

## SULLIVAN COUNTY, NH



### REQUEST FOR PROPOSALS FOR OFFICE MACHINES AND SUPPORT SERVICES

**PROPOSALS ARE DUE NO LATER THAN 12:00 NOON  
ON TUESDAY, MAY 1, 2018  
AND SHALL BE SEALED AND ADDRESSED TO:**

Board of Commissioners Office  
14 Main Street  
Newport NH 03773

Sullivan County seeks proposals for the lease or purchase of nine multi-functional office machines and support services. The equipment must be delivered to and installed in multiple locations, as noted on the following page.

**Interested parties must submit sealed proposals to Sullivan County Board of Commissioners Office no later than 12:00 noon on Tuesday, May 1, 2018.** Faxed or e-mailed proposals will not be accepted. Questions may be directed to the Board of Commissioners' Office at (603)863-2560 or [commissioners@sullivancountynh.gov](mailto:commissioners@sullivancountynh.gov). Sullivan County reserves the right to accept or reject any proposal.

- 1) Proposals must include at least two procurement options:
  - a. Purchase price for each machine.
  - b. FMV lease for a 48-month term for each machine with lease-end buyout options.
- 2) Leasing and service costs shall be presented separately.
- 3) Lease term shall be July 1, 2018 to June 30, 2022. Delivery and installation details are included in paragraph B of "PROPOSAL REQUIREMENTS" in this document.
- 4) Proposed service contract shall detail cost per copy or other method that covers all maintenance and supplies except paper and staples; pricing must be fixed for contract term.
- 5) Proposals must specify fees associated with returning equipment at end of lease.
- 6) Proposals must specify any applicable vendor or manufacturer's warranty.
- 7) Proposals must specify any products or services that are included in the proposed contract.
- 8) Proposal must include the packing, shipping to remove and return the existing eight machines to the leasing company. Sullivan County is responsible for return fees that will be incurred. Contact the County for more information.
- 9) Metering of copy counts shall be done annually with interim metering report due by May 15 of each year.

10) Usage reports indicating total copies by machine and type (i.e., B&W and color) shall be produced quarterly (at a minimum) and sent electronically to the Commissioners' Office.

11) Vendor shall provide a demonstration copier (if requested) and warranty information for the copiers to be installed to the County Commissioners Office for review and approval prior to installation.

**DESIRED EQUIPMENT:** Sullivan County seeks energy-star compliant, high quality, and high performance copiers with duplex, stapling, and hole-punching capabilities, color network scanning and network printing options, fax capability, and reliable service with little downtime. Proposed machines must be new, current production models, with certification from the manufacturer attesting to current production status (new is defined as newly assembled for first-time use with new components and wherein serial numbers, chassis, parts or any components have not been previously used; current production shall mean that the model is currently being manufactured and marketed to the commercial marketplace as brand new equipment).

The following table details machine location, average monthly usage, minimum copy speed, and desired functions. *Proposals shall clearly identify the machine by number and location and shall list the attributes below as well as any other qualities or options.*

	Copier Department/Location	Average monthly volume	Min. Speed (CPM)	Functions/Accessories
1	Sullivan County Health Care Business/HR Department Unity, NH (Ground Floor)	16,000 B&W 500 Color	50	4 Drawers, Fax, Floor Finisher w/ Stapler, Hole Punch, Single Pass Document Feeder, Color <sup>†</sup>
2	Sullivan County Health Care Nursing Department Unity, NH (First Floor)	17,000 B&W	50	4 Drawers, Fax, Floor Finisher w/ Stapler, Hole Punch, Single Pass Document Feeder, B&W
3	Sullivan County Facilities Sanders Building 1st. Floor Unity, NH	4,000 B&W 500 Color	35	4 Drawers, Fax, Floor Finisher w/ Stapler, Hole Punch, Single Pass Document Feeder, Color <sup>†</sup>
4	Sullivan County Corrections Administration Unity, NH	9,000 B&W	45	4 Drawers, Fax, Floor Finisher w/ Stapler, Hole Punch, Single Pass Document Feeder, B&W
5	Sullivan County Corrections Unity, NH	5,000 B&W	35	4 Drawers, Fax, Floor Finisher w/ Stapler, Hole Punch, Single Pass Document Feeder, B&W
6	Sullivan County Commissioners 14 Main St, 1 <sup>st</sup> floor Newport NH	12,000 B&W	45	4 Drawers, Fax, Floor Finisher w/ Stapler, Hole Punch, Single Pass Document Feeder, B&W
7	Sullivan County Attorney 14 Main St, 2 <sup>nd</sup> floor Newport NH	7,000 B&W 500 Color	50	4 Drawers, Fax, Floor Finisher W/ Stapler & Hole Punch, Single Pass, Envelope Drawer, External Stapler, Color <sup>†</sup>
8	Sullivan County Attorney 14 Main St, 2 <sup>nd</sup> floor Newport NH	7,000 B&W	35	4 Drawers, Fax, Floor Finisher w/ Stapler, Hole Punch, Single Pass Document Feeder, B&W

<sup>†</sup> Note: Each color printer requires restricted color usage controls for color printing capability.

**PROPOSAL REQUIREMENTS**

- A. Proposals must include the vendor's name, title, and contact information. The contact person shall have the authority to act on behalf of the vendor for all decisions that may be required to complete the terms and conditions of the contract.
- B. Proposals must include an implementation plan to include when the equipment will be delivered, installed, employee training and familiarization, and when regular services and/or maintenance will be conducted. The implementation window shall be June 18-29, 2018. Failure to complete installation during this period without written agreement by the County shall be cause for the County to cancel the contract.
- C. Vendors are responsible for all costs and expenses associated with the preparation and submission of a proposal.
- D. Proposals shall include at least three current, local references from counties, municipalities, or businesses of similar or larger size that the vendor has serviced for at least 3 years. References must include name, contact person, telephone number, and mailing address.
- E. The following factors will be considered in the award of the proposal, with priority to be determined solely by the County:
  - 1. Vendor Qualifications and References
  - 2. Compliance with Proposal Requirements
  - 3. Cost (equipment lease and service costs must be shown separately)
  - 4. Choice of Equipment
  - 5. Ability to Meet Project Schedule
  - 6. Insurance, Warranty, Exclusions and Limitations
  - 7. Location of Business
  - 8. Commitment to work with Sullivan County to address current and future needs with respect to covered equipment.

It is anticipated that the Board of Commissioners will award this project during a regular public business meeting scheduled for 3:00 PM on May 7, 2018 or thereafter.

*The County reserves the right to reject any and/or all proposals or part of a proposal, to waive any technicalities, informalities or irregularities, and to be the sole judge of the suitability of the proposals offered.*