



**REQUEST FOR PROPOSALS (RFP) FOR
Multifunctional Copier/Printers
Equipment with Coin Ops and Service**

Release Date: November 22, 2019

Deadline for Submission: December 6th 2019 at 2:00 P.M

RFP# 2019-11P

REQUEST FOR PROPOSALS

Multifunctional Copier/Printer Equipment with Coin Ops and Service

INTRODUCTION

The Pine Bluff/Jefferson County Library System is soliciting proposals from qualified vendors for Multifunctional Copier/Printer Equipment with Coin Ops and Service for Lease or Purchase at our Main, Altheimer, Redfield, White Hall, and Watson Chapel Public Library Branches. The Pine Bluff/Jefferson County Library System is asking for Individual bids for leasing and buying printers for each location along with a grand total Quote for all locations. The current locations will be under construction during separate times through December 2019 to March 2020. The Pine Bluff/Jefferson Co. Library System is seeking a Contractor that will purchase, deliver, setup and provide maintenance for the required printers. All equipment and labor will need to be supplied by the contractor.

SCOPE OF SERVICES

All Printers to be leased/purchased and products listed will need to meet the required hardware specifications listed by the Pine Bluff/Jefferson Co. Library System. A preferred brand will also be listed at the end of each item. All digital copiers/printers shall be newly manufactured with no used or refurbished parts and include the capability for scanning, faxing and emailing. Each location's needs will determine the final equipment configuration of each copier/printer. The OEM shall provide specification sheets listing all accessories, features, functions and technical requirements of each model copier/printer. Unless otherwise specified all digital copiers/printers shall meet the following requirements:

General and Technical Requirements

1. All digital copiers/printers shall be capable of producing double-sided prints/copiers.
2. All copiers/printers rated at a speed of 30-45 prints per minute (PPM) or faster are required to on sizes letter (8 ½ x 11"), legal (8 ½ x 14") and 11x17".
3. All digital copiers/printers shall have the ability for a network connection using Ethernet TCP/IP protocol.
4. All digital copiers/printers shall be capable of enlarging documents.
5. All digital copiers/printers shall be capable of reducing documents.
6. All digital copiers/printers shall be capable of scanning to USB in multiple formats.
7. Certain digital copiers/printers shall be capable of stapling.
8. Certain digital copiers/printers shall be capable of emailing.
9. Certain digital copiers/printers shall hold three (3) paper trays.

10. Certain digital copiers/printers shall be capable of color.

11. Certain digital copiers/printers shall include booklet makers.

12. All printers will include document feeders.

All Printers are expected to meet or exceed specs listed.

PaperCut Software should be included on both Buying and Leasing Bids.

All Coin Ops Machines should be a (ACDI EX2000 or Equivalent) with Debit, Coin & Bill attachment.

Main Library

7 Office Style Multi-Function Printers (Model 2010AC or equivalent)

2 High Volume Multi-Function Printer Prints (Model 3515AC or equivalent)

1 High Volume Multi-Function Printer (Model 3515AC or equivalent)

This printer will have a finisher with stapler, hole punch and booklet finisher.

2 ACDI EX2000 or Equivalent

Alzheimer

2 Office Style Multi-Function Printers (Model 2010AC or equivalent)

1 ACDI EX2000 or Equivalent

Redfield

2 Office Style Multi-Function Printers (Model 2010AC or equivalent)

1 ACDI EX2000 or Equivalent

White Hall

1 Office Style Multi-Function Printers (Model 2010AC or equivalent)

1 High Volume Multi-Function Printer Prints (Model 3515AC or equivalent)

1 ACDI EX2000 or Equivalent

Watson Chapel

1 Office Style Multi-Function Printers (Model 2010AC or equivalent)

1 High Volume Multi-Function Printer Prints (Model 3515AC or equivalent)

1 ACDI EX2000 or Equivalent

CONSULTANT REQUIREMENTS

The selected Printer Lease or Purchase Contractor shall obtain a business license prior to the execution of a contract. The Printer Lease or Purchase Contractor is expected to comply with all applicable federal, state and local regulations. If the Printer Lease or Purchase Contractor outsources any work or job to a sub-contractor, it will be the prime Printer Lease or Purchase Contractor responsibility to ensure all sub-contractors meet the requirements stated in this RFP. All sub-contractors must be approved in writing by the Pine Bluff/Jefferson Co. Library System prior to outsourcing.

PROJECT PROGRESS

The Contract must begin upon approval by the Pine Bluff/Jefferson Co. Library System, and the select vendor shall commence work after notification to proceed by the Pine Bluff/Jefferson Co. Library System. The select vendor is advised that any recommendation for contract award is not binding on the Pine Bluff/Jefferson Co. Library System until the Agreement is fully executed and approved by the Pine Bluff/Jefferson Co Library Systems.

PROPOSAL SCHEDULE

The schedule for the selection process is as follows:

RFP release by Pine Bluff Jefferson Co. Library	November 22, 2019
Deadline for questions	November 29, 2019
Proposals due	November 29, 2019
Notice of Printer Lease or Purchase Contractor selection	December 6, 2019
Contract awarded/executed	December 9,2019
Complete negotiation of the agreement	December 13,2019

All dates are subject to change. The Pine Bluff Jefferson Co. Library reserves the right to extend the date by which proposals are due.

All questions must be submitted via email to Jeffrey Marlar at jmarlar@pineblufflibrary.org. Phone calls will not be accepted. Answers to all submitted questions will be provided in an addendum.

Printer Lease or Purchase proposals must be submitted, with all copies having been signed by an official with the power to bind the company in its proposal and must acknowledge the RFP has been read and understood. To be considered, all proposals must be completely responsive to the RFP.

Proposals must be delivered/received no later than December 6th, 2019 at 2:00 p.m

to:

Pine Bluff/Jefferson Co. Library

Attn: Bobbie Morgan

200 E. 8th Ave

Pine Bluff, AR 71601

PROPOSAL REQUIREMENTS

Proposals must include the following elements:

1. COVER LETTER - A cover letter must summarize key elements and guarantee that key personnel will be committed to perform the required tasks throughout the duration of the contract. The cover letter must be limited to two (2) pages and must include a contact name, email, phone number and full address for the Contractor

2.

PROPOSAL FORM

To: Pine Bluff Jefferson County Library System
200 E. 8th Avenue
Pine Bluff, Arkansas 71601

Project Title: Request for Proposals (RFP) For Multifunctional Copier/Printer Equipment with Coin Ops and Service

Ladies and Gentlemen:

Having carefully examined all conditions of the contract and all amendments, supplements and addenda. I or We propose to furnish all labor, materials and equipment to complete all work required by the Contract Documents entitled Printer Lease or Purchase for the Pine Bluff Jefferson Co Library Systems.

BASE BID:

Written Amount:

_____ Dollars (\$_____)

Duration of project for base bid work:

ALTERNATES:

Written Amount:

_____ Dollars (\$_____)

PROPOSAL FORM

To: Pine Bluff Jefferson County Library System

200 E. 8th Avenue

Pine Bluff, Arkansas 71601

Project Title: Computer Lease or Purchase for the Pine Bluff Jefferson Co Library Systems.

TIME OF COMPLETION:

Bidder will achieve Substantial Completion of the Work within the following calendar days after a Notice to Proceed is issued:

I, or we, acknowledge and agree that neither the submission of this proposal, nor its acceptance by Pine Bluff Jefferson County Library System creates a binding obligation between the Owner and me or us.

I am authorized to enter my firm into a binding contract if this proposal is accepted.

Respectfully submitted,

Contractor / Firm: _____

AR Contractors License #: _____

Name & Title: _____

By: _____ Date: _____

I, or We, agree to hold our bid open for acceptance for sixty (60) calendar days from the date of opening of bids.

I, or We, acknowledge receipt of the following Addendums:

Addendum No. One (1), Signature _____ Date _____

Addendum No. Two (2), Signature _____ Date _____

Addendum No. Two (3), Signature _____ Date _____

Sealed Bids will be received at the Pine Bluff Jefferson County Library Boardroom, at 200 E. 8th Avenue, Pine Bluff, Arkansas, until 2:00 PM, Tuesday, December 6th, 2019, at which time bids will be publicly opened and read aloud.

Envelopes containing Bids, Bid Bonds, etc., should be sealed and addressed as follows:

Pine Bluff Jefferson County Library System
c/o Bobbie Morgan
200 E. 8th Avenue
Pine Bluff, Arkansas 71601

3. PROJECT APPROACH AND SCOPE OF SERVICES

- a. Discuss the Contractor's understanding of the project, and any suggestions or special concerns that the Pine Bluff/Jefferson Co. Library and the contractor should address for a successful project.
- b. Provide a narrative rendition of the technical and management approach proposed for this project.
- c. Provide a detailed Scope of Work of all tasks to be completed.
- d. Provide List of Equipment Proposed. Provided Warranties for Listed Equipment.
- e. Provide list of labor provided.

4. PROJECT TEAM - Identify, and provide resumes of, each key consultant team member to be assigned to this project. Resumes should include key technical training and experience.

Identify those services, if applicable, that will be outsourced to a sub-consultant. Describe the sub-consultants experience in completing similar projects. The prime Consultant will be responsible for verifying the qualifications and validity of all licenses, permits and quality of work for any outsourced work to sub-consultants. EXPERIENCE - Provide three (3) similar projects which your firm has completed within the last 5 years. Projects currently being performed may be submitted for consideration. Project information should include a brief project description, agency or client name, the year of project completion, and the project cost.

5. REFERENCES - The Consultant shall provide a minimum of three (3) references for similar projects for the prime firm. At least one reference must be from the projects listed in Item 4,

EXPERIENCE. At a minimum, each reference must include the client's name and location, number of projects completed for the client, client contact name and phone number.

6. CONFLICTS OF INTEREST – Provide a statement which discloses any past, ongoing, or potential conflicts of interest, which the consultant may have as a result of performing the work for this project.

RIGHT TO REJECT PROPOSALS

The Pine Bluff/Jefferson Co. Library System reserves the right to delay the project or reject any or all proposals submitted, and no representation is made hereby that any contract will be awarded pursuant to this RFP or otherwise.

The Pine Bluff/Jefferson Co. Library System reserves the right to extend the due date for the proposal, accept or reject any or all proposals received as a result of this request, negotiate with any qualified consultant, accept or award any combination of the tasks to multiple consultants based on their competencies and capacities, or cancel this RFP in part or in its entirety.

LATE, MODIFIED, OR WITHDRAWN PROPOSAL

Any Proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made; and it was sent by mail, and it is determined by the Pine Bluff/Jefferson Co. Library System that the late receipt was due solely to mishandling by Pine Bluff/Jefferson Co. Library System after receipt at the Pine Bluff/Jefferson Co. Library System; or it is the only Proposal receive