

Buffalo County

Request for Proposal

Printer Program



4/1/2013

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1. Summary

Buffalo County is accepting proposals for a printer program. The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation process against which they will be judged.

2. Proposal Guidelines and Requirements

This is an open and competitive process.

Proposals received after 5:00 pm CST, Monday, April 22nd, 2013, will not be considered and will be returned unopened.

The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

If the execution of work to be performed by your company requires the hiring of sub-contractors you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. In your proposal please provide the name and address of the sub-contractor. Buffalo County will not refuse a proposal based upon the use of sub-contractors; however we retain the right to refuse the sub-contractors you have selected. Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

3. Contract Terms

Buffalo County will negotiate contract terms upon selection. All contracts are subject to review by Buffalo County legal counsel, and a proposal will be in effect upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

4. Timeline

The RFP is dated April 1st, 2013. Proposers may also request a copy be sent via email by contacting Cody Nelsen at cnelsen@buffalocounty.ne.gov.

Proposals are due no later than 5:00 pm CST, Monday, April 22nd, 2013.

Proposals will be evaluated immediately thereafter. During this time we may contact you with any questions we have about your proposal.

The name of the candidate firm who has been selected will be decided on or about May 28th, 2013.

Negotiations will begin immediately with the successful candidate.

All other candidates will be notified on or about May 28th, 2013.

Implementation of the contract will begin on a date negotiated by both parties.

5. Scope and Guidelines

Buffalo County would prefer the proposed printer program follow the guidelines as described below. However, if you wish to provide an alternate solution you may do so.

The scope of this project is to provide Buffalo County with a comprehensive printer program. Buffalo County will entertain proposals based on a lease, equipment rental, Buffalo County owned, etc. The program will include hardware, parts, labor, and supplies (except paper). Please see the enclosed spreadsheet for information on current printers. The spreadsheet is broken into four parts; Office Printers, Monochrome Personal Printers, Color Personal Printers, and Photo Printers.

The Office Printers section contains monochrome and color printers that are shared in an office.

The Monochrome Personal Printers section contains monochrome laser or inkjet printers that reside in peoples' offices. These printers have size constraints that may be cost prohibitive to be put on contract. If that is the case, Buffalo County will maintain these printers outside the scope of the contract.

The Color Personal Printers section contains color inkjet printers that reside in peoples' offices. These printers have size constraints that may be cost prohibitive to be put on contract. If that is the case, Buffalo County will maintain these printers outside the scope of the contract.

The Photo Printers section contains color inkjet photo printers that reside in the Assessor's office. These printers are specific to photo printing. They must be able to print on photo paper with good quality. Buffalo County will entertain a proposal to combine these photo printers with the other color printers in the office, if it works for the office and it is demonstrated that the proposed printer can print on photo paper. If it is not possible to put these on contract, Buffalo County will maintain these printers outside the scope of the contract.

The ideal contract would include all four of these sections, but we realize that this may not be possible.

In your proposal, please include a timeframe as to when all equipment will be in place and usable by Buffalo County.

In your proposal, please standardize on as few different models as possible so that we can reduce the need to carry multiple toner cartridges and reduce management of multiple models.

In your proposal, please state who owns the equipment, who pays insurance, and who pays property taxes.

Throughout the period of the contract, it may be deemed necessary by Buffalo County in agreement with the service provider to add printers due to high volume, construction, etc.; remove printers due to low volume, consolidation, etc.; or change printers in production due to change in volume, either higher or lower. Please state in your proposal how this will be handled.

The program will be priced on a per page basis or allowance with overages. Please provide a cost per page for monochrome and color if doing a cost per page program. Cost per page programs will be on a monthly basis. If doing an allowance program with overages, please provide number of pages included per month for both monochrome and color and how much overages will be on both. Since the county printing is cyclical, overages will be on a quarterly basis.

In the event that the contract would terminate prematurely or the duration of the contract expires, please indicate how the equipment will be handled; whether it will be the property of the program provider or Buffalo County property by means of a buyout, etc.

Due to the county's claim cycle, the county does not pay late fees and will be stated in the contract as such. Claims are paid once a month and checks go out the first Friday after the last board meeting or the last working day of the month. Board meetings are held on the second and fourth Tuesdays of the month. If you would like to be paid on time, invoices should be received by Buffalo County no later than the 10th of each month.

6. Qualifications

Provide current reference information for three former or current clients.

Briefly describe your firm's organizational capacity to provide a printer program (e.g. staff, equipment, office location, etc.).

How many full-time staff does your firm employ? Please include a copy of your firm's organizational chart.

Provide a company profile, length of time in business and core competencies.

Please explain your service level agreement (SLA) structure.

Provide a time frame for completion. The time frame for completion of the project will be evaluated.

7. Evaluation Criteria

The following criteria will form the basis upon which the Buffalo County will evaluate proposals. The mandatory criteria must be met and include:

An electronic copy of your proposal must be received no later than 5:00 pm CST, Monday, April 22nd, 2013. Your proposal must include a cost proposal as described above. All costs associated with the delivery of the project should be presented in a flat rate, fee for service format.

Deliver proposals to the attention of Cody Nelsen at cnelsen@buffalocounty.ne.gov.

Proposals that meet the mandatory requirements, as stated above, will be evaluated with the following criteria:

- Suitability of the Proposal – the proposed solution meets the needs and criteria set forth in the RFP.
- Expertise in recommending and communicating appropriate technical and aesthetic solutions as evidenced by the proposal and references.
- Candidate Experience – Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project.
- Value/Pricing Structure and Price Levels – The price is commensurate with the value offered by the proposer.
- Depth and Breadth of Staff – The candidate firm has appropriate staff to provide timely service to requests for service, supplies, parts, etc.
- Proposal Presentation – The information is presented in a clear, logical manner and is well organized.
- Timeframe – Equipment is installed and usable in a timely manner.

8. Format for Proposals

Please use the following as a guideline to format you proposal:

Title Page:

Buffalo County, Printer Program Proposal, your company name, address, web site address, telephone number, fax number, e-mail address and primary contact person.

Cover Letter:

Signed by the person or persons authorized to sign on behalf of the company.

Proposal:

Discuss your proposed solution, including the features, benefits and uniqueness of your solution. You should also touch on your ability to deliver the project in the timeframe.

Qualifications:

Provide the information requested in Section 6.

Budget and Fees:

List budgets as requested above.

Attachments:

Please include any attachments that may be relevant to the proposal.

	1/17/2013	1/17/2013	2/19/2013		2/19/2013		3/25/2013		3/25/2013	
Model Name	BW Page Count	Color Page Count	BW Page Count	BW Delta	Color Page Count	Color Delta	BW Page Count	BW Delta	Color Page Count	Color Delta
HP LaserJet 4100 Series	55098		55841	743			56947	1106		
HP LaserJet 4100 Series	11978		12622	644			13201	579		
HP LaserJet 4100 Series	53376		53662	286			54024	362		
HP LaserJet 4100 Series	98374		98587	213			98825	238		
HP LaserJet 2200	256567		256799	232			257036	237		
HP LaserJet 2100 Series	115912		117390	1478			119598	2208		
HP LaserJet 2100 Series	29570		31708	2138			33964	2256		
Xerox Phaser 6250DP	3500	6070	3678	178	6404	334	4152	474	6665	261
Xerox Phaser 6300DN	21182	22043	22646	1464	23035	992	23445	799	24080	1045
hp LaserJet 4300	59614		61673	2059			64400	2727		
Xerox Phaser 6250DP	31015	66572	31933	918	68128	1556	32148	215	69620	1492
HP LaserJet 2100 Series	96426		96986	560			97581	595		
Xerox ColorQube 8870	30759	72064	31069	310	75778	3714	31640	571	89970	14192
HP LaserJet 4000 Series	133339		134147	808			135174	1027		
HP LaserJet 4100 Series	98354		99507	1153			100716	1209		
HP LaserJet 4100 Series	308731		309407	676			310008	601		
HP LaserJet 4100 Series	185052		185942	890			187136	1194		
HP LaserJet 4000 Series	166775		168419	1644			169756	1337		
HP LaserJet 8100 Series	829408		832261	2853			833861	1600		
HP LaserJet 5000 Series	155409		156630	1221			158004	1374		
HP LaserJet 2100 Series	275676		276145	469			276648	503		
HP LaserJet 4000 Series	362134		364425	2291			366524	2099		
HP LaserJet 4050 Series	583275		588423	5148			593463	5040		
Xerox Phaser 6250DP	17886	4883	18640	754	5134	251	19790	1150	5371	237

Office Printers

Location	Model Name	Notes
Assessor	HP LaserJet 8100 Series	capacity, speed
Assessor	Xerox Phaser 6250DP	color
Assessor	Xerox ColorQube 8870	color
Count Attorney	HP LaserJet 4050 Series	envelope feeder, two trays
Count Attorney	Xerox Phaser 6250DP	color
Clerk	HP LaserJet 5000 Series	micr toner, 11x17
Child Support	hp LaserJet 4300	envelope feeder, duplex, 2 trays/capacity
District Court	HP LaserJet 4100 Series	envelope feeder, 2 trays
District Court	Xerox Phaser 6300DN	color
Election	Xerox Phaser 6250DP	switch to monochrome, no color
Jail Booking	Dell 2330dn	
Jail Booking Pit	HP Color LaserJet CP1518ni	color
Justice Center	HP LaserJet 4100 Series	quiet
Justice Center	HP LaserJet 4100 Series	quiet
Justice Center	HP LaserJet 4100 Series	quiet
Justice Center	HP LaserJet 4100 Series	quiet
Probation	HP LaserJet 2100 Series	needs parallel port
Register of Deeds	HP LaserJet 2100 Series	
Register of Deeds	HP LaserJet 2100 Series	
Register of Deeds	HP LaserJet 4000 Series	
Register of Deeds	HP LaserJet 4000 Series	
Treasurer	HP LaserJet 4100 Series	
Treasurer	Dell 1700	
Treasurer	HP LaserJet 2100 Series	
Treasurer	HP LaserJet 4000 Series	
Treasurer	HP LaserJet 4100 Series	

Monochrome Personal Printers

Location	Model Name	Notes
Count Attorney	HP LaserJet P1606dn	
District Court	Dell 1700	
District Court	HP LaserJet 2200	
Highway	HP LaserJet 4000 Series	
Jail Commander Office	HP LaserJet P1006	
Jail Sgt.'s Office	HP LaserJet P1006	
Register of Deeds	Dell 1700	
Treasurer	HP LaserJet 2100 Series	

Color Personal Printers

Location	Model Name	Notes
County Attorney	HP InkJet	
County Attorney	HP InkJet	
District Court	HP InkJet	

Photo Printers

Location	Model Name	Notes
Assessor	HP 5510	Prints only on 4x6 photo paper
Assessor	HP A620	Prints only on 4x6 photo paper
Assessor	HP B209a-m	Prints only on 4x6 photo paper