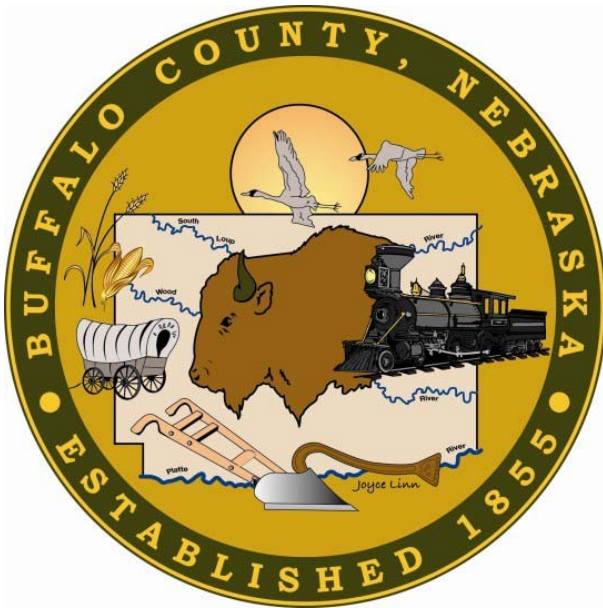


Buffalo County

Request for Proposal

Printer Program



04-12-2021

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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.

Sealed proposals received after 9:00 am CST, Tuesday, May 11th, 2021, 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 27th, 2021. Proposers may also request a copy be sent via email by contacting the Buffalo County Clerk's office.

Sealed proposals are due no later than 9:00 am CST, Tuesday, May 11th, 2021.

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 as early as May 11th but no later than May 25th, 2021.

Negotiations will begin immediately with the successful candidate.

All other candidates will be notified no later than May 25th, 2021.

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; MFPs (Multi-Function Printers), Monochrome Personal Printers, Color Personal Printers.

The MFPs 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 ideal contract would include all three 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:

A copy of your sealed proposal must be received no later than 9:00 am CST, Tuesday May 11th, 2021. 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.

A sealed copy of your proposal can be mailed to, or dropped off at the Buffalo County Clerk's office at 1512 Central Avenue, Kearney, NE 68847. Please reference Attn: County Printer Program.

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 your 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.

Multi-Function Printers

Location	Make	Current Model	NOTES
Assessor	KM	BIZHUB C287	Min. 55-60 pages per minute, color, with finishing unit.
Assessor	KM	BIZHUB C227	Can be removed with upgrade to front office machine.
Board Admin/Zoning	KM	BIZHUB C360i	Min. 36 pages per minute, color, with finishing unit.
Child Support	KM	BIZHUB 283	Min. 36 pages per minute, color, with finishing unit.
Clerk	KM	BIZHUB C360i	Min. 36 pages per minute, color, with finishing unit.
County Attorney	KM	BIZHUB 554E	Min. 36 pages per minute, color, with finishing unit.
County Attorney	KM	BIZHUB C287	Min. 55-60 pages per minute, color, with finishing unit.
County Court	KM	BIZHUB 363	Min. 36 pages per minute, color, with finishing unit.
County Court	KM	BIZHUB 283	Min. 36 pages per minute, color, with finishing unit.
County Court	KM	BIZHUB 4050	Min. 36 pages per minute, small form machine.
District Court	KM	BIZHUB 363	Min. 36 pages per minute, color, with finishing unit.
District Court	KM	BIZHUB C3351	Update with new color personal printer option.
District Court	KM	BIZHUB 283	Min. 36 pages per minute, with finishing unit.
Election	KM	BIZHUB C308	Min. 36 pages per minute, color, with finishing unit.
Emergency Management	KM	BIZHUB 227	Min. 36 pages per minute, with finishing unit.
Facilities Dept	KM	BIZHUB 283	Min. 36 pages per minute, color, with finishing unit.
Highway Department	KM	BIZHUB C287	Min. 36 pages per minute, color, with finishing unit.
IT Department	KM	BIZHUB 227	Min. 36 pages per minute.
Jail	KM	BIZHUB C3350	Min. 36 pages per minute, color, with finishing unit.
Jail	KM	BIZHUB 554E	Min. 55-60 pages per minute, with finishing unit.
Jail	KM	BIZHUB 4050	Min. 36 pages per minute, small form machine.
Justice Center	KM	BIZHUB 4050	Can be removed, will be replaced with monochrome printer.
Juvenile Diversion	KM	BIZHUB 223	Min. 36 pages per minute, color, with finishing unit.
Juvenile Probation	KM	BIZHUB 283	Min. 36 pages per minute, with finishing unit.
LEC	KM	BIZHUB 4050	Min. 36 pages per minute, small form machine.
LEC	KM	BIZHUB 283	Min. 36 pages per minute, with finishing unit.
Probation	KM	BIZHUB C368	Min. 55-60 pages per minute, color, with finishing unit.
Probation	KM	BIZHUB C227	Min. 36 pages per minute, color, with finishing unit.
Public Defenders	KM	BIZHUB 558E	Min. 55-60 pages per minute, color, with finishing unit.
Public Defenders	KM	BIZHUB C287	Min. 36 pages per minute, color.
Registrar of Deeds	KM	BIZHUB C308	Min. 55-60 pages per minute, color, with finishing unit.
Surveyor	KM	BIZHUB 223	Min. 36 pages per minute, small form machine.
Treasurer	KM	BIZHUB 223	Min. 36 pages per minute, color, with finishing unit.
UNL Extension Office	KM	BIZHUB C654E	Min. 55-60 pages per minute, color, with finishing unit.
Veteran Services	KM	BIZHUB 223	Min. 36 pages per minute, with finishing unit.
Weed Department	KM	BIZHUB C227	Min. 36 pages per minute, color.

Monochrome Personal Printers

Location	Make	Current Model	NOTES
Assessor	HP	LaserJet M602	Update with newer Monochrome Personal Printer option.
Child Support	HP	LaserJet M602	Update with newer Monochrome Personal Printer option.
Clerk	HP	Pro404dn	No changes
Clerk	HP	LaserJet M712dn	No changes
Clerk	HP	Pro404dn	No changes
Election	HP	Pro M401dn	No changes
Registrar of Deeds	HP	Pro M401dn	No changes
Registrar of Deeds	HP	Pro M401dn	No changes
Registrar of Deeds	HP	Pro M401dn	No changes
Registrar of Deeds	HP	Pro M401dn	No changes
Treasurer	HP	Pro M401dn	No changes
Treasurer	HP	Pro M401dn	No changes
Treasurer	HP	Pro M401dn	No changes
Treasurer	HP	Pro M401dn	No changes
Treasurer	HP	Pro M401dn	No changes
Treasurer	HP	Pro M401dn	No changes
County Attorney	HP	LaserJet M602	Update with newer Monochrome Personal Printer option.
County Attorney	HP	Pro404dn	No changes
County Attorney	HP	Pro M401dn	No changes
County Court	HP	Pro M401dn	No changes
District Court	HP	LaserJet M602	Will be removed with the replacement of MFP in this office.
District Court	HP	Pro404dn	No changes
District Court	HP	Pro404dn	No changes
District Court	HP	Pro M401dn	No changes
Highway Department	HP	Pro M401n	No changes
Jail	HP	Pro M401dn	No changes
Jail	HP	Pro404dn	No changes
Justice Center	HP	Pro M401dn	No changes
Justice Center	HP	Pro M401dn	No changes
Justice Center	HP	Pro M401dn	No changes
Justice Center	HP	Pro M401dn	No changes

Color Personal Printers

Location	Make	Current Model	NOTES
Assessor	HP	LaserJet CP4520	Update with new color personal printer option.
County Attorney	HP	LaserJet CP4520	Update with new color personal printer option.
County Boardroom	KM	BIZHUB C3100P	Update with new color personal printer option.
Registrar of Deeds	HP	LaserJet M451dn	Update with new color personal printer option.
Public Defenders	HP	M553dn	No changes
Public Defenders	HP	M553dn	No changes
Public Defenders	HP	M553dn	NEW Request no machine currently