



JEFFERSON COUNTY PURCHASING DEPARTMENT
Deborah L. Clark, Purchasing Agent

1149 Pearl Street, Beaumont, TX 77701 409-835-8593 Fax 409-835-8456

August 3, 2010

Request for Quote

Dear Vendors:

You are invited to submit quotes in accordance with the attached specifications for RFQ 10-037/KJS, Photocopiers for Jefferson County. All quotes must be received by August 30, 2010 at 11:00 AM CST.

Quotes may be mailed to:

Jefferson County
Deborah L. Clark, Purchasing Agent
1149 Pearl Street, First Floor
Beaumont, Texas 77701

Quotes may also be e-mailed to Karen J. Smith, MBA, Assistant Purchasing Agent at ksmith@co.jefferson.tx.us.

Respondent must be an authorized user of an approved cooperative purchasing program or state contract pricing with the Comptroller Office for the State of Texas.

Any questions relating to these requirements should be directed to Deborah Clark at 409-835-8593 or syphrett@co.jefferson.tx.us.

Your consideration of this RFQ is appreciated.

Sincerely,

A handwritten signature in black ink that reads "Deborah Clark". The signature is written over a faint, circular watermark or seal that is partially visible in the background.

Deborah L. Clark
Purchasing Agent
Jefferson County, Texas

GENERAL TERMS AND CONDITIONS OF BIDDING AND TERMS OF CONTRACT

By execution of this document, the vendor accepts all general and special conditions of the contract as outlined below and in the specifications and plans.

QUOTES

Quotes

All quotes must be submitted on the bid form furnished in this package. Quotes may be mailed to:

Jefferson County
Deborah L. Clark, Purchasing Agent
1149 Pearl Street, First Floor
Beaumont, Texas 77701

Quotes may also be e-mailed to Karen J. Smith, MBA, Assistant Purchasing Agent at ksmith@co.jefferson.tx.us.

Contract Term

The term of the contract shall be for Sixty (60) months from the date of award in Commissioner's Court.

Authorized Signatures

The quote must be executed personally by the vendor, duly authorized partner of the partnership, or duly authorized officer of the corporation. If executed by an agent, a power of attorney or other evidence of authority to act on behalf of the vendor shall accompany the quote to become a valid bid.

Late Quotes

Quotes must be in the office of the Jefferson County Purchasing Agent on or before August 30, 2010 at 11:00 AM CST. Quotes received after the submission deadline shall be rejected as non-responsive.

Amounts

Quotes shall show net prices, extensions where applicable and net total. In case of conflict between unit price and extension, the unit price will govern. Any ambiguity in the quote as a result of omission, error, unintelligible or illegible wording shall be interpreted in the favor of Jefferson County.

Exceptions and/or Substitutions

All quotes meeting the intent of the specifications and plans will be considered for award. Vendors taking exception to the specifications and plans, or quoting substitutions, shall state these exceptions in the section provided

Alternates

The Request for Quote and/or specifications may expressly allow vendors to submit an alternate quote. Presence of an alternate quote shall not be considered an indication of non-responsiveness.

Descriptions

Unless otherwise specified, any reference to make, manufacturer and/or model used in the specifications is **merely descriptive and not restrictive**, and is used only to indicate type, style, or quality of material desired.

Alterations

Quotes cannot be altered or amended after submission deadline. Any interlineations, alterations, or erasures made before opening time must be initialed by the signer of the quote, guaranteeing authenticity.

Tax Exempt Status

Jefferson County is exempt from federal excise tax and state sales tax. Unless the pricing sheet or specifications specifically indicate otherwise, the price must be net, exclusive of above-mentioned taxes and will be so construed. Therefore, the quote price shall not include taxes.

Quantities

Quantities indicated are estimated quantities only and are not a commitment to buy. Approximate usage does not constitute an order, but only implies the probable quantity that will be used. Commodities will be ordered on an as-needed basis. Quote is responsible for accurate final counts.

Award

Award of contract shall be made to the most responsible, responsive quote, whose quote is determined to be the best value, taking into consideration the relative importance of price. Jefferson County reserves the right to be the sole judge as to whether items bid will serve the purpose intended. Jefferson County reserves the right to accept or reject in part or in whole any quote submitted, and to waive any technicalities or informalities for the best interest of the County. Jefferson County reserves the right to award based upon individual line items, sections or total quote.

Silence of Specifications for Complete Units

All materials, equipment and/or parts that will become a portion of the completed work, including items not specifically stated herein but, necessary to render the service(s) complete and operational per the specifications, are to be included in the price. Vendor may be required to furnish evidence that the service, as quoted, will meet or exceed these requirements.

Addenda

Any interpretations, corrections or changes to the specifications and plans will be made by addenda no later than forty-eight (48) hours prior to the bid opening. Addenda will be distributed to all known recipients of RFQ documents; however Vendors

will be responsible for checking the Jefferson County web site <http://www.co.jefferson.tx.us/Purchasing/main.htm> for posted addenda prior to submitting their quote. Vendors shall acknowledge receipt of all addenda with submission of quote.

General Bid Bond/Surety Requirements

Failure to furnish bid bond/surety, if requested, will result in quote being declared non-responsive. Non-responsive quotes will not be considered for award.

General Insurance Requirements

Failure to furnish Affidavit of Insurance, if required in these specifications, will result in quote being declared non-responsive. Non-responsive quotes will not be considered for award.

Responsiveness

A responsive quote shall substantially conform to the requirements of this RFQ and/or specifications contained herein. Vendors who substitute any other terms, conditions, specifications and/or requirements or who qualify their quotes in such a manner as to nullify or limit their liability to the contracting entity shall have their quotes deemed non-responsive. Also, quotes containing any clause that would limit contracting authority shall be considered non-responsive. Examples of non-responsive quotes include but shall not be limited to: a) quotes that fail to conform to required delivery schedules as set forth in the bid request; b) quotes with prices qualified in such a manner that the price cannot be determined, such as with vague wording that may include "price in effect at the time of delivery," and c) quotes made contingent upon award of other quotes currently under consideration.

Responsible Standing of Bidder

To be considered for award, quote must at least: have the ability to obtain adequate financial resources, be able to comply with required or proposed delivery/completion schedule, have a satisfactory record of performance; have a satisfactory record of integrity and ethics, and be otherwise qualified and eligible to receive award.

Proprietary Data

Quote may, by written request, indicate as confidential any portion(s) of a quote that contain proprietary information, including manufacturing and/or design processes exclusive to the vendor. Jefferson County will protect from public disclosure such portions of a quote, unless directed otherwise by legal authority, including existing Open Records Acts.

Public Opening

Quotes are invited to be present at the opening of bids. After the official opening of quotes, a period of not less than one week is necessary to evaluate quotes. The amount of time necessary for evaluation may vary and is determined solely by the County. Following the evaluation, all quotes submitted are available for public review.

PERFORMANCE

Design, Strength, and Quality

Design, strength, and quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practices. The apparent silence of specifications and/or plans as to any detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications and/or plans shall be made on the basis of this statement.

Age and Manufacture

All tangible goods being bid must be new and unused, unless otherwise specified, in first-class condition, of current manufacture, and furnished ready to use. All items not specifically mentioned that are required for a complete unit shall be furnished.

Delivery Location

All deliveries will be made to the address(es) specified on the purchase order during normal working hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, unless otherwise authorized by the Purchasing Agent or designee.

Delivery Schedule

Delivery time may be an important consideration in the evaluation of best value. The maximum number of days necessary for delivery ARO shall be stated in the space, if provided, on the bid form.

Delivery Charges

All delivery and freight charges, F.O.B. destination shown on Jefferson County purchase order, as necessary to perform contract are to be included in the bid price.

Installation Charges

All charges for assembly, installation and set-up shall be included in the price. Unless otherwise stated, assembly, installation and set-up will be required.

Operating Instructions and Training

Clear and concise operating instructions and descriptive literature will be provided in English, if requested. On-site detailed training in the safe and efficient use and general maintenance of item(s) purchased shall be provided as needed at the request of Jefferson County. Instructions and training shall be at no additional cost to the County.

Storage

Bidder agrees to provide storage of custom ordered materials, if requested, for up to thirty (30) calendar days.

Compliance with Federal, State, County, and Local Laws

Quotes must comply with all federal, state, county and local laws, including, but not limited to, all applicable standard safety, emission, and noise control requirements. Any vehicles or equipment shall contain all standard safety, emission, and noise control requirements required for the types and sizes of equipment at the time of their manufacture. The con-

tractor agrees, during the performance of work or service, to comply with all applicable codes and ordinances of Jefferson County or the State of Texas as they may apply, as these laws may now read, or as they may hereafter be changed or amended.

OSHA

The quote will certify all equipment complies with all regulations and conditions stipulated under the Williams-Steiger Occupational Safety and Health Act of 1971, as amended. The successful bidder will further certify that all items furnished under this project will conform and comply with federal and State of Texas OSHA standards. The successful quote will agree to indemnify and hold harmless Jefferson County for any and all damages that may be assessed against the County.

Patents and Copyrights

The successful vendor agrees to protect the County from claims involving infringements of patents and/or copyrights.

Samples, Demonstrations and Testing

At Jefferson County's request and direction, quote shall provide product samples and/or testing of items quoted to ensure compliance with specifications. Samples, demonstrations and/or testing may be requested at any point prior to or following award. Samples, demonstrations and/or testing may be requested upon delivery and/or any point during the term of resulting contract. All samples (including return thereof), demonstrations, and/or testing shall be at the expense of the quote.

Acceptability

All articles enumerated in the RFQ shall be subject to inspection by an officer designated for that purpose by Jefferson County. If found inferior to the quality called for, or not equal in value to the specifications, deficient in workmanship or otherwise, this fact shall be certified to the Purchasing Agent, who shall have the right to reject the whole or any part of the same. Items and/or work determined to be contrary to specifications must be replaced at the vendor's expense. Inferior items not retrieved by the vendor within thirty (30) calendar days or an otherwise agreed upon time, shall become the property of the County. If disposal of such items warrants an expense, an amount equal to the disposal expense will be deducted from amounts payable to the vendor.

PURCHASE ORDERS AND PAYMENT

Purchase Orders

A purchase order(s) shall be generated by the Jefferson County Purchasing Agent to the successful vendor. The purchase order number must appear on all itemized invoices and packing slips. The County will not be held responsible for any work orders placed and/or performed without a valid current purchase order number. Payment will be made for all services rendered and accepted by the contract administrator for which a valid invoice has been received.

Invoices

All invoices shall reference the Purchase Order number. Invoices shall reference the bid item number or a detailed description for each item invoiced. If an item purchased and itemized on the invoice does not correspond to an item in any of the categories awarded to the vendor, invoice shall reference the item as "N/C" to indicate that it is a non-contract item. This requirement is to assist the County in verifying contract pricing on all invoices. Payment will be made under terms of net thirty (30) days unless otherwise agreed upon by seller and the purchasing department.

Funding

Jefferson County is operated and funded on an October 1 to September 30 basis; accordingly, the County reserves the right to terminate, without liability to the County, any contract for which funding is not available.

Should Jefferson County experience a change in circumstance due to the decision of its funding authority, such as downsizing, consolidation of departments or elimination of a program, Jefferson County reserves the right to cancel the lease of the equipment due to non appropriation of funds as specified in the previous paragraph,

CONTRACT

Contract Definition

The General Conditions of Bidding and Terms of Contract, Specifications, Plans, Bidding Forms, Addenda, and any other documents made a part of this RFQ shall constitute the complete quote. This quote, when duly accepted by Jefferson County, shall constitute a contract equally binding between the successful quote and Jefferson County.

Change Order

No different or additional terms will become part of this contract with the exception of a change order. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing and at the discretion and approval of Jefferson County. No change order will be binding unless signed by an authorized representative of the County and the vendor.

Price Redetermination

A price redetermination, with a cap of two (2) percent, may be considered by Jefferson County only at the twelve (12) month and twenty-four (24) month anniversary dates of the contract. All requests for price redetermination shall be in written form. Cause for such request, i.e., manufacturer's direct cost, postage rates, Railroad Commission rates, Federal/ State minimum wage law, Federal/State unemployment taxes, F.I.C.A, Insurance Coverage Rates, etc., shall be substantiated in writing by the source of the cost increase. The bidder's past experience of honoring contracts at the bid price will be an important consideration in the evaluation of the lowest and best bid. Jefferson County reserves the right to accept or reject any/all requests for price redetermination as it deems to be in the best interest of the County.

Termination for Default

Jefferson County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default of this contract. Jefferson County reserves the right to terminate the contract immediately in the event the vendor fails to perform to the terms of specifications or fails to comply with the terms of this contract. Breach of contract or default authorizes the County to award to another vendor, purchase elsewhere, and charge the full increase in cost and handling to the defaulting party.

Invalid, Illegal, or Unenforceable Provisions

In case any one or more of the provisions contained in the Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not effect any other provision thereof and this contract shall be considered as if such invalid, illegal, or unenforceable provision had never been contained herein.

Injuries or Damages Resulting from Negligence

Successful vendor shall defend, indemnify and save harmless Jefferson County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful vendor, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from award. Successful vendor shall pay any judgment with cost which may be obtained against Jefferson County growing out of such injury or damages.

Interest by Public Officials

No public official shall have interest in this contract, in accordance with Texas local government code.

Warranty

The successful vendor shall warrant that all materials utilized in the performance of this contract shall conform to the proposed specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title.

Uniform Commercial Code

The successful vendor and Jefferson County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

Venue

This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in the County of Jefferson, Texas.

Sale, Assignment, or Transfer of Contract

The successful vendor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of Jefferson County.

Silence of Specifications

The apparent silence of these specifications as to any detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

MINIMUM INSURANCE REQUIREMENTS

The contractor shall, at all times during the term of this contract, maintain insurance coverage with not less than the type and requirements shown below. Such insurance is to be provided at the sole cost of the contractor. These requirements do not establish limits of the contractor's liability.

All policies of insurance shall waive all rights of subrogation against the County, its officers, employees and agents.

Upon request, certified copies of original insurance policies shall be furnished to Jefferson County.

The County reserves the right to require additional insurance should it deem necessary.

Workers' Compensation (with Waiver of subrogation to Jefferson County) Employer's Liability, including all states, and other endorsements, if applicable to the Project.

Statutory, and Bodily Injury by Accident: \$100,000 each employee. Bodily Injury by Disease: \$500,000 policy limit \$100,000 each employee. Jefferson County shall be named as "additional insured" on workers' compensation policy.

Commercial General Liability Occurrence Form including, but not limited to, Premises and Operations, Products Liability Broad Form Property Damage, Contractual Liability, Personal and Advertising Injury Liability and where the exposure exists, coverage for watercraft, blasting collapse, and explosions, blowout, cratering and underground damage.

\$300,000 each occurrence Limit Bodily Injury and Property Damage Combined \$300,000 Products-Completed Operations Aggregate Limit \$500,000 Per Job Aggregate \$300,000 Personal and Advertising Injury Limit. Jefferson County shall be named as "additional insured" on commercial general liability policy.

Automobile Liability Coverage: \$300,000 Combined Liability Limits. Bodily Injury and Property Damage Combined. Jefferson County shall be named as "additional insured" on automobile policy.

GENERAL SPECIFICATIONS

Technical Profile

Jefferson County's technology infrastructure is based on Ethernet Local Area Networks (LANs) within 20-30 locations. These locations are currently interconnected via T1 connections. The County's standard desktop computer uses Windows XP to Windows 7. Servers run on Windows 2000, 2003 or 2008.

General Administration Requirements

These requirements apply to all copiers to be leased under any contract resulting from this RFQ. At a minimum, Vendor shall provide, within its cost-per-copy pricing structure, the following administrative services.

Needs Assessment

It shall be incumbent upon the Vendor to provide Jefferson County with the necessary information to make informed decisions regarding its document management options.

Inventory Reports

Vendor shall compile and maintain a database or spreadsheet tracking the equipment leased and maintained under any contract resulting from this RFQ. This database/spreadsheet shall be provided to the Purchasing Agent on a quarterly basis, preferably by e-mail. Information shall include, at a minimum, the following data on each machine:

- Site name.
- Manufacturer and model.
- Assembly, delivery, set-up and testing of all units leased/rented under the contract.
- Installation, deinstallation, reinstallation, and relocation of all units covered under the contract.
- Hardware and software upgrades of all units covered under the contract.

Power Requirements

All equipment quoted should be able to operate using each site's existing power supplies. It is incumbent upon the Vendor, when installing machines, to apprise sites of any and all site modifications required for them to facilitate equipment recommended by the Vendor.

Delivery, Removal, Relocation

Any equipment leased under any contract resulting from this RFQ shall be delivered and installed within thirty (30) working days from Vendor's receipt of Jefferson County's Notice to Proceed. Equipment leased under any contract that is relocated (moved from one site to another) at the request of Jefferson County shall be subject to charges quoted by the Vendor on the Pricing Form.

Supplies

Vendor shall deliver, with each new copier that is installed, a start-up kit containing three months' worth of supplies, at no charge. The required amount of supplies will be based upon the stated monthly copy volume of the designated machine. Deliveries shall be delivered to each individual building. Each site will contact the Vendor via phone or fax to

reorder supplies. Within five (5) days, Vendor will ship the requested amount, minimally a two-month supply (based upon the machine's average monthly copy volume) to each site at no charge.

Training

The successful Vendor shall provide on-site, on-going, on-request operator training from date of installation through the expiration of the contract period, at no charge.

Product Obsolescence

All equipment furnished under the contract must have an available supply of replacement parts guaranteed through the duration of the contract. Jefferson County reserves the right to accept a substitute based on its determination of comparability.

General Maintenance Requirements

These requirements apply to all copiers to be leased under any contract resulting from this RFQ. At a minimum, Vendor shall provide, within its cost-per-copy pricing structure, the following services.

Response Time

On-site response time shall be **no more than four (4) business hours**. Equipment shall be **in full operation within one (1) day (24 hours)**, excluding Saturday and Sunday. A loaner shall be provided, charging only the quoted cost-per-copy for the malfunctioning machine.

Service Requirements

Repair costs shall be borne by the Vendor as part of the contracted cost-per-copy and shall include, but are not limited to:

- All labor.
- All parts.
- All consumable supplies required for operation, excluding paper.
- All service calls.
- Preventative maintenance.
- Loaners.

Vendor shall maintain all contract equipment in accordance with manufacturer's specifications. Vendor shall use new standard parts. Replaced parts are the property of the Vendor on an exchange basis. All service technicians must be factory-trained by the equipment manufacturer. Vendor must implement and provide all factory engineering changes on leased equipment at no charge to Jefferson County. Vendor shall provide supplies needed between service intervals.

Vendor must provide proof of training from the manufacturer on all proposed equipment.

Service of Jefferson County-Owned Machines

Service of machines currently leased/ owned by Jefferson County that are not initially replaced according to the specifications of this RFQ, will remain with the current provider unless vendor can include this existing equipment in poled copies and provide authorized service.

Service Reports.

Quotes shall also include provision for quarterly service report to be provided to the Purchasing Agent. Reports shall include, at a minimum, the following data on each machine:

- Machine location and address.
- Manufacturer, model, and serial number.
- Usage volumes – monthly, average six month, and average twelve month.
- Total downtime for each month.
- Actual response time for each service call.
- Complete service call record for the last six service calls.
- Meter readings.

The Vendor shall be responsible for contacting the designated program administrator for taking meter readings each other, at each copier site, upon which a verbal or written/faxed reading will be relayed to the Contractor. Jefferson County shall be given a copy of these readings along with detailed service reports on each copier placed, on a monthly basis.

Invoicing

Invoices must be based on actual monthly meter readings, not estimated volumes. Billing shall be on or before the 15th of the month. All invoices are to be sent to:

Jefferson County Auditor’s Office
1149 Pearl Street, 7th Floor
Beaumont, TX 77701

It is required that the invoice be subtotaled by location to make internal charging convenient to Jefferson County.

Operational Support.

The vendor shall provide diagnostic tools for all units covered under the contract.

Background and Scope

Jefferson County is requesting qualified proposals for leasing ninety – five (95) digital photocopiers in accordance with the terms and conditions of this Request for Quote (RFQ). The copiers being replaced are currently leased by OCE North America since September 2005 and are located in various County offices and facilities as further detailed in Exhibit A & B. It is Jefferson County’s intent in this RFQ that Vendors address the copying needs serviced by the Print Shop, The Print Shop has an estimated volume of 175,000 per month. Vendors are invited to address those concerns in their quote. The County requests a pooled maintenance and supplies contract including an annual pooled copy allowance to be shared among all equipment subject to this lease. The Pooled Maintenance contract shall be apart and separate from the equipment lease and be subject to renegotiation after the initial period of six (6) months and annually thereafter. Pricing shall be shown as total monthly lease cost, total monthly maintenance cost, and a combined total monthly cost. Pooled Maintenance contract will include at a minimum 7, 8 00,000 images per year with excess or overage cost listed separate.

The County wishes to consolidate several machines to its network to function as a combination copier/scanner/printer machine in locations where multiple pieces of

equipment are not **efficient** for operation. Each vendor should conduct an assessment on efficiency of currently used machines with the idea of incorporating a multifunction machine where possible. Vendors should describe the connectivity requirements of the equipment being proposed including the print controllers, network protocol/s and software. *Each quote must reflect the bidder's solution based on their assessment of Jefferson County's copying and printing needs.*

Lease pricing shall be based on a \$1.00 Buyout option for each piece of equipment at the end of the original sixty (60) month term. The lease shall be a State and Local approved government lease with property taxes included. No Fair Market Value 10% buyout type leases will be accepted.

Termination of Contractor

Should the County experience a change in circumstance due to the decision of the County's funding authority such a as downsizing, consolidation of facilities, elimination of a program, or some other reason that will negate the need for the equipment, the County reserves the right to cancel the lease of the equipment. If this type cancellation becomes necessary, the County shall provide a minimum of 60-day advance written notice to the vendor. Any part of the lease may be cancelled for cause under any one of the following circumstances:

- The Vendor fails to make delivery of goods and or services as specified in the contract.
- The Vendor fails to perform any of the provisions of the contract.
- Equipment fails to per as represented by the vendor.

If cancellation should occur, the awarded vendor shall refunds, in full, any unused portion of the prepaid lease payment beginning on the effective date of the cancellation.

Point of Contact

Quote shall designate a person to contact for any information or questions pertaining to its quote. However, quote is hereby advised that this point of contact will not be recognized as, or accepted in lieu of, the "authorized signature" requirement of this RFQ.

Name: _____ Title: _____
Company: _____
Address: _____
Phone: _____ Fax: _____
E-Mail: _____

Interpretation

Any questions concerning the terms and conditions and technical specifications shall be directed in writing to the Jefferson County Purchasing Department. Inquiries shall reference the proposal opening date and number. Jefferson County Purchasing Department's point of contact is:

Deborah L. Clark, Purchasing Agent
Jefferson County Purchasing Department
1149 Pearl Street, First Floor
Beaumont, TX 77701
Phone: 409-835-8593
Fax: 409-835-8456
E-mail: syphrett@co.jefferson.tx.us

Items to be Submitted

Quotes shall submit one (1) original of the completed proposal document with submittal information as follows. Include a table of contents, page numbers, and marked or numbered tabs between the sections.

- Pricing sheet(s).
- References and qualifications.

Response Preparation/Submission Requirements

Although Vendors are encouraged to be creative with the format and content of responses within each section, Jefferson County asks that they address information in the following order, as succinctly as possible, to facilitate the evaluation and selection process, without omitting any information they feel is important in making their quote.

Vendors must review the requirements set forth in the Scope of Work, since specifications in that section may bear upon the information they are asked to provide.

Management Survey

Provide a management survey including, but not limited to:

- Overview of the quote and its benefits.
- Why the quoted solution is best suited to meet the needs of Jefferson County.
- Name, mailing address, phone number, fax number, and e-mail address of the person who is authorized to negotiate this contract and make decisions concerning the negotiations.
- Signature by an official who is authorized to represent the information provided.

Vendor Profile

Provide a vendor profile including, but not limited to:

- A brief description and history of your company.
- Number of years the company has been in business with the commodity quoted.

- Number of years the company has represented the products being quoted.
- Size of the company and number of installations of the brand quoted.
- Information demonstrating that the company has the technical or specialized expertise to assist Jefferson County in developing a comprehensive document management program, particularly in terms of multi-functional digital technology.
- Experience and qualifications on similar projects. Provide a minimum of three major account references from present customers, including company name, contact name, position or title, telephone number, fax number and/or e-mail address. Emphasize accounts comparable in size and scope to that of Jefferson County.
- Length of time servicing similar equipment in each account.

Certification

Provide certification information including, but not limited to:

- Certification from the manufacturer, executed by a corporate officer, stating that the Vendor is an authorized representative of the manufacturer. Manufacturer shall guarantee the availability of all components and parts for the contract period. Manufacturer shall guarantee a continuance of contract at the same pricing and terms and conditions if the vendor defaults. Manufacturer shall guarantee a continuance of maintenance by the manufacturer or authorized representative in the event that a chosen product/equipment distributor is deemed incapable of providing such maintenance.
- Where Vendor quotes multiple brands or represents more than one manufacturer, Jefferson County requires a statement from the respective manufacturer outlining the support that they will provide to the Vendor.

Quality Assurance Plan

Vendor shall propose a quality assurance plan detailing the methods by which it will guarantee ordering, delivering, and general supply of equipment, parts and supplies in a correct and timely manner. Include details of manufacturer's lead times and inventory with loaner provisions for supply of backordered equipment.

Subcontractors

Identify any and all subcontractors that will be used in the performance of this contract and discuss the capabilities, experience and portion of the work to be performed by the subcontractor(s).

Implementation

Describe proposed method of implementing the program, keeping in mind that approximately 18 machines are currently separate from the original OCE lease and are located at numerous sites as listed on Attachment B. These machines will expire at different times during the next 60 months and proposer must include a plan on how to integrate these machines into a new contract without extending the requested 60 month period.

Invoicing Options

Jefferson County requires a single invoice, subtotaled by location, issued monthly, for all machines included in the contract. Discuss how this invoice can be provided electronically.

Security

Describe proposed security for hard drives, access control, and additional security levels for users, groups networks, faxes and documents.

User Training

Describe proposed training approach, timing of training, and provisions for on-site, ongoing, and on-request training.

Maintenance

Describe proposed maintenance program. At a minimum, address the following:

- Available hours for placing service calls.
- Normal service hours.
- Emergency service hours (after-hours and weekends).
- How Vendor will meet the four-hour response time requirement and the operation timeline for any call on an inoperable machine.
- How Vendor will meet the twenty-four hour (excluding Saturday and Sunday) performance guarantee.
- Technicians' qualifications. Minimum 2 factory trained service technicians per model quoted.
- Must have local MIS Director on staff.
- Parts availability.
- Procedures for securing parts not normally stocked.
- Engineering changes.
- Process to be followed to secure consumable supplies.
- Preventative maintenance program.
- On-line support.

Proposed Lease/Rental Equipment

Based on the hardware requirements provided on the Equipment Proposal and Cost Quotation Form, discuss the capabilities of the products Vendor is quoting, with special emphasis on the following:

- Discuss the records-management capabilities of the equipment Vendor is quoting – its ability to provide for the submission of hard copy and electronic documents for printing and retrieval.
- Discuss the capabilities of the equipment Vendor is quoting to accept a secure access code (i.e., keyless entry/auditron).

- Provide a product data sheet (brochure and/or web site) for each machine presented for consideration.
- Identify the minimum number of service calls and service history requirements before Jefferson County may deem a piece of equipment a “lemon” and request a replacement of like for like.

Oral Presentations and Demonstration

At the conclusion of the initial evaluation phase, it is anticipated that two proposals will be selected for detailed review and evaluation. As part of this detailed review of proposals, the selected vendor may be required to make oral presentations of their proposals to the County. The County will request that the account representative conduct the majority of the presentation.

The oral presentations provide an opportunity for the vendors to clarify the proposals through mutual understanding. Additionally, selected vendors may also be required to provide demonstrations of each machine and its features.

Vendor Selection

In determining contract awards to vendors, the County may consider:

- The lease price.
- The reputation of the vendor and of the vendor’s goods and services.
- The quality of the vendor’s goods and services.
- The extent to which the goods or services meet the County’s needs.
- The vendor’s past relationship with the County.
- The impact on the ability of the County to comply with laws and rules relating to historically underutilized businesses.
- The total long-term cost to the district to acquire the vendor’s goods or services.
- Any other relevant factor specifically listed in the request for bids or proposals.

EQUIPMENT AND SERVICE SPECIFICATIONS

Equipment Specifications:

All proposed equipment must require the following features and accessories.

Category A: Low Volume Usage Minimum 35 CPM Monochrome

- Copy, network print, and network color scan capabilities.
- Minimum 80 GB Hard Drive with document filing capabilities.
- 1,000 sheet paper capacity with a 100 sheet intelligent bypass tray that has automatic paper sizing from automatic document feeder or platen glass.
- Staple finishing.
- Full color LCD touch screen control panel interface.
- PCL 5, PCL 6, and Postscript 3 network printing.
- Hard Drive security kits that encrypts document data in compliance with using the Advanced Encryption Standard (AES) and erases the temporary memory on the hard drive by overwriting the encrypted data up to seven times..
- USB scanning or printing.
- Reduction and enlargement capabilities.

Category B: Medium Volume Usage Minimum 45 CPM Monochrome

- Copy, network print, and network color scan capabilities.
- Ability to copy, print, and scan up to 11 x 17 sheet size.
- Minimum 80 GB Hard Drive with document filing capabilities.
- 1,000 sheet paper capacity with a 100 sheet intelligent bypass tray that has automatic paper sizing from automatic document feeder or platen glass.
- Staple finishing.
- Full color LCD touch screen control panel interface.
- PCL 5/PCL 6 network printing.
- Hard Drive security kits that encrypts document data in compliance with using the Advanced Encryption Standard (AES) and erases the temporary memory on the hard drive by overwriting the encrypted data up to seven times.
- USB scanning or printing.
- Reduction and enlargement capabilities.
- Minimum 500 users for accounting, secure network printing, and scan.

Category C: High Volume Usage Minimum 50 CPM

- Copy, network print, and network color scan capabilities.
- Ability to copy, print, and scan up to 11 x 17 sheet size.
- Minimum 80 GB Hard Drive with document filing capabilities.
- 2,000 sheet paper capacity with a 100 sheet intelligent bypass tray that has automatic paper sizing from automatic document feeder or platen glass.
- Staple finishing with hole punch capabilities.
- Full color LCD touch screen control panel interface.
- PCL 5/PCL 6 network printing.
- Hard Drive security kits that encrypts document data in compliance with using the Advanced Encryption Standard (AES) and erases the temporary memory on the hard drive by overwriting the encrypted data up to seven times.
- USB scanning or printing.
- Reduction and enlargement capabilities.
- Minimum 1,000 users for accounting, secure network printing, and scan.

Category D: Print Shop Minimum 110 CPM Monochrome

- Copy, network print, and network color scan capabilities.
- Ability to copy, print, and scan up to 12 x 18 sheet size.
- Ability to handle media up to 170 lb index.
- Minimum 80 GB Hard Drive with document filing capabilities.
- Automatic document feeder handling up to 250 originals with original size detection.
- Saddle Stitch finishing with hole punch capabilities.
- Staple finishing up to 100 sheets.
- Ability to insert pre-printed covers and inserts.
- Ability to automatically fold various pages to accommodate professional document distribution.
- 7,000 sheet paper capacity with a 500 sheet intelligent bypass.
- Full color LCD touch screen control panel interface.
- PCL 5/PCL 6, and Postscript 3 network printing.
- Hard Drive security kits that encrypts document data in compliance with using the Advanced Encryption Standard (AES) and erases the temporary memory on the hard drive by overwriting the encrypted data up to seven times.
- USB scanning or printing.

Energy Requirements

All copiers supplied will be U.L. approved and Energy Star compliant. Equipment shall be suitable for use with standard electric service. The County will be responsible for 120 volt nominal power only. If any special electrical requirements exist for the contractor's equipment, the coordination, special equipment, and costs to comply with said requirements will be the sole responsibility of the contractor.

New Equipment

All copiers shall be new and unused equipment that provides photocopies reliably and consistently of acceptable quality on standard paper normally used for photocopying purposes in office environments.

Supplies

All consumable supplies, except paper, shall be provided F.O.B. Destination. Consumable orders shall be delivered to end-users within five (5) business days after receipt of order. An initial supply of consumables shall be furnished upon delivery of leased equipment sufficient to last at least one (1) month. Information pertaining to the supply ordering process should be included in the proposal.

Accessories

All equipment add-ons or accessories required for a copier to function as requested in these specifications shall be included in the lease price. Stands or consoles shall be provided and included in the lease price. Equipment requiring electrical protection devices shall be quoted with the cost of such devices included in the lease price.

Maintenance and Service

The vendor shall provide preventive and remedial maintenance service during the County's normal working hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding County holidays. Preventive maintenance shall be performed in accordance with the manufacturer's specifications.

On-call remedial maintenance shall be provided on an as-needed basis as determined by the County. The vendor shall maintain an adequate inventory of spare parts so repairs can be made within the County's requirements. A service technician shall respond on-site within four (4) hours to urban locations and eight (8) hours in rural locations following a call for service. Repairs shall be completed within twenty-four (24) hours from the time of initial notification. When repairs cannot be completed within this time frame, a replacement copier with similar features and capabilities shall be provided to the location at no additional charge until the repairs can be made.

Each machine shall have a label or tab affixed with service contact information clearly displayed. Such label shall include at least the name of the contractor or service company and a phone number.

Repeated service calls for the same recurring problems will not be tolerated by the County. If the contractor's service technician fails to repair successfully a serious recurring problem for the third time, the equipment shall be replaced immediately with another unit in good working order of comparable capabilities.

Copy Allowance

The County desires an annual pooled copy allowance. Periodic meter readings should be taken and reported to the County in order to monitor actual copier usage. It is the contractor's responsibility to establish procedures for obtaining meter readings from each machine. Total Annual Pooled Copy Volume shall include 7,800,000 images (650,000 images per month). This contract may be renegotiated annually.

Capabilities

Each machine shall have the ability to copy, network print, and scan to desktop throughout the County's computer network. Additionally, all equipment bid in the 35 CPM category shall have the ability to add a fax upgrade at any time during the lease. Contractor shall provide scan software, including a single license for each machine. Scan software shall have OCR capabilities, Scan to Desktop, and Composition editing capabilities. Photocopies shall meet or exceed specifications as detailed in this RFQ.

Additional

In addition to all specifications listed above, all digital multi-tasking devices shall have the minimum ability to:

- Require no additional PC workstation to facilitate any scan or e-mail functionality.
- Scan new jobs while the device is network printing or copying without network interruption.
- Scan to desktop, e-mail, network repository, workflow applications.
- Provide for the storage of all network community e-mail addresses to reside at the device, retrievable and editable only by an authorized network administrator for updating and revision.
- Allow for direct communication and workflow integration with print shop job queues.
- Allow network users to access any County mail server(s) via authorized network login and password.
- At the multi-tasking unit, gain access to the walk-up user's mail account, personal sent-to lists, distribution lists, as well as the entire County e-mail directory via LDAP.
- Enable end users to easily replace consumable components including:
 - Toner
 - Staples
 - Paper
- Manufacturer of proposed equipment must be ISO 9001 Certified, to meet Independent Service Organization standards.

CLASSIFICATIONS – DIGITAL

Number of Machines

The total number of machines for each segment as reflected on the attached pricing sheet is as follows:

Classification	Min. Rated Speed (CPM) (Running Speed)	Quantity
A	35	65
B	45	20
C	50	9
D	110	1

QUOTE PRICING SHEET

LEASE/RENTAL OF COPIERS

Machines quoted must meet all related specifications listed on pages 17 and 18.

Classification A:

Make	Model	Quantity	Unit Lease Price	Extended Price

Classification B:

Make	Model	Quantity	Unit Lease Price	Extended Price

Classification C:

Make	Model	Quantity	Unit Lease Price	Extended Price

Classification D:

Make	Model	Quantity	Unit Lease Price	Extended Price

Maintenance Agreement: 7,800,000 annual copies:

Monthly Base Billing	Extended Annual Billing	Overage Rate

Bidder (Entity Name)

Signature

Street & Mailing Address

Print Name

City, State & Zip

Date Signed

Telephone Number

Fax Number

E-mail Address

VENDOR REFERENCES

Please list at least three (3) companies or governmental agencies (preferably a municipality) where the same or similar products and/or services as contained in this specification package were recently provided.

THIS FORM MUST BE RETURNED WITH YOUR BID.

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

Copiers for Jefferson County

Model	Location
OCE IM3520	Children's Court – 1 st Floor
OCE IM3520	Precinct 3
OCE IM3520	Juvenile Probation – 2 nd Floor
OCE VL3622	Commissioner Precinct 3
OCE IM3520	District Attorney – Subcourt
OCE VL3622	136 th District Court – Judge Shuffield
OCE VL3622	Room 205 – 2 nd Floor
OCE VL3622	Judge Ron Walker – 4 th Floor
OCE VL3622	Law Library – R. Vega
OCE VL3622	Constable Stevenson
OCE VL3622	JCCF/Book-in
OCE VL3622	Lieutenant's Office
OCE VL3622	Emergency Management, Suite 6
OCE VL3622	58 th District Court
OCE IM3520	Road & Bridge Precinct 1
OCE VL3622	Mail Room – Laverne Jones
OCE VL3622	Health & Welfare #2
OCE IM3520	Employee Health
OCE VL3622	Women's Center
OCE IM3520	Mosquito Control Division
OCE VL3622	Treasurer – Basement
OCE VL3622	Tax Office – Mid County
OCE VL3622	317 th District Court – Judge Thorne
OCE VL3622	Booking Area
OCE VL3622	Narcotics – Lft Blue Hangar
OCE VL3622	Jug Jones
OCE VL3622	Maintenance Dept
OCE VL3622	Dispute Resolution

Model	Location
OCE VL3622	Pre-Trial
OCE VL3622	Veterans Department
OCE VL3622	Family Law – 2 nd Floor
OCE VL3622	Judge Gist – Susan Beck
OCE VL4222	ID Forensics
OCE VL5022	Admin by Kitchen
OCE VL5022	Minnie Rogers Detention
OCE VL4222	Supervision Room 136
OCE VL4222	Engineering – 5 th Floor
OCE VL5022	District Attorney – 3 rd Floor
OCE VL4222	Tax Office – Subcourthouse
OCE VL4222	Justice Court Pct. 7
OCE VL5022	Admin. Office
OCE VL4222	Supervision
OCE VL4222	Adult Supervision
OCE VL4222	Tax Office – 1 st Floor
OCE VL4222	Tax Assessor
OCE VL4222	Supervision Room 111
OCE VL5022	District Clerk Record Management
OCE VL5022	Supervision Room 230
OCE VL5022	Auditor's Office – 7 th Floor
OCE VL5022	District Clerk Room 203
OCE IM3511	Commissary
OCE VL3622	Health & Welfare I
OCE VL3622	Constable Precinct 1
OCE VL3622	Juvenile
OCE VL3622	Tax Office
OCE VL3622	Purchasing
OCE VL3622	Risk Management – 2 nd Floor
OCE VL3622	In-take Director

Model	Location
OCE VL3622	Sheriff Dept.
OCE VL3622	MIS Dept – 6 th Floor
OCE VL3622	HR Annex Bldg 1
OCE VL3622	Victims Assistance Center
OCE IM3520	Maintenance Dept
OCE VL3622	60 th District Court
OCE VL3622	Health & Welfare I
OCE IM3520	Internal Affairs
OCE IM3520	Sheriff Dept
OCE VL3622	Judge Chesson
OCE IM3520	Tax Office – 1 st Floor
OCE VL3622	Accounting – Old Courthouse
OCE VL3622	Tax Office
OCE IM3520	Commissioner Domingue
OCE VL3622	Southeast Texas Regional Airport
OCE VL3622	Patrol – J. Eiselstein
OCE VL3622	Education – Vonette McBride
OCE IM3520	Health & Welfare II
OCE VL3622	Regional Crime Lab
OCE VL3622	Sheriff Dept.
OCE IM3520	Sheriff Dept.
OCE VL3622	Judge Vi McGinnis
OCE VL3622	Constable Precinct 1
OCE IM3520	Judge Gerson – Co Court #1
OCE IM3520	Sheriff Dept
OCE VL3622	Admin. House on Right
OCE VL3622	Veterans Services
OCE IM3520	Boot Camp – Alt. School
OCE IM3520	Adult Probation/Community Supervision
OCE VL3622	Judge Dollinger

Model	Location
OCE VL3622	Sheriff Dept
OCE VL3622	252 nd Criminal District Court
OCE VL3622	Tax Assessor – Marcus Jacque
Xerox Work Center Pro 65	District Attorney’s Office

Jefferson County Print Shop

Model	Location
OCE Commercial VP1105	Print Shop – Basement

Copiers for Jefferson County

Model	Location	Month (out of 60)	Meter Readings		
			Black	Color	Total
OCE IM3512	R&B #4 Serv. Ctr.	19			78820
OCE CM4520	Tax Office (Engineering)	38	17690	28606	46296
OCE IM3512	Auditor's – Scanner	27			79874
OCE VL3622	County Clerk	9			76030
OCE VL3622	County Clerk	9			98431
OCE VL3622	County Clerk	9			45427
OCE IM3512	Treasurer's Office	14			46496
OCE CM4520	Print Shop – Purchasing	42			346324
OCE VL5022	252nd District Court	10			78965
OCE IM3520	279th District Court	43			114006
OCE IM4511	Sheriff – Training Dept.	33			240896
OCE IM3512	County Court at Law #2&3	19			19372
OCE IM3511	Justice Court Pct. #8	33			90534
OCE IM2830	Juvenile Detention	44			229123
OCE IM2830	Constable Pct. #4	44			14061
OCE CM4520	Rogers Visitor Center	37			138579
OCE VL3622	Environmental Control	9			27267
OCE IM3512	Emergency Management	19			45725