

NOTICE OF REQUEST FOR PROPOSALS

Notice is given that the Board of Commissioners of Hendricks County will receive proposals to provide multi-function devices (MFD) that copy, scan, fax, print, and email to be used by departments within Hendricks County (“the Project”). It is possible that other governmental entities within Hendricks County may also enter into a contract with the successful proposer as a result of the information submitted in this proposal.

Currently all owned MFD and printers are under a month-to-month print management agreement, but Hendricks County is interested in replacing all or a portion of the MFD and printer fleet through a lease program. The secondary goal of the project is for the awarded vendor to support and compliment the current print management solution to ensure effective and efficient use of our print resources, including making recommendations to consolidate our current printer environment.

All proposals are due in the Hendricks County Information Technology Office, 355 S Washington Street, Suite 150, Danville, IN 4612 no later than 12 P.M., May 24, 2021. The names of the respondents will be read aloud at the Board of Commissioners Meeting held in the Commissioner’s meeting room located on the first floor of the Hendricks County Government Office Building on May 25, 2021.

Full RFP instructions and related documents can be found at the following URL on the Hendricks County website. www.co.Hendricks.in.us/rfp

Thank you for your interest in doing business with Hendricks County, Indiana.

Douglas Morris
Information Technology Director

SECTION 1
INFORMATION AND INSTRUCTIONS

1. **Submission Requirements:** The complete original proposal must be submitted in a sealed package and received in accordance with the instructions detailed in the cover letter. All proposals received shall be marked **Hendricks County MFD Proposal, RFP # HCIT-05-2021**. Proposers shall file all documents necessary to support their proposal and include them with their proposal.
2. **Delivery of Proposals:** RFPs must be delivered by 12 P.M EDT, May 24, 2021 to the following address:

Hendricks County Information Technology
355 S Washington Street, Suite 150
Danville, IN 46122

The submittals should be clearly labeled as “**Hendricks County MFD Proposal, RFP # HCIT-05-2021**”. It is the sole responsibility of the vendor to see that their RFP is received in the proper time. Any proposals received after the deadline will not be accepted.

3. The responsibility for getting the proposal to the County IT Department on or before May 24, 29021 is solely and strictly the responsibility of the Vendor. The County will in no way be responsible for delays caused by any occurrence. It shall not be sufficient to show that the proposal was mailed in time be received before the scheduled closing time. Offers by any type of electronic communication will **not** be accepted.
4. Proposers wishing to bid on the proposal should email their contact information, including email address and phone number to HCIT_RFP@co.hendricks.in.us.
5. Proposers will be notified by email of any change in the specifications contained in this RFP.
6. No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on Hendricks County. No employee of the County is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.
7. The County anticipates replacing existing copiers and printers on an as needed basis and as current obligations with various vendors expire. Conditions may change that would alter the requirements and no guarantee of volume exists.
8. There is no obligation on the part of the County to lease or purchase more or less than the quantity currently used. The County reserves the right to lease or purchase more or less than the quantity listed, depending upon actual requirements and budget restraints, at the unit costs as set forth in the Successful Vendor’s proposal/contract(s).
9. **Right of Rejection and Clarification:** The County reserves the right to reject any one or all bids, or any part of any bid, to waive any informality in any bid, and to award the purchase in the best interest of the County. The County reserves the right to waive any irregularities and technicalities and may, at its discretion, request a requisite. The County is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.

- 10. Request for Additional Information:** Prior to the final selection, proposers may be required to submit additional information which the County may deem necessary to further evaluate the proposer's qualifications.
- 11. Denial of Reimbursement:** Hendricks County will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
- 12. Gratuity Prohibition:** Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of Hendricks County for the purpose of influencing consideration of this proposal.
- 13. Right of Withdrawal:** Complete withdrawal or complete exchange of proposal is acceptable, if done before the proposal delivery deadline.
- 14. Right of Negotiation:** Hendricks County reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.
- 15. Right of Rejection of Lowest Fee Proposal:** Hendricks County is under no obligation to award this project to the proposer offering the lowest fee proposal. Evaluation criteria included in this document shall be used in evaluating proposals.
- 16. Exceptions to the RFP:** Proposers may find instances where they must take exception with certain requirements or specifications to the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the County, and a description of the advantage to be gained or disadvantages to be incurred by the County as a result of these exceptions.
- 17. Rights to Submitted Material:** All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by the proposers shall become the property of Hendricks County when received.
- 18. Copies:** An original and two (2) copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

19. Proposal Format

Proposal shall be submitted in the following format and include the following information.

- a. Detailed description of equipment capabilities and service requirements as requested.
- b. Fee proposals per instructions in Section 3, signed by responsible party.
- c. List of trained Service Representatives and level of qualifications
- d. References as requested.
- e. Proposed contract
- f. Sample maintenance agreement
- g. Sample of billing spreadsheets
- h. Screenshots of helpdesk/ticketing solution
- i. Sample of other technology solutions offered by your organization.

20. Bid Security

Vendors are required to submit a Bid Security within their proposal. All proposals will require a bid bond or certified bond or certified check in an amount equal to 5% of the base cost of the

proposal plus optional alternatives. The bid security should cover the highest sum of all alternative pricing scenarios, if submitting more than one cost option.

All bids not accompanied by a bid bond or certified check payable to Hendricks County will be rejected as non-responsive.

Vendors wishing the return of a bid security should include a self-addressed stamped envelope with their proposal. The requested amount will be returned as soon as possible upon successfully entering into contract negotiations with a selected vendor.

21. Subcontractors

Hendricks County intends to contract with one or more prime contractors who will be solely responsible for contractual performance. In the event the prime contractor utilizes one or more subcontractors, the prime contractor will assume any/all responsibility for performance of services by the subcontractor(s). Additionally, Hendricks County must be named as a third-party beneficiary in all subcontracts.

A list of all subcontractors proposed to take part in the performance of the contract (at inception) must be provided to Hendricks County for approval prior to contract execution. This request may require that sufficient financial or background information pertaining to included subcontractors be provided.

To the degree available, the subcontractor list and corresponding financial/background information should be included in an appendix with the proposal response.

Hendricks County reserves the right to limit and/or reject any and all subcontractors.

22. Taxes

Hendricks County is exempt from Federal, State, and Local Taxes and will not be responsible for any such taxes in connection with the award or performance of this contract.

23. Adversarial Parties

Any party responding to a bid, Request for Proposal, or quote for any contract with Hendricks County shall be required to disclose any current, adversarial litigation, contract dispute, or other adversarial proceeding against Hendricks County.

Any such disclosure of current adversarial litigation, contract dispute or other adversarial proceeding against Hendricks County shall be considered a factor in determining the qualification, responsiveness, and responsibility of such party in responding to a bid, quote, or Request for Proposal; and the matter shall be referred to the County Attorney for investigation and recommendation to the Board prior to the award of any contract.

The Board shall consider the report and recommendation of the County Attorney in determining the qualifications, responsiveness, and responsibility of each such party in awarding any contract.

24. Licenses and Permits

The successful vendor or vendors shall furnish Hendricks County upon request any and all documentation regarding licenses, permits, certifications and/or registrations required by the laws and regulations of Hendricks County, the State of Indiana, and the United States of America.

The provider certifies that it is now and will remain in good standing with the aforementioned governmental agencies and that it will maintain its licenses, permits, certifications and/or registrations in force during the term of the contract/agreement with Hendricks County, Indiana.

25. E-Verify and Non-Collusion

The Proposer shall include in its proposal a Non-Collusion Affidavit and Employment Eligibility Verification Certification on the forms which are attached hereto.

26. Use of Hendricks County's Name

Upon entering an agreement, the successful vendor or vendors agree not to use the name of Hendricks County in relation to the agreement with any commercial advertising, trade literature and/or press releases without prior written consent from Hendricks County.

27. Incorporated by Reference

This request for proposal (RFP) distributed by Hendricks County, including any other required terms, will be incorporated by reference and made a part of any resulting contract, except that any material approved by the County as confidential will not be publicly disclosed.

28. Choice of Law and Venue

Any and all actions or proceedings arising out of, or related to, this RFP and any resulting contract shall be governed by and construed in accordance with the laws of the State of Indiana. Submission of this proposal by vendor constitutes consent and stipulation to jurisdiction and venue in the courts of Hendricks County, Indiana, concerning all litigation and proceedings arising out of or related to this RFP and any resulting contract.

29. Submittal of Qualifications

Proposers should submit experience and qualifications as described below and outlined in Section 2. Additional information may be submitted as appropriate to further describe vendor and provide product capabilities.

- a. Name, contact information and location of designated account manager, include qualifications, experience, and number of years in business.

- b. List of local service technicians, include number, name, location and qualifications of support personnel.
- c. List of clients (similar in size and scope), include name of business, contact names and numbers who are using proposed equipment and the number of years as a client

30. Bidder Qualification and Experience

Bidders are required to furnish evidence that they have past experience in this type of work as outlined in the attached specifications, to include specific experience in furnishing multi-function copiers and comprehensive print management solutions. A minimum of three (3) references must be submitted with each bid. References should be customers of similar size to Hendricks County in terms of the number of multi-function copiers and printers and volume of print done per year.

Bidders must possess the necessary occupational license(s) to perform such work. Bidder should contact the Secretary of State for the State of Indiana to determine licenses necessary to perform such work in the State of Indiana.

Prior to the award, the successful bidder shall provide proof of insurance in an amount not less than as follows:

General Liability Coverage

Limits	Coverage Description
\$700,000	Each Occurrence – Bodily Injury and Property Damage
\$1,000,000	General Aggregate
\$1,000,000	Products and Completed Operations Aggregate
\$1,000,000	Personal and Advertising Injury
\$50,000	Fire Damage (any one fire)
\$10,000	Medical Expense (any one person)

Workers Compensation

Limits	Coverage Description
As Required	Workers’ Compensation
\$500,000	Employer’s Liability – Each Accident
\$500,000	Employer’s Liability – Disease-Policy Limit
\$500,000	Employer’s Liability – Disease-Each Employee

Umbrella / Excess

Limits	Coverage Description
\$700,000	Each Occurrence
\$1,000,000	Annual Aggregate
\$0	Retained Limit

Hendricks County shall be an additional named insured on the policy.

31. Basis of Award

Proposals will be evaluated according to the following criteria and weight at a minimum:

- a. Ability of equipment to meet minimum specifications (15 points)
- b. Cost (18 points)
- c. Quality of service & level of guarantee, technician qualifications (20 points)
- d. Completeness of available reports/consolidated invoicing (17 points)
- e. Other complimentary technical Services offered (10 points)
- f. References (10 points)
- g. Availability of online billing and ticketing/support system (8 points)
- h. Ease of networking equipment (2 points)

Proposals will be evaluated by a Selection Committee. The Selection Committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed equipment.

32. Proposal Selection & Award Process

Proposals will first be reviewed to determine if the mandatory requirements have been met. Responsiveness will be measured by the vendor's response to the stated requirements in the specifications. Failure to provide the mandatory requirements may result in the quote being rejected.

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. During the evaluation process, the County may, at its discretion, request any one or all firms to make oral presentations to supplement their proposals. Such presentations will provide firms with an opportunity to answer any questions the County may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

Proposals will be evaluated based on the vendor's experience in providing similar service, experience, price, references provided and the ability of the vendor to meet the County's reporting and scheduling requirements.

The County reserves the right to negotiate the terms of the contract, including the award amount of this service contract, with the selected vendor prior to entering into a contract. The County reserves the right to hold the bid of three (3) lowest vendors for a period of sixty (60) calendar days from and after the time of the opening.

33. Delivery

- a. All prices shall be F.O.B to Hendricks County Information Technology, Danville, Indiana. Prices must include delivery. No additional monies will be paid for delivery.
- b. All equipment shall be new, assembled, serviced, adjusted, and demonstrated to the satisfaction of the County that they are in perfect mechanical and operating condition.
- c. All equipment shall be F.O.B. to Hendricks County Information Technology, Danville, Indiana. The equipment will be accepted only after the delivery requirements have been met. The seller shall assume full responsibility for the equipment until accepted.

34. Extension of Contract

Selected provider shall agree to a contract term of five (5) years. Select multi-function machines may be leased for shorter periods and replaced prior to the five (5) year term of contract. The award resulting from the RFP will be a firm fixed five-year contract. The contract will not auto renew but go month to month at the conclusion of the contract unless either the successful vendor or the County notifies the other of its intent to terminate the contract at the end of the initial contract period. This notice, to terminate the contract at the end of the initial five (5) year period, shall be given in writing at least (30) days prior to the initial expiration date of the contract. Contract extensions shall be made at the unit prices specified in the successful bidder's bid/contract(s) or as otherwise agreed. Price increases or variations in procedures that cause price escalations for all or any portion of equipment or service will not be accepted.

35. Withholding Payment

In the event a contract is cancelled under any provision herein, the County may withhold from the successful vendor any monies owed on that or any contract, an amount sufficient to compensate for damages suffered because of the violation resulting in cancellation.

36. Default and Termination of Contract

Should the successful vendor fail to correct any condition which is in violation of the terms of the contract(s), within 24 hours after having been notified by the County, the County may declare the contract(s) in default and terminate same immediately.

Continuous failure to comply with the terms of contract(s) or failure to correct problems brought to the attention of the successful vendor shall be grounds for the County to terminate the contract(s).

Termination of Contract: The County may cancel the contract at any time for breach of contractual obligations by providing the consultant with a written notice of such cancellation.

Should the County exercise its right to cancel the contract such reasons, the cancellations shall become effective on the date as specified in the notice of cancellation sent to the contractor.

37. Compliance with Laws

In connection with the furnishing of equipment, supplies or performance of work under the contract, the Consultant agrees to comply with all applicable Federal, State, and County laws, ordinances, and regulations. Proposers must possess the necessary occupational license(s) to perform such work.

38. Equal Employment Opportunity

The Equal Employment Opportunity Statement included herein is a condition of the bid. The contract must be signed by the successful bidder and the County; and the successful bidder must comply with the equal employment opportunity condition in the execution of the contract.

39. Indemnification

The successful vendor shall indemnify and hold harmless the County and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work; and caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

In any and all claims against the County, or any of their agents or employees by any employee of the successful vendor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the successful vendor or any subcontractor under Workmen's Compensation Acts, Disability Benefit Acts or other Employee Benefit Act.

40. Contact with Hendricks County Employees

To ensure a fair and objective evaluation of all proposals, vendors are required to submit all inquiries in writing via email to HCIT_RFP@co.hendricks.in.us by 4 P.M. on May 17, 2021.

41. Conflict of Interest

All vendors/contractors must disclose with their proposal the name of any officer, director, co-owner, or agent who is also an employee of Hendricks County, or the spouse or relative of an employee of Hendricks County.

42. Inquiries

Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and Submission of proposals are contained in this package.

Questions regarding this request for proposal should be directed to:

Douglas Morris
Hendricks County information Technology
Email: HCIT_RFP@co.hendricks.in.us

SECTION 2
SCOPE OF WORK

1. Purpose

Hendricks County is seeking to proposals replace its MFD and Printer fleet with new from manufacture equipment as needed to maximize efficiencies as well as meet or exceed current equipment’s capabilities. Before any equipment is replaced, the awarded vendor must perform an evaluation on all current equipment to ensure replacement is needed and justification must be provided if replacement is determined. A breakdown of the current copier and printer environment is included (Inventory Attachment). Along with the evaluation, the awarded vendor will be expected to make recommendations for each office to ensure the most efficient and cost-effective mix of MFDs and printers, whether existing or new.

The average number of print and copying impressions in the County for 2019 and 2020 is broken down as follows:

- Multi-Function - Black Impressions – 1,929,759
- Multi-Function - Color Impressions – 308,265
- Printer - Black Impressions – 728,315
- Printer - Color Impressions – 21,232

The County currently has 35 black and white copiers, 16 color copiers, 79 black and white laser printers and 10 color laser printers. The County currently uses PaperCut to manage print devices, provide secure printing, and provide usage reports. The awarded vendor will assist the County to expand the capabilities of PaperCut to help control the costs of printing and copying and, reduce the need to print. PaperCut Print Management will include but is not limited to multi-function devices (black and white and color) and laser printers (black and white and color), networked and potentially, non-networked devices. The vendor will provide equipment, maintenance on new and existing equipment, and all consumable supplies other than paper. During the term of the agreement, the vendor will make recommendations for upgrades of equipment and other software products that will keep the County at the forefront of technology.

2. General Information

Currently, MFDs and printers managed by I.T. are installed in offices throughout the County and under a print management agreement with a single vendor. A few additional devices are separately maintained by individual departments using vendors of their choice. These devices are not listed in the inventory attachment but may be included in the awarded proposal.

Hendricks County is interested in continuing to have a single source vendor for the lease of copy machines, including a single maintenance agreement for all County departments. Hendricks County also wishes to have a single source for toner and maintenance for the existing fleet of networked and possibly non-networked laser printers.

The County anticipates but does not guarantee that the Contract will become effective July 1, 2021. It is the desire of Hendricks County to replace existing MFDs as needed, based on evaluation of current fleet. Conditions may change that would alter the requirements and no guarantee of volume exists. The delivery and installation of each MFD will be coordinated with the Information Technology department. Removal of old machines must be included but the County reserves the right to retain any equipment for any reason.

Proposers should submit a response to this RFP based on equipment lease plus a cost-per-page format with the resulting contract requiring the contractor to provide and install all MFDs meeting the model requires as specified for each location with specified volume levels, speed, and features: provide all consumables (excluding paper) and maintain all MFDs under the contract award. The proposer should also provide in the response a cost-per-page format for both maintenance and toner for the existing printer device fleet. It is the County's intent that the awarded vendor will make recommendations to consolidate and reduce the number of laser printers in the fleet and move as much volume as possible to new or existing MFDs, but there is no guarantee of recommendations being followed. The final decision for any removals will be the County's.

Any proposed new multifunction devices that will be installed in Hendricks County must allow for the use of the County's existing proximity cards or Active Directory user ID/Password as well as integrate with PaperCut to give employees a secure print option.

While it is the desire of the County to award this contract to a single vendor, the County reserves the right to award to multiple contracts if it is in the best interest of the County to do so.

3. Pricing

Proposers should submit pricing on the basis of equipment lease plus cost-per-page solution with a firm, fixed price for the term of the contract. The County strongly desires this pricing, but proposers may also submit an alternate proposal with costs based upon volume levels of equipment or monthly minimum charges.

All costs for equipment shall include: inside delivery to the equipment's intended location, set-up and training, any associated transportation costs to Hendricks County's specified locations. The county will not pay for removal of any equipment being replaced for the entire length of the contract.

Proposals that stipulate the customer/client (County) pays for removal of equipment or shipping costs at the end of the agreement or when an upgrade, downgrade, relocation or elimination of any machine is desired by the vendor or a third-party service agreement will be automatically withdrawn from consideration.

If minimum monthly prints are specified in the awarded contract, quarterly those monthly minimums will be reset to reflect the previous quarter's usage. Failure to review and reset monthly minimum prints based on the previous quarter's usage will be considered unacceptable.

4. General Conditions

All equipment, parts and consumables furnished under this proposal shall be new.

Any machines placed into service after the initial installations will have lease dates that are coterminous and end at the end of the contract term. It is the County's intent that the leases for all equipment will end at the same date at the end of the awarded contract.

This bid indicates the number of copiers currently out of lease or that will be out of lease in the near future. Additional MFDs may be added at the same cost awarded from this proposal. The County reserves the right to upgrade, downgrade, relocate or eliminate any machine at no additional charge at any time during the contract if the needs/usage requirements of the using department change.

Proposers must commit that, for each multifunction device or printer disposed of by the County during the term of the agreement that contains a hard drive and is transferred to the Proposer, either as part of a trade in program of County owned equipment or as a return of leased equipment owned by the Proposer, Proposer shall, at no cost to the County ensure that data on hard drives is destroyed and not retrievable as determined by the United States Department of Defense Standards.

All requests for MFDs will be generated by Hendricks County IT Department.

5. Service

Proposed costs shall include all costs for repair, maintenance, parts, and labor regardless as to whether repair or replacement is necessitated by wear or non-malicious damage.

Total uptime should be no less than 98% (based on the County's 35-hour work week.) This does not include any regular scheduled routine maintenance, operator training, or toner/supply replacement. Uptime is to be calculated for any 30-day period.

Response Time shall be the time from the point the call is placed for service until the technician responds to the equipment site. Technician must notify Hendricks County I.T.

staff upon arrival at the equipment site. The County expects a two (2) hour response time. A four (4) response time will be acceptable, however, anything beyond four (4) hours will be considered unacceptable. **If this criterion is not met, at the sole discretion of Hendricks County, the County may assess the vendor a charge of \$100 per failure.**

Service completion/repair shall be the time it takes a technician to correct a deficiency once he/she has reported arriving to the County's designated representative. It is expected that all calls will be resolved within twenty-four (24) hours. Should more time be needed, the technician must inform the designated representative. A service call taking forty-eight (48) hours or more will be considered unacceptable. **If this criterion is not met, at the sole discretion of Hendricks County, the County may assess the vendor a charge of \$100 per failure.**

Proposers must provide backup equipment of equal or greater capability, should that down equipment be unrepairable for any time longer than 48 hours. Backup equipment, at every level, must be ready for immediate delivery at no additional cost to the County. The County may accommodate offline backup devices to be stored at various locations for immediate replacement if space allows.

Multiple service calls to any one particular machine must result in the proposer providing a detailed review of the problem. In the review a solution must be proposed and accepted by the County's designated representative. If the device breaks down within 7 days after this solution has been implemented, the device must be replaced at the request of the County's designated representative.

Hendricks County prefers that all parts, supplies, and consumables provided by the vendor shall be the manufacturer's officially approved OEM parts, supplies, and consumables. Remanufactured, reconditioned, or other non-new parts, supplies and consumables can be proposed for use as a part of the bid and as an alternative to OEM parts.

Proposer should provide documentation on training and certification of all service technicians and if all are factory-trained. Preference will be given to proposer whose technicians are all factory-trained. Indicate if specific technicians will be dedicated to the County's account and if technicians specialize in particular models or cover specific territories. A descriptive map showing the entire service coverage area of assigned technicians is requested along with the current number of machines serviced in that area.

Proposer should provide a map of local service coverage area showing the various coverage areas and number of service technicians covering this area (number of machines currently serviced in the service area and major contracts)

6. Training

The contractor shall provide, at their own expense, all training required for the operation of any equipment supplied as part of this contract.

Each equipment location shall have readily available on or near the machine, a manual providing detailed instructions on the machines' operation, with procedures for clearing jams, loading toner, etc.

The County does have the ability to locally store training videos to be accessed by employees. Proposers should indicate if they provide video training that could be made available to all employees.

7. Reports/Consolidated Invoice

The successful proposer shall provide the administrator of the contract on a monthly basis, a Master activity report consolidated invoice of the past month's activity and include year-to-date summaries. The master report should include all sites' activities by department account, machine identification number, model number, beginning and ending meters, total copy volume extended by the cost per page and cost per device to achieve the total monthly cost per machine. Each individual department account shall also be totaled together. Any service calls during the month should also be summarized within the monthly report. A total monthly cost of all machines shall be included. This report/invoice shall be submitted electronically to Hendricks County IT. Reports provided regarding the cost of each machine should be provided in Microsoft Excel format and include formulas that are used to calculate costs.

On a quarterly basis, the successful proposer will meet with the administrator to review usage trends, service issues, etc. Quarterly, any monthly minimum in the contract will be reset to reflect the previous quarter's usage. A failure to meet and review this information on a quarterly basis will be considered unacceptable.

8. Equipment Specifications

Specifications listed within each machine category are the minimum acceptable requirements and should be included in the cost-per-copy price. Proposers must submit models for each category listed below, detailing the ability of that model to meet or exceed the specification. Proposers are not to assume that the list of equipment is the final list.

Category 1

Functionality	Black and White copying, printing, and color scanning
Rated Speed	36 Black and White impressions per minute
Document Feeder	Standard
Output Size	Up to 11x17
Minimum First Copy Time	5 second or less
Duplexing	Standard
Stapling	50 Sheet
Hole Punch	2- or 3-Hole Punch
Number of Paper Drawers (excluding bypass)	4 minimum
Total sheet capacity of drawers (excluding bypass)	2000 sheets minimum
Stack-feed bypass	100 sheets minimum
Auto tray switching	Standard
Scanning Options	Email, HDD, SMB, FTP and Twain
Internal Card Reader	HID Prox and Dual Frequency
Hard Drive Overwrite	Minimum 8 Times
Toner Replenishment	Automatic
Toner Recycling	Standard

Category 2

Functionality	Black and White copying, printing, and color scanning
Rated Speed	50 Black and White impressions per minute minimum
Document Feeder	Standard
Output Size	Up to 11 x 17
Minimum First Copy Time	3 seconds or less
Duplexing	Standard
Stapling	50 Sheet
Hole Punch	2- or 3-Hole Punch
Number of Paper Drawers (excluding bypass)	4 minimum
Total sheet capacity of drawers (excluding bypass)	2,000 sheets minimum
Stack-feed bypass	100 sheets minimum
Auto tray switching	Standard
Scanning Options	Email, HDD, SMB, FTP and Twain
Internal Card Reader	HID Prox and Dual Frequency
Hard Drive Overwrite	Minimum 8 Times
Toner Replenishment	Automatic
Toner Recycling	Standard

Category 3

Functionality	Black and White copying, printing, and color scanning
Rated Speed	65 Black and White impressions per minute minimum
Document Feeder	Standard
Output Size	Up to 11 x 17
First Copy Time	3 seconds or less
Duplexing	Standard
Stapling	Multi-position standard 50 Sheet
Sheet capacity of finisher:	3,000 sheets minimum
Hole punching	2- or 3-Hole Punch
Number of Paper Drawers (excluding bypass)	3 minimum
Total sheet capacity of drawers (excluding bypass)	3,500 sheets minimum
Stack-feed bypass	100 sheets minimum
Auto tray switching	Standard
Scanning Options	Email, HDD, SMB, FTP and Twain
Internal Card Reader	HID Prox and Dual Frequency
Hard Drive Overwrite	Minimum 8 Times
Toner Replenishment	Automatic
Toner Recycling	Standard

Category 4

Functionality	Black and White copying, printing, and color scanning
Rated Speed	75 Black and White impressions per minute minimum
Document Feeder	Standard
Output Size	Up to 11 x 17
First Copy Time	3 seconds or less
Duplexing	Standard
Stapling	50 Sheet standard
Sheet capacity of finisher:	3,000 sheets minimum
Hole punching	2- or 3-Hole Punch
Number of Paper Drawers (excluding bypass)	3 minimum
Total sheet capacity of drawers (excluding bypass)	3,500 sheets minimum
Stack-feed bypass	100 sheets minimum
Auto tray switching	Standard
Scanning Options	Email, HDD, SMB, FTP and Twain
Internal Card Reader	HID Prox and Dual Frequency
Hard Drive Overwrite	Minimum 8 Times
Toner Replenishment	Automatic
Toner Recycling	Standard

Category 5

Functionality	Digital color copying, printing, and scanning
Rated Speed	36 color impressions per minute minimum
Document Feeder	Standard
Output Size	Up to 11 x 17
First Copy Time	6.1 seconds or less
Duplexing	Standard
Stapling	Multi-position standard
Sheet capacity of finisher:	500 sheets minimum
Hole punching	2- or 3-Hole Punch
Number of Paper Drawers (excluding bypass)	4 minimum
Total sheet capacity of drawers (excluding bypass)	2000 sheets minimum
Stack-feed bypass	100 sheets minimum
Auto tray switching	Standard
Scanning Options	Email, HDD, SMB, FTP and Twain
Internal Card Reader	HID Prox and Dual Frequency
Hard Drive Overwrite	Minimum 8 Times
Toner Replenishment	Automatic
Toner Recycling	Standard

Category 6

Functionality	Digital color copying, printing, and scanning
Rated Speed	45 color impressions per minute minimum
Document Feeder	Standard
Output Size	Up to 11 x 17
Minimum First Copy Time	6 seconds or less
Duplexing	Standard
Stapling	Standard 50 Sheet
Sheet capacity of finisher:	3000 sheets minimum
Hole Punch	2- or 3-Hole Punch
Number of Paper Drawers (excluding bypass)	3 minimum
Total sheet capacity of drawers (excluding bypass)	3500 sheets minimum
Stack-feed bypass	100 sheets minimum
Auto tray switching	Standard
Scanning Options	Email, HDD, SMB, FTP and Twain
Internal Card Reader	HID Prox and Dual Frequency
Hard Drive Overwrite	Minimum 8 Times
Toner Replenishment	Automatic
Toner Recycling	Standard

Category 7

Functionality	Network Black & White Laser Printer
Rated Speed	45 Black & White impressions per minute minimum
Output Size	Up to 8.5in X 14in
Minimum First Page Out Time	6 seconds or less
Duplexing	Standard
Minimum Memory Installed	512 MB
Standard Paper Input	(1) 100 Sheet Multipurpose Tray, (1) 550 Sheet Drawer
Optional Additional Paper Drawers	2 minimum
Resolution (Black)	Up to 1200 x 1200 dpi
Monthly Page Volume	10,000
Connectivity, Standard	(1) Hi-Speed USB 2.0; (1) Gigabit Ethernet
Connectivity, Optional	802.11 a/b/g/n wireless networking, USB 2.0 Direct Print
Maximum Dimensions	16in X 16in X 24in (WxDxH)
Toner Replenishment	Automatic
Toner Recycling	Standard

Category 8

Functionality	Network Color Laser Printer
Rated Speed	40 Color or Black & White impressions per minute minimum
Output Size	Up to 8.5in X 14in
Minimum First Page Out Time	7 seconds or less (B&W), 8 seconds or less (Color)
Duplexing	Standard
Minimum Memory Installed	512 MB
Standard Paper Input	(1) 100 Sheet Multipurpose Tray, (1) 550 Sheet Drawer
Optional Additional Paper Drawers	2 minimum
Resolution (B&W/Color)	Up to 1200 x 1200 dpi
Monthly Page Volume	10,000
Connectivity, Standard	(1) Hi-Speed USB 2.0; (1) Gigabit Ethernet
Connectivity, Optional	802.11 a/b/g/n wireless networking, USB 2.0 Direct Print
Maximum Dimensions	18in X 18in X 24in (WxDxH)
Toner Replenishment	Automatic
Toner Recycling	Standard

9. Network Connectivity

Connection to the County network requires the proposed solution to support IP v4. Proposers should describe the connectivity requirements of the equipment being proposed including the print controllers, network protocol(s) and software.

All County departments are attached to the County's network with Windows 10. Hendricks County uses a traditional print server and supplemental software, Papercut.

The successful bidder must be prepared to work with Hendricks County IT staff on each networked installation to ensure that all networked services are installed and functioning properly.

Proposer must work with Hendricks County and utilize the existing Papercut software that is in place.

10. References

The proposer should submit a minimum of three references of companies currently doing business with the proposer's company. The reference should include a contact person, phone number and length of relationship. The references should be of similar size and nature with the County's operation.

11. Presentation and Site Visits

Proposers may be requested to give formal presentations to the evaluation committee and should be prepared to discuss all aspects of the proposal in detail. Site visits to the proposer's facilities may also be required if further equipment demonstration is necessary.

12. County Facilities Visits

Guided tours of sites may be granted upon request.

SECTION 3
FEE PROPOSAL

I have read and understood the requirements set forth in this RFP and agree to comply except as noted. The fee proposal includes all fees for work as described in Section 2, Scope of Work. Additional pages may be used to show detail of unit costs and options.

A. Category 1 \$ _____ MONTHLY LEASE
 \$ _____ PURCHASE
 \$ _____ COST PER COPY

MODEL PROPOSED: _____

B. Category 2 \$ _____ MONTHLY LEASE
 \$ _____ PURCHASE
 \$ _____ COST PER COPY

MODEL PROPOSED: _____

C. Category 3 \$ _____ MONTHLY LEASE
 \$ _____ PURCHASE
 \$ _____ COST PER COPY

MODEL PROPOSED: _____

D. Category 4 \$ _____ MONTHLY LEASE
 \$ _____ PURCHASE
 \$ _____ COST PER COPY

MODEL PROPOSED: _____

E. Category 5 \$ _____ MONTHLY LEASE
 \$ _____ PURCHASE
 \$ _____ COST PER COPY

MODEL PROPOSED: _____

F. Category 6 \$ _____ MONTHLY LEASE
 \$ _____ PURCHASE
 \$ _____ COST PER COPY

MODEL PROPOSED: _____

G. Category 7 \$ _____ MONTHLY LEASE
 \$ _____ PURCHASE
 \$ _____ COST PER COPY

MODEL PROPOSED: _____

H. Category 8 \$ _____ MONTHLY LEASE
 \$ _____ PURCHASE
 \$ _____ COST PER COPY

MODEL PROPOSED: _____

Vendors must be thoroughly familiar with the specifications, the County requirements, and understands that signing this quote waves all rights to plead any misunderstanding regarding the same. Vendors further understand and agree if awarded, to furnish and provide all the necessary product, material, machinery, implements, tools, labor, services, and to perform all the work necessary under the aforesaid conditions, to carry out the required work and provide the required product in accordance to the award(s) that may be issued by the County based on responses to this request. Hendricks County shall reserve the right to reject any or all bids or any part thereof.

VENDOR INFORMATION

VENDOR NAME: _____

ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

E-MAIL ADDRESS:

WEB SITE: _____

AUTHORIZED SIGNATURE:

PRINT NAME: _____

TITLE: _____

TAXPAYER IDENTIFICATION NO:

DATE: _____

Inventory Attachment

	Manufacturer	Model	Type	Serial #	Location	Department
1	Canon	IR1025	B\W	DQX08301	Courthouse	Court Security
2	HP	3015	B\W	JBPCB9M32Y	Courthouse	Probation
3	HP	Color LJ 500	Color	CNBCD2N0TN	Courthouse	Prosecutor
4	HP	HPLJ M506	B\W	JPBDT00132	GovCenter	Environmental Health
5	HP	LJ 200 Color M251nw	Color	CND1H05427	GovCenter	Commissioner
6	HP	LJ 4250	B\W	USDXS01776	GovCenter	H.R.
7	HP	LJ M506 Enterprise	B\W	PHBBR58549	GovCenter	Recorder(admin)
8	HP	LJ M506 Enterprise	B\W	PHBBR58548	GovCenter	Recorder(in back)
9	HP	LJ M507	B\W	PHBCMBY0BX	GovCenter	Auditor(Britni)
10	HP	M506	B\W	JPBDT00127	GovCenter	Treasurer
11	HP	M506	B\W	JPBDT00129	GovCenter	Treasurer
12	HP	M506	B\W	JPBDT00133	GovCenter	Treasurer
13	HP	M506	B\W	JPBDT00136	GovCenter	Treasurer
14	HP	M506	B\W	JPBDT00137	GovCenter	Treasurer
15	HP	M506	B\W	JPBDT00139	GovCenter	Treasurer
16	HP	M506	B\W	JPBDT00138	GovCenter	Treasurer (Luzy)
17	HP	Color LJ 400 M451nw	Color	CNB0502335	Jail	Jail Book In (Digimug)
18	HP	Color LJ 4700	Color	JP4LB33327	Courthouse	Prosecutor
19	HP	Color LJ 5550	Color	JPSC6CD0JT	GovCenter	Environmental Health
20	HP	LaserJet M507	B\W	PHBCM9W146	Jail	IDAC's Room
21	HP	LJ 1320	B\W	CNRC6BT4QR	Courthouse	Sup Court 3
22	HP	LJ1320	B\W	CNRC6BT40F	Courthouse	Sup Court 2
23	Kyocera	FS-2100DN	B\W	LQA5217728	GovCenter	Treasurer
24	Kyocera	FS-4020DN	B\W	XVK1631256	GovCenter	Treasurer (Peach)
25	Lexmark	C544	Color	9814PL6	GovCenter	Auditor
26	Lexmark	C544	Color	9812W1F	Jail	IT
27	Lexmark	C925	Color	320002N	GovCenter	BookEye
28	Lexmark	CS417dn	Color	502703945TX96	GovCenter	Auditor
29	Lexmark	CS417dn	Color	502703945TX90	GovCenter	Treasurer
30	Lexmark	E360dn	B\W	72MXWR0	GovCenter	Auditor
31	Lexmark	E360dn	B\W	72MFT8K	GovCenter	Nursing(kandi)
32	Lexmark	MS810DN	B\W	40635C6608RVX	Jail	Jail Fingerprint Reader
33	Lexmark	T640	B\W	790219X	Courthouse	Circuit Court
34	Lexmark	T640	B\W	79021CK	Courthouse	Circuit Court
35	Lexmark	T640	B\W	790219L	Courthouse	Clerk
36	Lexmark	T640	B\W	7914WZ1	Courthouse	Clerk
37	Lexmark	T640	B\W	791HFGV	Courthouse	Clerk
38	Lexmark	T640	B\W	7912W0C	Courthouse	MicroFilm
39	Lexmark	T640	B\W	7912W19	Courthouse	MicroFilm
40	Lexmark	T640	B\W	79021CF	Courthouse	Prosecutor
41	Lexmark	T640	B\W	79021CG	Courthouse	Prosecutor
42	Lexmark	T640	B\W	790F6M1	Courthouse	Prosecutor
43	Lexmark	T640	B\W	790F6MR	Courthouse	Prosecutor
44	Lexmark	T640	B\W	7913VB2	Courthouse	Prosecutor
45	Lexmark	T640	B\W	791HF9M	Courthouse	Prosecutor
46	Lexmark	T640	B\W	791HFB0	Courthouse	Prosecutor

	Manufacturer	Model	Type	Serial #	Location	Department
47	Lexmark	T640	B\W	791HFBF	Courthouse	Prosecutor
48	Lexmark	T640	B\W	791HFD6	Courthouse	Prosecutor
49	Lexmark	T640	B\W	791HFH3	Courthouse	Prosecutor
50	Lexmark	T640	B\W	7912VH9	Courthouse	Sup Court 1
51	Lexmark	T640	B\W	79021CH	Courthouse	Sup Court 2
52	Lexmark	T640	B\W	7903X6C	Courthouse	Sup Court 2
53	Lexmark	T640	B\W	7913RDV	Courthouse	Sup Court 2
54	Lexmark	T640	B\W	791HFF4	Courthouse	Sup Court 2
55	Lexmark	T640	B\W	79021BN	Courthouse	Sup Court 3
56	Lexmark	T640	B\W	7903K55	Courthouse	Sup Court 3
57	Lexmark	T640	B\W	791HFCD	Courthouse	Sup Court 3
58	Lexmark	T640	B\W	790F6N0	Courthouse	Sup Court 4
59	Lexmark	T640	B\W	790FL2C	Courthouse	Sup Court 4
60	Lexmark	T640	B\W	7913VD8	Courthouse	Sup Court 4
61	Lexmark	T640	B\W	790F66H	Courthouse	Sup Court 5
62	Lexmark	T640	B\W	7913RD7	Courthouse	Sup Court 5
63	Lexmark	T640	B\W	7902B37	Courthouse	Superior Court
64	Lexmark	T640	B\W	7902XMY	Courthouse	Superior Court
65	Lexmark	T640	B\W	7903K4M	Courthouse	Superior Court
66	Lexmark	T640	B\W	7913MDO	Courthouse	Superior Court
67	Lexmark	T640	B\W	7912VLK	Jail	Book-in
68	Lexmark	T642	B\W	79241ZB	Courthouse	Clerk
69	Lexmark	T642	B\W	792HKV9	Courthouse	Clerk
70	Lexmark	T642	B\W	792T6RC	Courthouse	Clerk
71	Lexmark	T642	B\W	792HKXD	Courthouse	IT- Dan's Office
72	Lexmark	T642	B\W	7924204	Courthouse	Prosecutor
73	Lexmark	T642	B\W	791X5Y5	Courthouse	Prosecutor
74	Lexmark	T642	B\W	791X60W	Courthouse	Prosecutor
75	Lexmark	T642	B\W	791Y2TW	Courthouse	Prosecutor
76	Lexmark	T642	B\W	79241Z6	Courthouse	Prosecutor
77	Lexmark	T642	B\W	79241ZW-54-0	Courthouse	Prosecutor
78	Lexmark	T642	B\W	792T6PL	Courthouse	Prosecutor
79	Lexmark	T642	B\W	792T6RT	Courthouse	Prosecutor
80	Lexmark	T642	B\W	792NBTW	Courthouse	Sup Court 5
81	Lexmark	T642	B\W	792T6T2	GovCenter	Assessor
82	Lexmark	T642	B\W	792NBVK	GovCenter	Treasurer(Dawn)
83	Lexmark	T642	B\W	79021c9	Jail	Jail Book In
84	Lexmark	T642	B\W	79241XP	Work Release	Work Release Dir. Office
85	Lexmark	T642	B\W	792GZ01	Work Release	Work Release Front Off
86	Lexmark	T642	B\W	792NBXT	Work Release	Work Release Rm 158
87	Lexmark	T642	B\W	792NBXD	Work Release	Work Release Rm 159
88	Lexmark	T642	B\W	792412L	Work Release	Work Release Rm 160
89	Lexmark	T642	B\W	791XVL1	Work Release	Work Release Rm 168
90	Lexmark	T642	B\W	79241YZ	Work Release	Work Release Sgt office
91	Ricoh	MP2051	B\W	V9735900442	GovCenter	EMA
92	Ricoh	MP2255	B\W	C298R600041	GovCenter	Healthy Families
93	Ricoh	MP2352SP	B\W	W413L701046	Highway	Highway
94	Ricoh	MP301	B\W	W913p700228	GovCenter	Nursing
95	Ricoh	MP301SPF	B\W	W913P700220	Courthouse	Magistrate
96	Ricoh	MP3055	B\W	C308L900036	GovCenter	Auditor Payroll
97	Ricoh	MP3055	B\W	C308L900034	GovCenter	Veteran Affairs

	Manufacturer	Model	Type	Serial #	Location	Department
98	Ricoh	MP3055	B\W	C308L900055	Jail	Sheriff Squad Room
99	Ricoh	MP3352SP (for 2nd area)	B\W	W433L800786	GovCenter	Assessor 2nd Area
100	Ricoh	MP3352SP (for PTBOA)	B\W	W433L800726	GovCenter	Assessor PTBOA
101	Ricoh	MP5002	B\W	W533L500465	GovCenter	Public Defender
102	Ricoh	MP5002	B\W	W33L700929	Work Release	Work Release (Probation)
103	Ricoh	MP5002SP	B\W	W533L800748	Courthouse	Circuit Court
104	Ricoh	MP5002SP	B\W	W533L800746	Courthouse	Clerk3
105	Ricoh	MP5002SP	B\W	W534L500013	Courthouse	Hearing Room B
106	Ricoh	MP5002SP	B\W	W533L700930	Courthouse	Superior Court 1
107	Ricoh	MP5002SP	B\W	W533L700963	Courthouse	Superior Court 4
108	Ricoh	MP5002SP	B\W	W533L700966	Courthouse	Superior Court 5
109	Ricoh	MP5002SP	B\W	W533L500487	GovCenter	Planning BW
110	Ricoh	MP5002SP	B\W	W533L700896	GovCenter	Recorder
111	Ricoh	MP5055	B\W	C338R600691	Courthouse	Clerk 1
112	Ricoh	MP5055	B\W	C338R600694	Courthouse	Clerk2
113	Ricoh	MP5055	B\W	C338R600633	Courthouse	Prosecutor Child Support
114	Ricoh	MP5055	B\W	C338R600038	Courthouse	Superior Court 2
115	Ricoh	MP5055	B\W	C338R600331	Courthouse	Superior Court 3
116	Ricoh	MP5055	B\W	C338R600600	GovCenter	Auditor Main Area
117	Ricoh	MP5055	B\W	C338R400552	GovCenter	Environmental Health
118	Ricoh	MP5055	B\W	C338R600058	GovCenter	Treasurer
119	Ricoh	MP5055	B\W	C338R600645	Work Release	Work Release (Control)
120	Ricoh	MP6002	B\W	W863L800480	Courthouse	Prosecutor
121	Ricoh	MP6002SP	B\W	W8633L700708	Courthouse	Prosecutor
122	Ricoh	MP6002SP	B\W	W863L301018	Jail	Sheriff
123	Ricoh	MP7502	B\W	W873L800244	Purdue Extension	Purdue Extension
124	Ricoh	MPC2051	Color	V9735600730	Animal Control	Animal Control
125	Ricoh	MPC2051	Color	V9735601227	GovCenter	Clean Water
126	Ricoh	MPC3503	Color	E165MA10053	Courthouse	Casa office
127	Ricoh	MPC3503	Color	E163M760866	Courthouse	Court Admininstration
128	Ricoh	MPC3503	Color	E163M760131	Courthouse	Probation - Circuit
129	Ricoh	MPC3503	Color	E163M760356	GovCenter	Planning
130	Ricoh	MPC4503	Color	E173M760482	GovCenter	Engineering
131	Ricoh	MPC4503	Color	E173E710549	GovCenter	Nursing
132	Ricoh	MPC4503	Color	E174MC11288	Jail	Investigations
133	Ricoh	MPC4503	Color	E173M760654	Work Release	Work Release Admin
134	Ricoh	MPC4504	Color	G716MB60617	GovCenter	Commissioner
135	Ricoh	MPC4504ex	Color	C738M841307	GovCenter	Assessor Main Area
136	Ricoh	MPC4504ex	Color	C738M441690	GovCenter	Computer Center
137	Ricoh	MPC4504ex	Color	C738M841306	GovCenter	Voter
138	Ricoh	MP3054	B\W	G156L200014	Jail	Sheriff Book-in