemed proprietary.

III. Evaluation Criteria

- 1.) Ability to Meet Specifications
- 2.) Service
- 3.) Cost
- 4.) References and Reputation
- 5.) Financials

*Please see basis of categories listed on the evaluation score sheet in exhibit "A".

The Cherokee County Water and Sewerage Authority reserves the right to reject any and all proposals/bids. If the Cherokee County Water and Sewerage Authority is unable to negotiate an acceptable price, it reserves the right to rebid the item(s) involved.

IV. SELECTION

A. Selection Process:

- 1.) *Initial Selection Process:* Respondents whose proposals are acceptable in form and substance will be selected to be included on a short list of potential awardees if, in the Selection Committee's business judgment, they meet the minimum qualifications.
- 2.) *Interviews:* The Cherokee County Water and Sewerage Authority reserves the right to conduct interviews of Respondents included on the short list of potential awardees. Respondents will be contacted to schedule an interview date and time. Interviews are anticipated to occur October 15, 2018. Respondents are expected to be available on that date. Expenses that Respondents incur to prepare for and attend the interview will be the responsibility of the Respondent. Following interviews, a final selection will be made.
- 3.) *Negotiations of Contractual Terms:* After the selection committee makes its final determination, the awardee and the Cherokee County Water and Sewerage Authority will negotiate and execute a final agreement prior to the commencement of the work under the Contract. Failure to timely respond, or come to terms with the Cherokee County Water and Sewerage Authority will be cause for a rejection of the Proposal.

4.) *Timeline of Selection, Negotiation, and Awards:*

Event	To Be Completed By
RFP Issued and Advertised on CCWSA Website and Legal Organ	September 7, 2018
Inquiry Deadline	September 19, 2018
Proposals/Bid Opening	October 8, 2018
Interviews	October 15, 2018
Successful Bidder Notified	October 19, 2018
Finalize Agreements	October 22, 2018
First Date of New Contract	November 1, 2018

V. RESPONDENT QUESTIONS

Cherokee County Water and Sewerage Authority shall answer any questions that Respondents may have prior to the Submission Deadline. Respondents should provide their email address and fax number to Corey Ghorley, Capital Improvements Coordinator, (770-479-1813, coreyghorley@ccwsa.com), so they can receive any answers to questions asked by other Respondents. Questions concerning any aspect of this RFP must be submitted in writing by electronic mail to coreyghorley@ccwsa.com. All questions must be received by close of business day September 19, 2018.

It is each Respondent's responsibility to read the entire RFP, and to be fully acquainted with the scope of work outlined herein. The failure of the Respondent to do the foregoing does not relieve the Respondent from any obligation with respect to the bid proposal submitted. If any Respondent is in doubt as to the true meaning of any part of the specifications, the Respondent should submit a written request for interpretation.

VI. PROPOSAL FORMAT

Proposals shall be submitted on standard 8.5 x 11 inch paper with font size no smaller than 12 (12) point. Proposals shall consist of (1) signed original and six (6) copies submitted in a sealed envelope plainly marked **SEALED BID FOR MULTIFUNCTION PRINTERS AND COPIERS-DO NOT OPEN WITH REGULAR MAIL**. Proposals shall consist of the following:

1. A Letter of Transmittal that includes (a) the name of the company, (b) a contact person, (c) the names of individuals authorized to negotiate with CCWSA, (d) current address, (e) telephone number, (f) facsimile number, (g) email address, and (h) the signature of an authorized representative of the Respondent.

2. A Table of Contents, indicating the page where each section begins.
3. An Executive Summary, which should include a succinct description of the major features of the bid. The Executive Summary should not exceed three (3) pages in length
4. Ownership Information, which shall identify how the company is owned; the year the company was established; the former name(s) of the company, if applicable; and the state in which the company is incorporated, if applicable.
5. A written plan that clearly identifies the equipment and services proposed and a detailed description of how the Respondent proposes to implement the plan. The plan is not to exceed five (5) pages in length, excluding any exhibits or appendices the Respondent may choose to submit. The plan should address the specifications contained in this document at a detailed level – meaning all requirements set forth in this RFP must have an INDIVIDUAL response in the RFP indicating the requirement is (1) met, (2) not met, or (3) met with conditions – including commentary on the specific conditions to meet the requirement.
6. A minimum of 3 references that the Cherokee County Water and Sewerage Authority can contact for information about Respondent’s performance within the past 12 months.
7. *Optional*: Additional information to fully develop the Respondent’s qualifications.

VII. ADDITIONAL TERMS

1. *Costs*. Costs incurred developing bid proposals are to be entirely borne by the Respondents and will not be reimbursed under any circumstances. All supporting documentation and manuals submitted with this bid proposal will become the property of the Cherokee County Water and Sewerage Authority. All bid proposals and associated documents are public record.
2. *Insurance*.
 - a. The successful Respondent shall comply with the laws of the State of Georgia relating to workers’ compensation insurance coverage and shall carry and keep in force during the performance of this agreement, workers’ compensation insurance for its employees. The successful Respondent shall provide proof of workers’ compensation insurance to the Cherokee County Water and Sewerage Authority Risk Manager each year of the contract.
 - b. The Successful Respondent shall carry and keep in full force during the performance of this agreement comprehensive general liability insurance, including public liability insurance and property damage insurance, in the minimum amount one million dollars (\$1,000,000) per claim and two million dollars (\$2,000,000) annual aggregate, with the “Cherokee County Water and Sewerage Authority and its employees” named as an additional insured. Said

Certificate shall include a Notice of Cancellation clause with notification being sent thirty (30) days before cancellation to: Ryan Sarks, Risk Manager, Cherokee County Water and Sewerage Authority P.O. Box 5000 Canton, GA 30114. Cancellation of insurance will constitute a default that, if not remedied within the thirty (30) day notification period, shall be cause for termination of the Agreement by the Cherokee County Water and Sewerage Authority. The successful Respondent shall furnish to CCWSA a Certificate of Insurance certifying the type and minimum amounts of insurance. Successful Respondent agrees to maintain liability insurance at all times during the contract period.

- c. The successful Respondent shall require that its subcontractors purchase and maintain insurance in the amounts as required for the primary contractor as outlined above. The successful Respondent shall require each subcontractor to name "Cherokee County Water and Sewerage Authority and its employees" as additional insured.
3. *Indemnification from General Liability.* The successful Respondent agrees to protect, defend, indemnify and hold harmless the Cherokee County Water and Sewerage Authority and its officials, officers, employees and agents from and against any and all claims, suits, demands or actions arising out of or in connection with any negligent or intentional acts or omissions of successful Respondent and its employees, its officers, agents. The successful Respondent agrees to indemnify the Cherokee County Water and Sewerage Authority and its officials, officers, employees and agents against any judgment (including attorneys' fees), award, or amount paid in settlement, applicable court costs and witness fees arising from such claim, suit, demand or action. In the event that successful Respondent fails to defend the Cherokee County Water and Sewerage Authority and its officials, officers, employees and agents as set forth in this paragraph, such parties shall defend themselves and successful Respondent shall pay all costs for such defense including, but not limited to, judgments, awards, amounts paid in settlement, applicable court costs, witness fees and attorneys' fees. The respective rights and obligation of the parties under this paragraph shall survive the expiration or termination of this Agreement for any reason.
 4. *Property and Casualty Insurance:* The successful Respondent shall provide property and casualty insurance for each copier/printer unit, and cost shall be included in the monthly lease payment agreement.
 5. *Occupational License Required.* The successful Respondent shall obtain and maintain during the life of the contract, a license to conduct business in the State of Georgia.
 6. *E-verify:* Respondent must provide a signed Contractor Affidavit under O.C.G.A 13-10-91 (b)(1).

Requirements & Specifications

The Cherokee County Water & Sewerage Authority is seeking bids to lease thirteen (13) laser copier/scanner/printer/fax machines. These multifunction machines shall consist of both floor units and desktop units to be located throughout the Water Authority's administrative offices and treatment plants. The monthly lease amount should include maintenance, support, and materials for the life of the lease. The minimum lease term required is 36 months with an option to extend the term for up to two (2) additional one-year periods. The additional one-year period extensions shall be exercised at the sole discretion of the Water Authority.

Required Equipment:

1. The Authority requires three (3) multifunction copier/scanner/printer/fax **floor** units to be located at its 140 West Main Street Administrative office. Two (2) of these **floor** units must be capable of printing in color and black & white. The current lease agreements for these units will expire on December 10th, 2018.
2. The Authority requires one (1) multifunction copier/scanner/printer/fax **desktop** unit to be located at its 140 West Main Street Administrative office. This **desktop** unit needs to print in black & white only. The current lease agreement for this unit will expire on December 10th, 2018.
3. The Authority requires three (3) multifunction copier/scanner/printer/fax **floor** units to be located at its 110 Railroad Administrative office. These **floor** units must be capable of printing in color and black & white. The current lease agreements for two (2) of these units will expire on April 3rd, 2019 and September 2nd, 2019. The third unit requested is a **floor** unit addition.
4. The Authority requires two (2) multifunction copier/scanner/printer/fax **floor** units to be located at its Water Treatment Facility. These **floor** units must be capable of printing in black & white only. The current lease agreements for these units will expire on January 4th, 2019 and March 22nd, 2019.
5. The Authority requires one (1) multifunction copier/scanner/printer/fax **desktop** unit to be located at its Construction office. This **desktop** unit must be capable of printing in black & white only. The current lease agreement for this unit will expire on May 31st, 2020.
6. The Authority requires one (1) multifunction copier/scanner/printer/fax **floor** unit to be located at its Riverbend Treatment Facility. This **floor** unit must be capable of printing in color and black & white.
7. The Authority requires one (1) multifunction copier/scanner/printer/fax **floor** unit to be located at its Rose Creek Treatment Facility. This **floor** unit must be capable of printing in color and black & white. The current lease agreement for this unit will expire on April 12th, 2020.

8. The Authority requires one (1) multifunction copier/scanner/printer/fax **floor** unit to be located at its Fitzgerald Creek Treatment Facility. This **floor** unit must be capable of printing in color and black & white. The current lease agreement for this unit will expire on September 8th, 2019.

Below are the minimum required specifications.

System Specifications	Floor Color Unit	Floor B&W Unit	Desktop Color Unit	Desktop B&W Unit
Speed	50 PPM	55 PPM	30 PPM	30 PPM
Monthly Duty Cycle	200,000 Pages	200,000 Pages	55,000 Pages	55,000 Pages
Connectivity	10/100/1000 Base-T Ethernet	10/100/1000 Base-T Ethernet	10/100/1000 Base-T Ethernet	10/100/1000 Base-T Ethernet
Copy & Print Resolution	600x600 dpi Copy 1200x2400 dpi Print	600x600 dpi Copy 1200x2400 dpi Print	600x600 dpi Copy 1200x1200 dpi Print	600x600 dpi Copy 1200x1200 dpi Print
First-Print-Out Time	9.0 Seconds Color	7.0 Seconds B&W	12 Seconds Color	12 Seconds B&W
Print Features	USB 2.0 Support Secure Print	USB 2.0 Support Secure Print	USB 2.0 Support Secure Print	USB 2.0 Support Secure Print
Duplex Printing	Standard	Standard	Standard	Standard
Scan Modes				
Scan Resolution	600x600 dpi	600x600 dpi	600x600 dpi	600x600 dpi
Scan to Email	Standard	Standard	Standard	Standard
Scan-to-Folder	Standard	Standard	Standard	Standard
Scan-to-URL	Standard	Standard	Standard	Standard
Scan-to-Media (USB/SD Card)	Standard	Standard	Standard	Standard
Fax Features	Standard	Standard	Optional	Optional
Security Features	HDD Overwrite	HDD Overwrite		

	256 Bit Encryption Secure Print Access Controls	256 Bit Encryption Secure Print Access Controls	HDD Overwrite Access Controls	HDD Overwrite Access Controls
Device Management	Web Console Centralized	Web Console Centralized	Web Console Centralized	Web Console Centralized
File Formats	PDF TIFF JPEG	PDF TIFF JPEG	PDF TIFF JPEG	PDF TIFF JPEG
Paper Handling				
Paper Size	8.5 x 11 8.5 x 14 11 x 17	8.5 x 11 8.5 x 14 11 x 17	8.5 x 11 8.5 x 14	8.5 x 11 8.5 x 14
Document Feeder	Standard	Standard	Standard	Standard
Bypass Tray	Standard	Standard		
Weights	16 lb. Bond to 110 lb.	16 lb. Bond to 110 lb.	20 lb. Bond	20 lb. Bond
Finishing				
Weights	16 lb. Bond to 110 lb. Cover	16 lb. Bond to 110 lb. Cover		
Stapling	Standard	Standard		
Hole Punch	Standard	Optional		
Capacity	2,000 Sheets	2,000 Sheets		
Trays				
Capacity	500 Sheets	500 Sheets	250 Sheets	250 Sheets
Size	8.5 x 11 8.5 x 14 11 x 17	8.5 x 11 8.5 x 14 11 x 17	8.5 x 11 8.5 x 14	8.5 x 11 8.5 x 14
Weight	16 lb. Bond to 110 lb. Index	16 lb. Bond to 110 lb. Index	20 lb. Bond	20 lb. Bond

Supply Expectations:

Requirements:

1. Vendor to provide unlimited toner/ink.
2. Toner/Ink may not be off brand and must be OEM. No Substitutes shall be accepted.
3. Consumable supplies must meet original equipment manufacturers specifications.
4. Consumable supplies must not exceed 0.5% failure rate.
5. Vendor assumes all responsibility for hardware performance due to consumable supplies.
6. Vendor retains ownership of consumables inventory. This shall cover all multifunction devices and network printers included in this RFP.
7. Down time due to lack of consumable supplies is not acceptable.
8. Vendor is responsible for delivery of supplies to point of need.
9. The Authority shall supply paper for the machines.
10. All Proposals must contain descriptive literature on the proposed multifunction device(s). At least one (1) technical sheet must be provided for each machine model, accessory, or option. This technical sheet must include the Manufacturer's specifications and any report or additional supporting literature proving the proposed device(s) meet or exceed current industry standards for production multifunction devices. Vendor shall supply one (1) operating manual for each specified machine.

Service Expectations:

The Authority requires the vendor to be responsible for all toner/ink, fix/repair, maintenance and/or replacement of all output devices included in contract resulting from this RFP. Preventative Maintenance Schedules are to be planned and completed according to manufacturers' recommended service schedules. Exclusive utilization of OEM parts and supplies.

Requirements:

1. Vendor shall acknowledge a request for maintenance within one (1) hour.
2. Maintenance and repair calls must be performed within four (4) hours of request for service. If a service call cannot be performed within normal business hours it shall be completed the following business day.
3. The maximum allowable downtime for any one piece of equipment is forty-eight (48) hours. If the equipment cannot be repaired and restored to normal operating service within this forty-eight (48) hour period, a "loaner" machine of equal performance must be placed in the building. Delivery and installation of this "loaner" machine may not exceed an additional forty-eight (48) hour period.
4. Vendor assumes all responsibility for hardware performance due to service parts and components. If Vendor fails to correct any one machine that continually requires multiple repairs within a six month period the machine shall be subject to replacement with an equal or better model **at no cost to the Authority**.
5. Vendor shall assume responsibility for disposal of and recycling of all service parts.
6. Unlimited phone support on all initial service calls during normal business hours, 8:00 A.M. to 5:00 P.M. EST, Monday through Friday with the exception of statutory holidays. Vendor shall provide a single point of contact (SPOC) for support calls.
7. Vendor shall provide unlimited customer training.
8. Equipment offered **must be new**, unused, current models.
9. Vendors may be required to provide demonstrations of proposed machines prior to selection of award.

10. The machines shall be delivered, installed and made ready for use by the selected vendor. Lease prices shall include these services:
 - The vendor shall coordinate and provide delivery at no additional fee.
 - The vendor shall provide end-user training to Authority staff at no additional fee.
11. Vendor shall provide routine maintenance and repair services for no additional fee.
12. Service shall be furnished to the Authority between 8:00 a.m. and 5:00 p.m., Monday through Friday. Only fully trained and qualified technicians shall perform the maintenance on the copiers.
13. Vendors shall include proposed method of managing service calls including:
 - Service organization background & qualification
 - Method of history of call on each device/logging
 - Level of service specifications
 - Average support call response time
14. Vendor shall provide its location of local office and support dispatch office.
15. The Authority shall supply paper for the machines. Vendor shall be responsible for supplying toner, ink, drums, fusers, etc. and shall provide all parts and consumable supplies as needed per the maintenance plan. All parts and supplies must be Original Equipment Manufacturer (OEM).
16. Proposals must include prices for copy machine lease and for maintenance. Vendor shall bear all costs for labor and parts required to maintain the copy machine in good working order and make all necessary adjustments, replacements, and repairs caused by normal wear and tear.
17. The **maintenance price shall be a “fixed rate” for the contract term with no price increase.**
18. The end-of-contract return of any equipment shall be provided by the vendor and coordinated with the Authority, **and shall be at no cost to the Authority.** Subject equipment shall be removed no later than 30 days after receiving notification from the Authority.
19. Excluded from the requirements are delays resulting from acts of nature, accidents, or extreme weather conditions.

Basis of Award:

1. Vendor shall provide references from industry peers or existing customers for evaluation.
2. Vendor shall provide a form of financial documentation proving their current financial state.
3. Proposals will be evaluated against the following criteria:
 - Ability to meet the specifications contained in the request for proposal
 - Ability to meet all service and supply expectations
 - Cost of units and maintenance contract
 - References & Reputation
 - Financials
4. The Authority reserves the right where it may serve the best interest of the Authority, to request additional information or clarification from vendors, or to allow correction of errors.
5. The Authority may, at its sole discretion, reject any and all, or parts of any and all proposals.
6. At the discretion of the Authority, vendors submitting a proposal may be requested to make an oral presentation or demonstration of proposed multifunction devices.

Cherokee County Water & Sewerage Authority
Request for Proposals
Multifunction Copier/Printer/Scanner/Fax
Evaluation Score Sheet

Categories	Maximum Available Points	Total Score
Ability to Meet Specifications: Evaluate the proposal to meet the requested specification minimums. Consider the value to our organization of any increased specifications or additional features, as well as any specifications not met.	30	
Service: Evaluate the proposal to meet the service expectations requested. This includes the Respondent's service call timing on repairs, qualifications of Service Technicians, also consumables & parts supplied by maintenance contract.	25	
Cost: Evaluate the proposal for cost of leased equipment, contract term, as well as maintenance contract cost.	20	
References & Reputation: Evaluate reputation & reliability within the current marketplace based on provided references.	15	
Financials: Evaluate provided financial documents verifying Respondent is maintaining an appropriate financial position	10	
	Total Evaluated Score <i>(maximum 100 points)</i>	

PROPOSAL PRICE FORM
SUBMIT WITH PROPOSAL

Black and White Only Device

Desktop Model multifunction copier/scanner/printer/fax- Total of (2) Devices

Total Monthly lease and Maintenance cost per desktop device \$ _____

Floor Model multifunction copier/scanner/printer/fax- Total of (3) Devices

Total Monthly lease and Maintenance cost per floor device \$ _____

Black/White and Color Device

Floor Model multifunction copier/scanner/printer/fax- Total of (8) Devices

Total Monthly lease and Maintenance cost per device \$ _____

Grand Total of all Thirteen (13) Devices \$ _____
Monthly Lease and Maintenance

SUBMITTED BY:

NAME OF FIRM: _____ PHONE: _____

PROPOSER'S NAME: _____ FAX: _____

ADDRESS: _____

EMAIL: _____

AUTHORIZED SIGNATURE: _____

DATE: _____