

REQUEST FOR PROPOSALS

MANAGED PRINT AND COPIER SERVICES RFP # 2015-Copier_MFP

RFP RELEASED: 08/21/2015

TECHNICAL QUESTIONS DUE: 3:30 p.m. on 9/09/2015

PROPOSALS DUE: No later than 3:30 p.m. on 9/18/2015

SUBMIT PROPOSALS TO:

Imperial Community College District
ATTN: Omar Ramos, Online Services Architect
380 East Aten Road, Imperial, CA 92251
Phone: 760.355.6377 • Fax: 760.355.5774
Email: rfp@imperial.edu

All official responses from the college will be provided
in writing via the email address above or
via our Glip Discussion Area for this RFP.

TABLE OF CONTENTS

1.0 INSTRUCTION TO VENDORS.....4

1.1 NOTICE FOR INVITING PROPOSALS.....4

1.2 PURPOSE4

1.3 REJECTION OF PROPOSALS.....4

1.4 COOPERATING VENDORS.....4

1.5 RFP COMPLIANCE, FORMS, AND CERTIFICATES4

 1.5.1 ACKNOWLEDGEMENT OF INDEMNIFICATION & INSURANCE
 REQUIREMENTS4

 1.5.1.1 INSURANCE POLICY REQUIREMENTS.....5

 1.5.2 NON-COLLUSION AFFADAVITS.....5

 1.5.3 AFFIDAVIT OF CONFIDENTIALITY AND INDEMNIFICATION
 AGREEMENT5

 1.5.4 DIR COMPLIANCE5

1.6 CONFIDENTIALITY6

1.7 PROPOSAL FORMAT6

1.8 PROPOSAL SUBMISSION.....7

1.9 VENDOR CONDUCT.....7

1.10 QUESTIONS REGARDING THIS RFP7

1.11 CONTRACT DOCUMENT8

1.12 EVALUATION8

1.13 COST OF PROPOSAL DEVELOPMENT.....8

1.14 RFP INTERPRETATION AND ADDENDA.....8

1.15 AWARD8

1.16 INDEMNIFICATION9

1.17 NOTICE OF SUIT OR ACTION FILED.....9

1.18 PROHIBITED INTEREST9

1.19 FINAL CONTRACT.....9

1.20 TIMELINE10

2.0 DISTRICT PROFILE11

3.0 LEGAL SPECIFICATIONS11

4.0 PROJECT SPECIFICATIONS.....11

4.1 QUALIFICATIONS & EXPERIENCE11

4.2 SCOPE OF PROJECT.....11

4.2.1 GENERAL OVERVIEW.....11
4.2.2 SPECIFICATIONS12
4.2.3 PROPOSAL REQUIREMENTS.....17

APPENDICES:

APPENDIX A - REPROGRAPHICS COPIERS SUMMARY.....19
APPENDIX B - LIBRARY COPIERS SUMMARY22
APPENDIX C - DEPARTMENTAL COPIERS SUMMARY.....24
APPENDIX D - MFP DEVICES SUMMARY27
APPENDIX E - SERVER FAX SOFTWARE/DEVICES SUMMARY.....30
APPENDIX F - NEW COPIER NEEDS SUMMARY31
APPENDIX G - NON-COLLUSION AFFADAVIT32
APPENDIX H - VENDOR PROFILE & DESIGNATION OF NAME33
APPENDIX I - FINANCIAL STATEMENTS (To be supplied by CONTRACTOR)35
APPENDIX J - PROFESSIONAL SERVICES AGREEMENT (SAMPLE)35
APPENDIX K - LOCAL VENDOR DESIGNATION FORM.....41

1.0 INSTRUCTION TO VENDORS

This section will provide necessary information for vendors to qualify as legally “responsive” to this Request for Proposals (RFP). This section should be studied carefully before attempting to respond so that proposals are not rejected on a minor technicality that could have been avoided.

1.1 NOTICE FOR INVITING PROPOSALS

Notice is hereby given that Imperial Valley College (IVC) is issuing a Request for Proposal for a qualified contractor to provide the implementation/deployment of a managed print and copier services program that will be utilized district wide as summarized in the scope of work herein. IVC hereby invites you (VENDOR) to submit a Proposal according to the terms and procedures defined herein no later than 3:30 PM (PDT), Friday, 09/18/2015 directed to Omar Ramos, Online Services Architect, at 380 East Aten Road, Imperial, CA 92251.

1.2 PURPOSE

Imperial Valley College (IVC) is seeking proposals from qualified contractors who can provide a comprehensive print management and copier service program for IVC. IVC intends to contract with one qualified contractor to provide the following services: the purchase, lease, maintenance, and/or repairs of networked copiers; a networked copier usage and maintenance monitoring software program; an automated support and supply ordering program; a maximum response time and minimum machine down time guarantee; a flexible buy-out and transition program for existing copiers; fleet utilization reporting; a fleet asset management and replacement program; fleet reconfiguration services; and an integrated print management software program.

1.3 REJECTION OF PROPOSALS

IVC’s Governing Board reserves the right to reject any or all proposals or any part of each proposal; to waive any irregularity in any proposal and to determine which, in its sole judgment, best meets IVC’s needs to receive an award **after** successful contract negotiations. VENDOR may not withdraw its proposal for a period of **one hundred eighty (180) days** after the opening thereof.

1.4 SUBCONTRACTORS

If a subcontractor will be used by VENDOR to comply with any portions of this RFP, that fact must be stated in the proposal. The names of the subcontractors and their duties shall be specified in the proposal.

1.5 RFP COMPLIANCE, FORMS, AND CERTIFICATES

1.5.1 ACKNOWLEDGEMENT OF INDEMNIFICATION AND INSURANCE REQUIREMENTS

There are certain indemnifications and insurance provisions which must be included in the final agreement(s) with IVC. The VENDOR shall maintain Workers’ Compensation Insurance as required by statute and shall submit a certificate of such insurance with its proposal response. IVC requires the following levels of coverage:

- A. Commercial General Liability including personal injury and property damage in the amount of \$1,000,000;
- B. Employer’s Liability in the amount of \$1,000,000;

- C. Professional Liability in the amount of \$1,000,000;
- D. Automobile Liability, all automobiles, in the amount of \$300,000 for combined single limit.

1.5.1.1 INSURANCE POLICY REQUIREMENTS

The foregoing insurance coverage plans shall be primary and non-contributing with respect to any other insurance which may be maintained by IVC.

- A. All policies, except for Workers' Compensation and Employer's Liability and Professional Liability, shall be endorsed to include IVC as an additional insured and contain a Cross Liability or Severability Clause.
- B. The Workers' Compensation and Employer's Liability policies shall be endorsed to waive all rights of subrogation against IVC.
- C. IVC does not represent or warrant that the types or limits of insurance adequately protect VENDOR'S interest or sufficiently cover VENDOR'S liability. Failure by VENDOR to maintain the insurance coverage plans specified herein shall be considered a material breach of this Agreement.
- D. Prior to commencing work, VENDOR will furnish IVC with properly endorsed certificates of insurance acceptable to IVC which provide that the coverage will not be canceled or materially changed except upon thirty (30) days written notice to IVC. All certificates must be faxed or emailed, followed by a hard copy "wet ink" signed original in the mail to: Imperial Valley College, Attn: Omar Ramos, 380 East Aten Road, Imperial CA 92251.
- E. No payments will be made to VENDOR until current and complete certificate(s) of insurance are on file with Imperial Valley College.

1.5.2 NON-COLLUSION AFFIDAVITS

Affidavits are required to be completed by the VENDOR declaring that the proposal is in all respects fair and without collusion or fraud. Please see Appendix G.

1.5.3 AFFIDAVIT OF CONFIDENTIALITY AND INDEMNIFICATION AGREEMENT

Vendors may designate selected portions of their proposal as confidential, such as proprietary information not publicly disclosed about their products. However, if a claim to release the confidential portion is made under the California Public Records Act, IVC will notify the VENDOR of such a claim but will not defend the VENDOR's rights to privacy.

1.5.4 SB 854 DIR COMPLIANCE

Bidders are advised that this contract is a public work for purposes of the California Labor Code, which requires payment of prevailing wages. Wage rates can be obtained from the Director of the Department of Industrial Relations at <http://www.dir.ca.gov/OPRL/dprevagedetermination.htm>. As of March 1, 2015 all contractors bidding on a public works project must be registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. <http://www.dir.ca.gov/Public-Works.html>

1.6 CONFIDENTIALITY

The submitted proposals and Response Forms are public records subject to public disclosure pursuant to the provisions of the Public Records Act (Government Code Section 6250). IVC will notify the VENDOR of any public request for disclosure of such

documents.

1.7 PROPOSAL FORMAT

VENDOR shall use the forms and formats used in the appendices and described herein. The use of other forms may be cause for rejection of proposals. Every effort has been made to make the entry of this information as straightforward as possible, but in a format that can be fairly evaluated for inclusion in the RFP and in the order presented in this RFP. It is the intent of this RFP and the appendices to ascertain full and complete disclosure of all costs related to the successful implementation of the products and services requested. If there are additional costs or requirements which are not covered in the RFP and appendices it is the VENDOR's responsibility to present that information during the RFP Window (the time following RFP release and the date the RFP Responses are due). Failure to disclose any of these costs in the RFP Response may constitute disqualification. All proposals should be submitted in the following format to enable IVC to fairly evaluate and compare all proposals. Failure to follow this format may constitute disqualification from consideration.

Section 1.0 EXECUTIVE SUMMARY

Vendors are asked to outline briefly the entire scope of the proposal and key elements to which readers should pay particular attention.

Section 2.0 VENDOR PROFILE

Vendors may describe in narrative form the nature and history of their company, relationships with other vendors if proposing jointly, etc.

Section 3.0 LEGAL SPECIFICATIONS

Vendors may wish to clarify their responses on the legal specifications and their policies with respect to contract negotiations. A blanket rejection of all IVC Professional Services Agreement terms in lieu of VENDOR standard contract terms will deem VENDOR as non-responsive and may remove them from consideration.

Section 4.0 PROJECT SPECIFICATIONS

VENDOR shall outline and describe their products and services proposals following the scope and specifications enumerated in Section 4.0. Specific exceptions to IVC specifications should be described and justified here as well as any additional information the VENDOR feels relevant to their proposal. Paragraphs shall be numbered to follow the enumeration of Section 4.0 so as to provide the Evaluation Committee the ability to objectively score each proposal.

Appendices:

The only official response to this RFP is what is submitted on the RFP Response and the appendices included with this proposal. Ancillary and supplemental comments will be considered in the evaluation but cannot substitute or contradict responses put in the forms.

Appendix A – Reprographics Copiers Summary and Additional Information

Appendix B – Library Copiers Summary and Additional Information

Appendix C – Departmental Copiers Summary and Additional Information

Appendix D – MFP Devices Summary and Additional Information

Appendix E – Server Fax Software/Devices Summary and Additional Information

Appendix F – New Copier Needs Summary and Additional Information

Appendix G - Non-Collusion Affidavit

No additional directions necessary. This standard form is self-explanatory.

Appendix H - Vendor Profile Form & Designation of Names

This is the official signature page for the RFP Response and where pertinent information is identified.

Appendix I - Financial Statements

Please furnish financial information that accurately describes the financial stability of VENDOR.

Appendix J - Professional Services Agreement

Included in this appendix to the RFP is an example of all of IVC's required legal clauses. If an alternate is proposed, exact language must be included in VENDOR response.

Appendix K – Local Vendor Preference

Please fill out and include the local vendor preference form and include the necessary documents if your organization qualifies.

1.8 PROPOSAL SUBMISSION

Three (3) copies of the proposal in addition to an electronic copy, can be on a USB stick, CD or other format, of RFP Response are required. Proposal copies should be submitted in three-ring, loose-leaf binder form. All data shall be clearly and legibly written, preferably typewritten, except for signatures. Signatures must be made in the appropriate spaces in compliance with legal requirements. Changes or erasures must be initialed by the individual signing the proposal. All blank spaces provided must have entries.

Proposals must be received in **sealed envelopes or containers** clearly showing the VENDOR name, address and **Imperial Valley College, Managed Print and Copier Services RFP 2015-Print**. No proposals may be withdrawn after submission.

1.9 VENDOR CONDUCT

During the RFP Window (from release of this RFP to Final award), VENDOR is not permitted to contact any IVC employees or members of the Governing Board unless at the request of IVC's designated contact person found on the title page of this RFP or to fulfill pre-existing contractual obligations. No gratuities of any kind will be accepted, including meals, gifts, or trips. Violation of these conditions may constitute immediate disqualification.

1.10 QUESTIONS REGARDING THIS RFP

Any administrative or technical questions concerning the requirements presented in this

RFP must be directed to the following email address: rfp@imperial.edu or to our Glip Discussion Area. Technical questions must be submitted to rfp@imperial.edu or to our Glip Discussion Area no later than 3:30pm Wednesday, 09/09/2015. The Evaluation Committee will draft responses to be posted as Addenda.

1.11 CONTRACT DOCUMENT

Certain contract language acceptable to IVC covering all of the services specified in this RFP are detailed in Appendix J and Section 3.0 related thereto. No terms or conditions can be added or changed by vendors after the proposals are received by IVC. Attempts to change the terms or conditions specified after the proposals are received by IVC may cause a proposal to be rejected as non-responsive. Vendors may propose alternate and additional language to the terms provided, but are subject to negotiation and acceptance by IVC

1.12 EVALUATION

The IVC Evaluation Committee will review proposals and determine those that are responsive. The Evaluation Criteria include, but are not limited to, the following:

A. Responsive & Responsible

- a. Compliance with Required Forms, Certificates, and format,
- b. Completion of the RFP Response Forms,
- c. Acceptance of IVC's Professional Services Agreement or alternatives proposed;

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor for each package:

1. Vendor's cost, including unit prices, labor rates, travel/trip charges, etc. (30%)
2. Proposal preparation, thoroughness and responsiveness to this request for proposal. (10%)
3. Vendor's experience, overall installation, integration and maintenance capabilities based upon performance record and availability of sufficient high quality vendor personnel with the required skills and experience for the specific approach. (25%)
4. Client references and/or citations from prior installations where similar services have been provided for projects of similar size and scope. (5%)
5. The extent to which the vendor's proposed solution fulfills IVC's stated requirements as set out in this RFP. (30%)

In the event a single proposal is received, IVC may conduct a separate cost analysis of the proposal. Where it is not possible to obtain a valid cost analysis, it may be necessary for IVC to conduct an independent cost analysis of the proposal price.

1.13 COST OF PROPOSAL DEVELOPMENT

IVC disclaims any financial responsibility for, and VENDOR shall be solely responsible for, any costs incurred by the VENDOR in responding to this RFP, whether or not it is the successful VENDOR, including the costs for bonding, legal costs for any reason, visitation/travel expenses, reproduction, postage and mailing, and the like.

1.14 RFP INTERPRETATION AND ADDENDA

Any changes, clarifications, or other interpretations regarding this RFP will be sent by IVC to each VENDOR who has received or requested an RFP and in addition, will be posted on District's website. These Addenda will become part of the RFP and will be included by

reference in the Final contracts between the VENDOR(s) and IVC.

1.15 AWARD

As explained above, any award is subject to successful contract negotiations between IVC and the selected VENDOR. Selection as the Preferred Vendor is not an award and the process will be concluded with the execution of the final agreement(s) with the VENDOR concerned pursuant to Governing Board authorization.

The final Agreement(s) shall be signed by the successful VENDOR and returned, within ten (10) working days after the Agreement has been mailed or otherwise delivered to VENDOR. No Agreement shall be considered as in effect until it has been fully executed by all of the parties thereto. Failure to execute the Agreement within ten (10) working days after the Agreement has been mailed or otherwise delivered to the successful VENDOR shall be just cause for the cancellation of the award. Award may then be made to an alternative VENDOR (selected by the Loss Control Committee), or the proposal may be re-advertised as IVC may decide.

1.16 INDEMNIFICATION

VENDOR agrees to indemnify, defend and hold harmless IVC and its Governing Board, officers, employees, agents and volunteers from and against any and all liabilities, costs, penalties, fines, forfeitures, demands, claims, causes of action, suits, and costs and expenses related thereto (including reasonable attorney's fees) which any or all of them may thereafter suffer, incur, be responsible for or pay out as a result of bodily injuries (including death) to any person or damage to any property (public or private), alleged to be caused by or arising from: (a) the negligent acts, errors, or omissions of VENDOR or VENDOR's subcontractor, agents or employees; (b) any violations of federal, state, or local statutes or regulations arising out of or resulting from any negligent act, error or omission of VENDOR or its employees, agents, or subcontractors; (c) the use of any copyrighted materials or patented inventions; or (d) VENDOR breach of its warranties or obligations under this Agreement.

The rights and obligations created by this indemnification provision shall survive termination or expiration of this Agreement.

1.17 NOTICE OF SUIT OR ACTION FILED

The VENDOR shall give IVC immediate notice of any suit or action filed or prompt notice of any claim made against IVC arising out of the performance of this contract. The VENDOR shall furnish immediately to IVC copies of all pertinent papers received by the VENDOR. If the amount of the liability claimed exceeds the amount of insurance coverage, the VENDOR shall authorize representatives of IVC to collaborate with counsel for the insurance carrier, if any, in setting or defending such claim.

1.18 PROHIBITED INTEREST

No Board member, officer, or employee of the Imperial Valley College or of a local Public Body during his/her tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. If any such interest comes to the knowledge of any party at any time, a full and complete disclosure of all such information will be made in writing to the other parties, even if such interest would not be considered a conflict of interest under Article 4 of Chapter 1 of Division 4 of Title 1 (Sections 1090-1097) of the Government code of the State of California.

1.19 FINAL CONTRACT

The following documents are considered part of the final agreement, in order of precedence:

- A. The final agreement between IVC and the VENDOR(s);
- B. All schedules, implementation plans, service descriptions, and the like developed during the proposal evaluation phase for inclusion in the Final agreement;
- C. The VENDOR proposal in total, including all addenda and attachments;
- D. This RFP as originally released, with Appendixes, Exhibits, and any addenda released prior to proposal opening;
- E. RFP Response and any addenda released prior to proposal opening.

IVC may terminate any resulting Agreement(s) for convenience at any time by giving the VENDOR written notice thereof. Upon termination, IVC shall pay the VENDOR his allowable cost incurred to date of termination, and those costs deemed reasonably necessary by IVC to effect such termination. The effective date of termination shall be the date of Notice of Termination.

1.20 TIMELINE

The anticipated timeline, subject to change, for the complete process is as follows:

Event	Tentative Date
RFP Release – Response Window Opens	08/21/2015
Job Walk Imperial Valley College	09/04/2015
Technical Questions Due	09/09/2015
Proposals Due – Response Window Closes	09/18/2015
Vendor Presentations (45 min. max, Topic: Why go with your company as a vendor?)	09/23/2015
Proof of Concept (we reserve the right to conduct a Proof of Concept with our top 3 vendors during this period)	09/28/2015 – 10/09/2015
Preferred Vendor selected, contract negotiated and awarded	10/23/2015
Contract subject to Governing Board approval	11/18/2015
Work Commences (Fall Semester ends on 12/11/2015 and Winter Intersession Begins on 01/05/2015)	12/01/2015

2.0 DISTRICT PROFILE

Imperial Valley College moved to its' current location in 1952 after many years of using other schools sites. Imperial Valley College serves all of the County of Imperial and a portion of the Mexicali Valley. The District employs approximately 350 full-time permanent faculty and staff and approximately 140 part-time faculty, and have approximately 9,000 students enrolled in one or more courses during the 2014 Fall Semester.

3.0 LEGAL SPECIFICATIONS

IVC's Legal Specifications are contained in a sample contract template in Appendix G. This reflects the terms and conditions necessary to be included in the Final agreement(s) for the products and services specified herein. These specifications are to be used as the basis for the Final agreement(s) but are negotiable. The purpose will be to standardize the evaluation of the VENDOR agreements and to augment them where there are provisions required by IVC that are not included in the existing VENDOR agreements. IVC requires that each of these specifications be addressed in the Final agreement(s) in essentially the language provided or some acceptable substitute language. The inclusion of the VENDOR standard forms and/or boilerplate does not constitute a response to these Legal Specifications.

4.0 PROJECT SPECIFICATIONS

This section will provide necessary information regarding the services IVC shall expect outlined and described in a successful proposal. Services proposed in addition to the Scope of Project should be separately identified and quoted, and IVC shall consider these additional services optional. Prior to submitting a response it is recommended for the VENDOR to schedule a walk through the campus with no more than 2 representatives to be better able to gauge the scope of the job. Dates will be as follows: IVC 9/04/15 @ 9 AM for the Job Walk. Starts at 9 AM in Room 903 (Main IT Room).

4.1 QUALIFICATIONS & EXPERIENCE

This section should establish the ability of VENDOR to exceptionally perform the required work by reasons of demonstrated competence in the proposed services to be rendered, the nature and relevance of similar work currently being performed or recently completed, and competitive advantages over other firms in the same industry.

- A. Furnish background information including date of incorporation/founding, legal form, location of offices, principal line of business, number of employees, days/hours of operation and any other pertinent data.
- B. Describe most noteworthy qualifications for providing proposed services to be rendered. Specifically highlight those qualifications that provide a competitive advantage.
- C. Describe any significant developments in organization such as changes in ownership or personnel in the past five years.
- D. Describe any litigation pending against VENDOR.
- E. List, at minimum, three references to include the reference's firm, name, respective salutation, position title, mail address, phone number, fax number, and email.
- F. Identify Project Manager assigned to IVC account. Include a detailed resume of Project

Manager including description of qualifications, professional certifications, job functions, and office location.

- G. Identify the key personnel that would be assigned to IVC account. Include brief resumes of key personnel including description of individual qualifications, professional certifications, job functions, and office locations. Furnish an organizational chart for key personnel assigned to IVC account.

4.2 SCOPE OF PROJECT

4.2.1 GENERAL OVERVIEW:

Imperial Valley College (IVC) desires to develop a strong partnership with a copier and printer managed services provider that will assist in achieving the following objectives:

- Reduce IVC's total cost of ownership in regards to output fleet throughout IVC's Departments
- Add new features and capabilities to the output fleet now available with newer technology
- Improve customer service

Current Environment - Copiers

IVC currently has lease agreements with Xerox and Image Source for copiers and a service agreement to provide all consumables including toner, repair and parts as necessary (staples are not included). Basic troubleshooting can be done by the onsite Image Source technician, but most service calls are currently directed straight to Xerox for these larger devices. As of December 23, 2015, all of the lease agreements will have expired and copiers need to be replaced.

A list of these copiers including an estimated usage is provided in **Appendix A, B, and C**.

Current Environment – MFP Devices

IVC currently has lease agreements with Image Source for our MFP devices and a service agreement to provide all consumables including toner, repair and parts as necessary (staples are not included since these devices typically do not support stapling). Basic troubleshooting is done by the onsite Image Source technician. As of December 23, 2015, all of the lease agreements will have expired for these devices.

A list of these MFP devices including an estimated usage is provided in **Appendix D**.

New Copier Requirements

Appendix F contains information regarding 3 additional copiers not covered by devices we have under our current contract, but which we'd like to include in any further contracts that the college decides to pursue.

Server Fax Requirements

For the reasons detailed in **Appendix E**, we'd like to continue using the Cleo Stream product and/or replace it with a similar/better product to handle IVC's faxing needs in a secure manner.

Current Environment - Printers

The current printer pool consists of several different models and devices, with most being about 5 years old or older. IVC has mostly standardized on Xerox printers in the current contract, with a small number of older HP printers that were added to the service agreement. Toner replacement and printer maintenance is provided on an as needed basis by the onsite Image Source

technician. These devices are not included in the current RFP document (only the Copiers and MFP Devices are included in this RFP).

PROJECT DESCRIPTION:

IVC is looking for a service partner to provide and/or manage IVC's output fleet based on industry best practices with special emphasis on fleet optimization and decreased cost of ownership.

IVC has an immediate need to address the copiers that have expired leases or that have leases that are close to expiration as detailed in **Appendix A, B, & C**. Additionally, we have MFP devices that are also close to expiration as detailed in **Appendix D**.

IVC intends to replace copiers through a lease for multiple years with a service agreement to maintain the copiers. The proposal should include costs assigned to each model digital copier and calculations for a 5 year lease for comparison purposes. IVC is looking for a cost per copy agreement for both color and black/white units. In addition, lease terms may be proposed for a shorter period, buyout terms, trade-in or purchase options, etc.

IVC is requiring integration with the PaperCut print management solution to support our output fleet and mobile devices (the college has been using the solution since 2012). PaperCut Device Licenses should be included for all copier and larger MFP devices that support direct PaperCut device integration, along with Magtek readers for card swipe integration.

RFP Goals are; 1) optimize environment, 2) standardize on models and configuration, 3) Improve efficiency in resources and costs, 4) Improve customer support, 5) lessen environmental impact.

NOTE: That chosen vendor will pay for any additional PaperCut MF device licensing costs we will require as a part of this project (we are currently licensed 10 Boscop VCC Connections, 2 PC Paystations and 25 Xerox Embedded licenses, but these licenses may not be enough if we decide to go to a completely different vendor, and we don't want to have a lot of extra PaperCut costs sneak into the project and become an issue).

4.2.2. SPECIFICATIONS AND REQUIREMENTS

FEATURES:

- All proposed equipment must be "New" A3 spec and will not have been used since manufacture and shall be current models of modern technology in current production and not scheduled to retire within the next 24 months.
- Must be U.L. approved, ENERGY STAR® compliant ISO hard drive security standards complaint. Contractor is responsible for assisting IVC in maintaining confidentiality and security of documents and information that pass through Copier.
- Must be capable of 11"x17" Printing with duplexing and stapling also included.
- Able to use both PCL and postscript drivers and be capable to default to black and white and duplex printing for cost efficiencies. Must support manufacturers printing options and

will be set up and maintained by Technology Services Department. Vendor to provide up to date drivers to keep pace with changing technology.

- Will be capable of reporting potential issues, trigger re-ordering of supplies etc., via network connection, and vendor will provide proactive service based on this information as part of the managed services agreement.
- Print management should be capable of using Active Directory, user account control, and authentication for simplified release of documents.
- Online program management and reporting for IVC is requested for fleet specific and overview information, supplies ordering, usage, up-time, invoicing, etc.
- All copiers must have the ability to scan to desktops and email.
- Ability to scan to network folders, and workflow applications is a plus.
- Copiers and Printers will be able to produce clean, acceptable images using a minimum of 30% postconsumer waste recycled paper made for xerographic purposes.
- All services and merchandise must be Cal/OSHA compliant.
- Maintained, configured, and repaired by the vendor. Bidder shall be required to interact with IVC Technology Services Department to coordinate configurations and protocols.
- Self Service and Pay-for-Use options for Public facing machines (Library) locations. For our 3 Library copiers we currently have one Jamex to support non-student visitors, but regular students should be using the VCC Card Reader that ties into the copier and their PaperCut account.
- System must be capable of supporting card access (currently we only need magstripe support).
- Proposers will include in their response complete descriptive literature of equipment that Shows specifications of equipment offered. Literature may be submitted in the form of Brochures.
- Contains information on electrical and space requirements.
- Provides the dimensions of the copiers with and without optional features.
- Details measurements including their maximum widths, with finishers/sorters and paper cassettes attached.
- Proposers should outline which proposed equipment is National Information Assurance Partnership (NIAP) Certified Level 2 equipment.

WARRANTY:

Include a complete warranty statement for each equipment proposed.

EXPERIENCE OF THE MANUFACTURER, REFERENCES AND SERVICE DEALER:

All service providers must be officially authorized and trained by the manufacturer to

1. Sell and service the equipment offered.
2. Perform in and out of warranty repairs and preventive maintenance services for the existing printer fleet. Bidders must submit the manufacturer's certificate of authorization listing signed by the manufacturer's representative. References are also required as part of the evaluation.

REFERENCES:

Submittal shall include a list of three (3) references that bidder identifies as customers and projects worked with similar size and scope of service. The list must include complete contact information for each reference.

ENVIRONMENTAL SUSTAINABILITY:

During the term of this Agreement and any extension(s) of such term, Supplier agrees that its products will be compliant with the following environmental specifications:

Complies with the EPA ENERGY STAR® Program Requirements for Imaging Equipment (www.energystar.gov), and equipped with reasonable recovery time from ENERGY STAR® power management modes;

- Uses returnable, recyclable or remanufactured toner cartridges;
- Contains materials made with recycled content and is designed for remanufacturing and reuse of parts;
- Uses an organic photoreceptor (if not organic, it must not contain arsenic, cadmium, or selenium);
- Does not emit ozone, dust or styrene above EPA ENERGY STAR® Program Requirements.

COPIER CODES FOR DEPARTMENT USE:

Some IVC departments use codes to account for prints/ copies to operating departments. The college currently maintains these within PaperCut.

CUSTOMER SUPPORT SERVICES:

Certain offices of IVC operate twenty-four hours per day, seven days per week. Most offices operate Monday through Friday, 8:00 A.M. – 5:00 P.M. Copiers acquired as a result of this solicitation will be placed in various IVC offices which are located in various buildings throughout IVC. A few locations are multi-story buildings.

The successful proposer must provide ongoing telephone support regarding the use of the equipment to end-users' departments and the Technology Services Department. Successful bidder(s) shall provide contact person(s) names(s) and telephone number(s) for the telephone support, sales support, service support and field service technicians. Online portal for support and tutorial information is a bonus but does not substitute for telephone support.

EQUIPMENT UPTIME:

Each device provided by the successful bidder(s) shall be expected to perform the intended functions, to operate satisfactorily and to produce acceptable copy quality for a minimum of 96% of the available work time averaged over a consecutive three-month period. Preventative maintenance time shall not be included in the minimum.

Any device or feature that does not meet the 96% measurement for any three consecutive month periods shall be replaced with new. Such replacements will be at no-charge to IVC. This performance guarantee shall apply for the duration of the contract. Failure to meet the 96% uptime standard as required will cause IVC to take a service credit and withhold that amount from invoices owed the Bidder. The service credit shall be \$50.00 per hour for each hour below 96% uptime.

REMEDIAL AND PREVENTATIVE MAINTENANCE AND SUPPLIES:

Coverage offered in each instance, is to be a full service maintenance contract including all toner, developer, fuser, oil, drums, staples, repair parts, labor and preventative maintenance service. Bidder is not required to provide paper but may be included in the proposal. Bidder is responsible to remove and dispose of used supplies containers. Bidder must provide manufacturers' notices of discontinuing the production of any model furnished hereunder. The equipment will require preventative maintenance and repairs.

The contractor shall provide preventative and remedial maintenance service during IVC's normal business hours 8:00 A.M. through 5:00 P.M. except on IVC holidays to keep the equipment in good working order.

Preventative maintenance will be regularly scheduled and based on the specific needs of the equipment as determined by the manufacturer. This schedule should be provided to each department at the beginning of the lease. An annual review of contract will be part of preventative maintenance.

On Call remedial maintenance will be performed on an as needed basis as determined by IVC and/or determined by Copier diagnostics and "call-home" features.

An adequate inventory of spare parts must be kept by the proposer to be available for repairs necessary to keep the copiers operating. All maintenance will be performed by fully factory trained technicians. The successful bidder shall only use OEM replacement parts and authorized supplies in the equipment proposed. The successful bidder will be responsible to pickup and recycle depleted toner cartridges or supply pre-address, prepaid return labels for shipping. Please specify in your proposal, the rate for fees and charges of maintenance service should it be requested outside normal business hours to service equipment.

RESPONSE TIME:

The Maximum Standard Response Time (for a technician on site) allowed shall be 4 hours from the time of any initial call during regular District business hours.

REPAIR CREDIT:

Failure to respond as required will cause IVC to take a service credit and withhold that amount from invoices owed the Bidder. The service credit shall be \$50.00 per hour for each hour after the 4th hour.

IVC will require a per copy credit for all copies made during the course of repair testing and maintenance. The credit must appear as a separate line item on the invoices.

All repair technicians dispatched to repair IVC Copiers and Maintenance Service shall be fully aware of the conditions contained herein. Each qualified technician shall also be trained in Customer Service and Customer Relations.

LOANER:

If during a repair call it is determined that a copier cannot be repaired in place within the business needs of the department (24 to 72 hours), another copier of like size and features is to be supplied at no cost other than the contract service/maintenance per copy charge in effect at the time.

INSTALLATION, INSPECTION, AND ACCEPTANCE:

The successful bidder(s) will coordinate the installation phase with IVC staff. Upon installation, IVC shall operate the Copier for thirty (30) days. All functions must work in IVC's environment without difficulty or failure. The successful bidder(s) will be notified of any and every difficulty or failure. Should the Copier not perform in accordance with the requirements stated in this solicitation document to the satisfaction of IVC staff, the Copier must be removed at the bidder(s) expense and the contract may be terminated. Upon successful performance of the Copier during this thirty-(30) day period, the Copier will be accepted and the contract shall begin.

INVOICING:

Contractors shall prepare separate official invoices for each copier installation listing: a) Invoice date and number b) Purchase Order Contract Number c) Location, Make Model and Serial Number d) Number of copies invoiced e) Current and previous reading f) Date of meter reading. (if applicable) g) Line item identifying per copy credit for copies made during repair testing or maintenance h) Line item identifying response time service credits i) Monthly lease and maintenance payments will be billed separately for each campus location (currently just the main IVC Campus).

Note: Contractor shall also prepare a consolidated invoice for information and analysis.

USER TRAINING:

The successful bidder shall provide a minimum of (1) one-hour orientation and training for the end-user department staff on all aspects of machine operation, maintenance, and supply replenishment for each machine placed in service. These sessions will be held at IVC's specified locations. Additional training will also be available as needed at no cost to IVC.

PRICE ANALYSIS: The price analysis per device shall include but not be limited to cost per copy, lease price, all inclusive maintenance & supplies costs, warranty period, cost of excess copies beyond usage estimates. Upon successful selection of proposal IVC reserves the right to fine tune device models and locations as needed

REMOVAL AND SURRENDER OF THE EQUIPMENT:

At the end of the lease term or unless sooner terminated, IVC agrees to surrender the equipment. Bidder shall, at no cost to IVC, accept and remove equipment or provide for its removal. Failure to remove the equipment shall entitle IVC to remove the equipment and place it in storage at Bidder's expense and Bidder shall hold IVC free and harmless from any expense or damages of any kind occasioned thereby and arising there from.

"Evergreen clauses" in lease contracts are hereby rejected. Automatic extensions of the agreement will not be honored. A company representative must provide 60 days notice of all upcoming lease expirations. Expired leases will revert to a month-to-month services agreement.

Each copier may be relocated (after initial installation) one (1) time per year at no additional charge to IVC. Thereafter, if the same copier is relocated, it will be at the rate specified in the contract. Bidders shall include in their proposal the fixed price for additional copier relocations, if the contractor performs the move. This does not include copiers replaced or upgraded.

4.2.3 PROPOSAL REQUIREMENTS AND FORMAT

EXECUTIVE SUMMARY:

The proposal shall be concise, well organized, and demonstrate the responder's qualifications and experience applicable to the project, and understanding of the project. Include an overview of your proposal describing the highlights of the proposal.

IVC is looking to select a single contractor for the copier and printer managed services. However, IVC reserves the right to split the award of any contract to replace copiers, copier service, and/or copier and print management services. Bidders may submit proposals that include sub-contractor arrangements to perform certain aspects of the services (i.e. printer management services, etc.). IVC shall be the sole judge as to the successful proposer.

FIRM PROFILE AND EXPERIENCE:

Proposals will be evaluated based on the information submitted. Include a profile of the firm including firm history and structure; firm corporate office and local office locations; and profiles of at least three (3) representative projects that best demonstrate your qualifications and experience applicable to the services, your knowledge of the local environment, and your record of success as measured by client satisfaction.

The profiles on your representative projects shall identify the Client Contact Persons with telephone numbers, and services provided by the firm. Technicians may be subject to a brief background check.

PRICING INFORMATION:

Proposals submitted in response to this RFP shall be in the following order and shall include: See Appendix for worksheets

[1] Copier Replacement - Complete a separate Recommended Copier Responder Work Sheet for each copier you are recommending. Note the specific copier you are recommending to replace. IVC is looking for base model pricing with add-on optional features and costs noted. Note if a feature is standard, optional or not available; include additional pages if necessary.

[2] Copier and Printer Managed Services - Describe the methodology you intend to use to evaluate the current copier and printer program and describe any and all costs related to the program. Include a suggested work schedule. Fully describe the qualifications of your staff and your firm's demonstrated experience in effectively reducing copier and printer costs. Describe your firm's experience in copier and printer managed services.

RECYCLED CONTENT:

Submit a list of all items that are made of or have recycled content, or that can be recycled. Include the percentage of recycled content of each item. Describe fully in your proposal how you

will handle and recycle cartridges, toner, and recyclable parts.

END OF BID DOCUMENT

APPENDIX A

Imperial Valley College Reprographics Copiers Summary and Additional Information

Proposal should include replacing noted two Reprographics Copiers below and also providing right-sized suggestions for the 3 ColorQube units, including removing one completely (for the remaining two we'd like to have replaced with smaller color units, preferably the same model device decided for the Library, that way students would have the ability to roam to other locations to release their print jobs). **Total # of Devices here would be 4 (two main copiers in Repro, plus the two ColorQube replacements) + the requested cutting device we're requesting + PaperCut device integration + PaperCut magstripe integration.**

Currently, in our Reprographics Center on campus (Room 904), we have two copiers:

- Xerox 4112 (B&W, 110 ppm, 3-hole punch, stapling, bi-fold)
- Xerox DocuColor 252 (Color, 50-65 ppm, 3-hole punch, stapling, bi-fold)

In the attached Summary document extracted from PaperCut you can see that from July 1, 2012 – June 30, 2015 we have the following statistics:

Printer/Device	Grayscale Pages	Color Pages	Overall Monthly Volume (Pages/36 Months)
RG_4112 (Off the Glass)	1,758,067	N/A	48,835
RG_4112 (Print Jobs)	1,615,806	N/A	44,884
RG_DC252 (Off the Glass)	456,058	0	12,668
RG_DC252 (Print Jobs)	230,227	321,963	15,339

PaperCut Integration Info:

Printer/Device	Integration Method	Jamex Unit	Future Desired Integration Method
RG_4112	Directly at the device (we use the keypad to login)	No	Directly on the Device with magstripe reader included
RG_DC252	VCC Card Reader (via Foreign Interface Device connection)	No	Directly on the Device with magstripe reader included

We primarily use the 4112 as our workhorse black and white printer/copier for the jobs we receive from faculty throughout the year. Additionally, we make use of the basic bi-fold option we have available pretty often on both that machine and the DocuColor 252 to print out basic pamphlets or items such as our graduation ceremony programs.

Our goals for our next generation of equipment would be to improve the following areas:

- Improve speed (if possible).
- Increase paper capacity (paper does have to be refilled fairly often on the machines)

- Have integrated GBC Punch for our B&W copier (which would cut half the time for creating booklets on our end) and/or provide an integrated binding option (so we can create booklets directly from the machine itself)
- Have integrated bi-fold, and C/Z Folding

Additionally:

- We wanted to have a smaller desktop cutter system available so that we could easily cut down smaller jobs like business cards, post cards, etc. The key requirement for this cutter would be that it's easy to operate, fast, and reliable (currently we have to shuttle these jobs to the other side of campus where our larger cutter is located and do the work there). We would like to have a desktop cutter suitable for Business Card and postcard cutting included in our proposal (one recommended to us in the past has been the MBM BC 12 Business Card Cutter).
- It would be great to also have an additional, smaller desktop MFP unit that could be used for smaller jobs that sometimes need to be printed during a period where one of the bigger units is being used.
- Even though we're somewhat space limited in Reprographics currently with the two copiers we have, originally it was intended to have 3 copiers in the location. This is not required, but would be considered if included in the proposal as an option.

Other copiers Reprographics is responsible for:

Historically, Reprographics has also been responsible for 3 other copiers that are being used by students around campus:

- RG_CQ9201_1 - Xerox ColorQube 9201 located in CTE (Building 3100)
- RG_CQ9201_2 - Xerox ColorQube 9201 located in Counseling (Building 100)
- RG_CQ9201_3 - Xerox ColorQube 9201 located in Library (Building 1500)

Printer/Device	Grayscale Pages	Color Pages	Overall Monthly Volume (Pages/36 Months)
RG_CQ9201_1 (Off the Glass)	10,620	0	295
RG_CQ9201_1 (Print Jobs)	84	3,588	102
RG_CQ9201_2 (Off the Glass)	108,019	0	3,001
RG_CQ9201_2 (Print Jobs)	587	40,762	1,149
RG_CQ9201_3 (Off the Glass)	46,807	0	1,300
RG_CQ9201_3 (Print Jobs)	6,276	53,100	1,649

PaperCut Integration Info:

Printer/Device	Integration Method	Jamex Unit	Future Desired Integration Method

RG_CQ9201_1	VCC Card Reader (via Foreign Interface Device connection)	No	Directly on the Device with magstripe reader included
RG_CQ9201_2	VCC Card Reader (via Foreign Interface Device connection)	Yes (not functioning, power supply is bad)	Directly on the Device with magstripe reader included
RG_CQ9201_3	VCC Card Reader (via Foreign Interface Device connection)	No	Directly on the Device with magstripe reader included

The original goal with the ColorQubes was that they would provide a low-cost color printing option. However in practice we never really got the high utilization out of the devices that made them cost effective for us as you can see with the stats above.

Instead of placing bigger color units like the ColorQubes in the same locations, our goal would be to reduce the footprint of these considerably to smaller, less expensive machines that have a similar feature set as the ColorQube 9201.

Some additional information:

- The ColorQube in the CTE building is in a room that students should be able to access to come in and do printing, but it's not ideally setup currently and it might make sense to have a smaller unit here and provide a station where students can easily send a quick print job.
- The ColorQube in the Counseling building is mostly used to print quick 1-2 page jobs of forms that students need to fill out. Quick off-the-glass copies seem pretty common too, but the ColorQube is probably overkill for this location.
- The ColorQube in the Library probably could go away entirely if the other two copiers in the library (which are currently only able to print in B&W) are upgraded to color models.

APPENDIX B Imperial Valley College Library Copiers Summary and Additional Information

Proposal should include replacing noted two Library Copiers below (preferably with reliable color capable models with stapling to provide more flexibility/options for students). **Total # of Devices here would be 2 + the one Jamex unit + PaperCut device integration + PaperCut magstripe reader integration for both units.**

Currently, in our Library (Building 1500), we have two primary B&W copiers:

- Library_A – Xerox WorkCentre Pro 245 (B&W, 45 ppm)
- Library_B – Xerox WorkCentre Pro 245 (B&W, 45 ppm)

These machines are older units, but they have been a very reliable pair of machines for the Library.

Printer/Device	Grayscale Pages	Color Pages	Overall Monthly Volume (Pages/36 Months)
Library_A (Off the Glass)	32,925	N/A	915
Library_A (Print Jobs)	388,708	N/A	10,797
Library_B (Off the Glass)	54,438	N/A	1,512
Library_B (Print Jobs)	73,718	N/A	2,048

Students will normally print to the Global_Print_Queue on the PCs, and then they can go and release their job on either Library_A or Library_B. As you can see from the data above, students primarily choose Library_A because it is closer to the computers.

PaperCut Integration Info:

Printer/Device	Integration Method	Jamex Unit	Future Desired Integration Method
Library_A	VCC Card Reader (via Foreign Interface Device connection)	No	Directly on the Device with magstripe reader included
Library_B	VCC Card Reader (via Foreign Interface Device connection)	Yes	Directly on the Device with magstripe reader included

Ideally, on the new devices, it would be nice to include the following enhancements:

- Faster print speed
- Integrated color printing for Library_A and Library_B (this would allow us to remove the need for the third copier in the Library currently needed to do color printing, the RG_CQ9201_3)
- Stapling option (currently both devices above do not have a stapling option, which might be why they've been so reliable).

- Integrated PaperCut device integration (removing the need for the separate VCC Card Reader) plus magstripe reader integration so students can still swipe their ID cards if they want to login more quickly.
- Larger capacity paper trays (so Library staff don't have to fill them up as often).

APPENDIX C Imperial Valley College Departmental Copiers Summary and Additional Information

Proposal should include replacing noted 13 larger departmental copiers and the 9 WC4250 copiers listed below and should be right-sized for each of the locations (preferably with reliable color capable models with stapling to provide more flexibility/options for staff/faculty). **Total # of Devices here would be 13 larger departmental copiers + 9 mid-sized copiers + PaperCut device integration + PaperCut magstripe reader integration for all units.**

Currently, around campus we have a variety of larger copiers (some pre-dating our current contract).

In terms of copier models this is what we have at the moment under our current contract for our departments:

- Xerox WorkCentre 4250 (B&W, 45 ppm, 9 units + 1 that's not networked/tracked)
- Xerox WorkCentre 5735 (B&W, 35 ppm 6 units)
- Xerox WorkCentre 5765 (B&W, 65 ppm, 2 units)
- Xerox WorkCentre 7120 (Color, 20 ppm, 3 units)
- Xerox WorkCentre 7328 (Color, 28 ppm, 1 unit)
- Xerox WorkCentre 7346 (Color, 46 ppm, 1 unit)

Usage Summary Info (for all except the WorkCentre 4250 Models):

Printer/Device	Grayscale Pages	Color Pages	Overall Monthly Volume (Pages/36 Months)
AR_WC5765 (Off the Glass)	21,220	N/A	590
AR_WC5765 (Print Jobs)	2,798	N/A	78
AS_WC7346 (Off the Glass)	26,746	4,191	860
AS_WC7346 (Print Jobs)	36,336	15,482	1,439
BS_WC5765 (Off the Glass)	63,184	N/A	1,755
BS_WC5765 (Print Jobs)	39,669	N/A	1,102
BSS_WC7328 (Off the Glass)	92,881	8,178	2,807
BSS_WC7328 (Print Jobs)	10,871	9,322	561
COUN_WC5735 (Off the Glass)	27,179	N/A	755
COUN_WC5735 (Print Jobs)	4,190	N/A	116
DSPS_WC5735 (Off the Glass)	49,878	N/A	1,386
DSPS_WC5735 (Print Jobs)	9,235	N/A	257
ENG_WC5735 (Off the Glass)	314,146	N/A	8,726
ENG_WC5735 (Print Jobs)	152,703	N/A	4,242
HUM_WC5735 (Off the Glass)	69,523	N/A	1,931
HUM_WC5735 (Print Jobs)	2,521	N/A	70
IT_WC7120 (Off the Glass)	9,517	665	283
IT_WC7120 (Print Jobs)	17,161	5,758	637
NURS_WC5735 (Off the Glass)	209,569	N/A	5,821
NURS_WC5735 (Print Jobs)	39,513	N/A	1,098

POST_WC7120 (Off the Glass)	77,855	4,980	2,301
POST_WC7120 (Print Jobs)	30,217	20,156	1,399
PRES_WC7120 (Off the Glass)	41,436	6,676	1337
PRES_WC7120 (Print Jobs)	21,345	11,425	910
SME_WC5735 (Off the Glass)	317,188	N/A	8,811
SME_WC5735 (Print Jobs)	149,386	N/A	4,150

Usage Summary Info (for only the WorkCentre 4250 Models):

Printer/Device	Grayscale Pages	Overall Monthly Volume (Pages/36 Months)
Print Jobs:		
BD_WC4250 (Print Jobs)	1,014	28
EWD_4250 (Print Jobs)	1,647	46
FA_WC4250 (Print Jobs)	12,529	348
HR_WC4250 (Print Jobs)	71,335	1,982
INDTECH_WC4250 (Print Jobs)	564	16
MNT_WC4250 (Print Jobs)	2,951	82
SA_WC4250 (Print Jobs)	11,970	333
SSS_WC4250 (Print Jobs)	26,245	729
UB_WC4250 (Print Jobs)	2,882	80
Off the Glass Jobs:		Monthly Average (from last 12 months)
BD_WC4250 (Off the Glass)		2,412
EWD_4250 (Off the Glass)		1,672
FA_WC4250 (Off the Glass)		2,010
HR_WC4250 (Off the Glass)		7,271
INDTECH_WC4250 (Off the Glass)		2,155
MNT_WC4250 (Off the Glass)		786
SA_WC4250 (Off the Glass)		1,411
SSS_WC4250 (Off the Glass)		2,679
UB_WC4250 (Off the Glass)		4,587

PaperCut Integration Info (Summarized by Model for brevity):

Printer/Device	Integration Method	Jamex Unit	Future Desired Integration Method
WC4250 Models	No Off the Glass PaperCut Integration	No	Directly on the Device with magstripe reader included
WC5735 Models	Directly at the device (we use the keypad to login)	No	Directly on the Device with magstripe reader included

WC5765 Models	Directly at the device (we use the keypad to login)	No	Directly on the Device with magstripe reader included
WC7120 Models	Directly at the device (we use the keypad to login)	No	Directly on the Device with magstripe reader included
WC7328 Models	Directly at the device (we use the keypad to login)	No	Directly on the Device with magstripe reader included
WC7346 Models	Directly at the device (we use the keypad to login)	No	Directly on the Device with magstripe reader included

APPENDIX D Imperial Valley College MFP Devices Summary and Additional Information

Proposal should include replacing noted MFP devices with 32 (or less) right-sized options for each of the locations (preferably with reliable color capable models to provide more flexibility/options for staff/faculty). **Total # of Devices here should be less than 32 devices since we are not fully utilizing the ones we have in place currently + PaperCut device integration + PaperCut magstripe reader integration for all units would be preferred.**

In addition to our larger copiers, we also have a number of MFP Devices that are used around campus and are used primarily for their quick scan/copy functionality for a particular department/area.

We have approximately this many units for our two primary MFP models:

- Xerox WorkCentre 4118 (10 devices, 7 are on the network + a few more that aren't)
- Xerox Phaser 3300 MFP (20 devices)
- Xerox Phaser 6180 MFP (2 devices)

Usage Summary Info for WorkCentre 4118 Devices:

Printer/Device	Grayscale Pages	Color Pages	Overall Monthly Volume (Pages/36 Months)
Print Jobs:			
BS_WC4118	0	N/A	0
CASBAH_WC4118_YHT648654	15	N/A	1
FALAB_WC4118	25,880	N/A	719
LIB_WC4118	0	N/A	0
RM1604F_WC4118	5,639	N/A	157
RWLAB_WC4118	99,793	N/A	2,772
TC_WC4118	54	N/A	1.5
Off the Glass Jobs:			Monthly Average (from last 12 months)
BS_WC4118		N/A	197
CASBAH_WC4118_YHT648654		N/A	147
FALAB_WC4118		N/A	114
LIB_WC4118		N/A	582
RM1604F_WC4118		N/A	N/A
RWLAB_WC4118		N/A	1,802
TC_WC4118		N/A	547

Usage Summary Info for Phaser 3300 MFP Devices:

Printer/Device	Grayscale Pages	Color Pages	Overall Monthly Volume (Pages/36 Months)
Print Jobs:			

Managed Print and Copier Services RFP #2015-Copier_MFP

AC_P3300	4,669	N/A	130
BSS_P3300	1	N/A	0
BSS_P3300_077642	1,270	N/A	35
CHILD_P3300	223	N/A	6
ENG_P3300	5,704	N/A	158
EWD_P3300	25,497	N/A	708
EWD_P3300_654593	574	N/A	16
FA_P3300	197	N/A	5
GRANT_P3300	208	N/A	6
LIB_P3300	0		0
LT_P3300	15,661	N/A	435
MLAB_P3300	295	N/A	8
NURS_P3300	28	N/A	1
PE_P3300	14,369	N/A	399
PURCH_P3300	770	N/A	21
RG_P3300	172	N/A	5
RM1604F_P3300	2,964	N/A	82
RM902_P3300	185	N/A	5
RWLAB_P3300	18	N/A	1
SA_P3300	1,171	N/A	33
			Monthly Average (from last 12 months)
Off the Glass Jobs:			
AC_P3300		N/A	50
BSS_P3300		N/A	197
BSS_P3300_077642		N/A	159
CHILD_P3300		N/A	34
ENG_P3300		N/A	N/A
EWD_P3300		N/A	217
EWD_P3300_654593		N/A	N/A
FA_P3300		N/A	107
GRANT_P3300		N/A	231
LIB_P3300		N/A	33
LT_P3300		N/A	687
MLAB_P3300		N/A	307
NURS_P3300		N/A	66
PE_P3300		N/A	2932
PURCH_P3300		N/A	103
RG_P3300		N/A	159
RM1604F_P3300		N/A	231
RM902_P3300		N/A	50
RWLAB_P3300		N/A	195
SA_P3300		N/A	49

Printer/Device	Grayscale Pages	Color Pages	Overall Monthly Volume (Pages/36 Months)
----------------	-----------------	-------------	--

Print Jobs:			
PARK_P6180	4,517	10,826	426
PRES_P6180	3,854	1,237	141
(No off the glass data available)			

APPENDIX E

Imperial Valley College Server Fax Software/Devices Summary and Additional Information

Proposal should include a Server Fax solution for the campus.

Sometime after our current contract began, we added on the Cleo Stream Server Fax Product.

Currently, it is integrated into a few of our larger copiers and other MFP devices directly (less than 10 of them) and in other cases we use the printer integration (so that faxes are printed directly to a printer when they arrive (about 6 printers seem to be using this feature).

Primarily though, it is used to send/receive faxes via email.

Sending faxes works as follows:

1. Users scan a document and email it to themselves, or choose a document they already have on their PC.
2. Users then attach the file(s) and write their message in the body of the email.
3. Users send the email to 1234567890@fax.imperial.edu (where the numbers 1-0 represent a valid fax number)
4. Within a few minutes the users will receive a confirmation email letting them know if the message was sent successfully or failed in some way.

Receiving faxes works as follows:

1. Users are setup in our Active Directory with a fax number.
2. The Stream system then picks up that information during its regular syncing period.
3. Future faxes sent to one of our campus fax numbers are then emailed to those users that have been designated to receive those faxes.

Overall the Cleo Stream system has worked quite well for us and we'd like to continue using it (or another system that offers the same/better functionality). When it was initially implemented the goal was to provide a fax solution on campus that was universal and made it easy for users to send faxes when needed and the Cleo solution has met this requirement very well.

Items to note:

1. As far as we know, the system has not been updated since it was initially implemented a few years ago (we're not sure what new features may be available now as part of the product).
2. We've had concerns in the past from a few of our areas that deal with healthcare documents and don't feel that the server solution is secure enough for them (HIPAA compliance, etc.). We'd like to be able to answer these concerns accurately and have confidence that we are providing a secure product for those needs.

APPENDIX F

Imperial Valley College New Copier Needs Summary and Additional Information

In addition to our other copier requirements mentioned above, the proposal should also include copiers to meet the following additional departmental needs (not currently covered by devices under our main campus contract).

When our previous contract was created a few areas were not included for a variety of reasons, but at this point we would like to note that we would like to have copiers placed in the following locations:

1. Foundation Office (Currently using a Sharp MX-2700N, Color + B&W)
2. Child, Family, and Consumer Sciences Office (Currently has an older copier that hasn't been working for several years, Color + B&W)
3. Assessment Center (Currently using a Sharp copier as well, model number was not gathered during the generation of this RFP, but you can assume that it is similar to the Foundation Office copier noted above).

APPENDIX G
Non-Collusion Declaration

STATE OF CALIFORNIA

The undersigned declares:

I am the _____ of _____, the party
(Title) (CONTRACTOR Name)
making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____ day of _____, 20____ at _____.
(IVC, State)

Signed: _____

APPENDIX H

Contractor Profile Form & Designation of Names

CONTRACTOR Name: _____

DUE NO LATER THAN 3:30pm Tuesday March 31st, 2015

In response to IVC's Notice Inviting Proposals for Managed Print & Copier Services, the undersigned submits this firm offer to:

IVC
RFP # 2015-Copier_MFP
Attn: Omar Ramos, Online Services Architect
380 East Aten Road
Imperial, CA 92251

Section 1: Designation of Names

Person Responsible for Bid: _____

Street Address: _____

IVC, State & Zip: _____

Telephone: _____ Fax: _____

Email: _____

Business Type: _____ TIN: _____

(Corporation, Sole Proprietorship, etc.) (EIN or SSN)

Section 2: Bid

CONTRACTOR must enter a fixed price for each Unit Price item in the space(s) provided on the next page of the Bid Form. Bidder's unit prices shall include all labor, materials, tools, equipment, overhead, profit, and all other direct and indirect costs and expenses to produce and deliver as required. Prices must be net including discounts.

I, _____, the undersigned, the _____ of
(Type/Print Name) (Title)

_____, hereby declare that I am duly authorized to execute this Bid
(Name of Company)

Form; that I have carefully examined the requirements of this Bid; acknowledge receipt and incorporation of the following Addenda, _____; that this Bid Form constitutes a firm offer to IVC that if awarded, all prices shall remain effective as required on this Bid Form; and that, under penalty of perjury under the laws of the State of California, to the best of my knowledge and belief, the information contained in this Bid Form is true and correct.

Signature: _____

Date: _____

APPENDIX I
Financial Statements

Please furnish financial information that accurately describes the financial stability of VENDOR.

APPENDIX J

PROFESSIONAL SERVICES AGREEMENT (Sample)

380 East Aten Road
IMPERIAL, CALIFORNIA, 92251

This agreement is made and entered into by and between IVC hereinafter referred to as "DISTRICT", and _____ hereinafter referred to as "CONTRACTOR".

RECITALS

WHEREAS, the DISTRICT needs professional services;
and;

WHEREAS, the CONTRACTOR is professionally and specially trained and competent to provide these services; and,

WHEREAS, the authority for entering into this agreement is contained in Section 53060 of the Government Code and such other provisions of California Law as may be applicable,

NOW THEREFORE, the parties to this agreement do hereby mutually agree as follows:

AGREEMENT

1. DESCRIPTION OF SERVICES

Services shall be rendered per RFP of this agreement.

2. TERM

CONTRACTOR will commence work under this agreement on _____, and will diligently prosecute the work thereafter. CONTRACTOR will complete the work not later than _____. CONTRACTOR shall not commence work until the Board has approved the Agreement. This agreement may be renewed for two (2) additional one (1) year terms upon written notice by DISTRICT.

3. COMPENSATION

- a. Payment(s) shall be made in the following manner: in the amounts listed on Exhibit B.
- b. The contract amount shall not exceed the original purchase order amount. No change order can be made or incorporated in to this agreement to increase the not to exceed amount. Therefore, the "**Not to Exceed**" amount for this contract is set at _____.

- c. **Billing :**
CONTRACTOR shall invoice DISTRICT in triplicate upon completion of each phase of services rendered and provide original receipts of all reimbursable travel-related expenses.
- d. DISTRICT will not withhold federal or state income tax from payments made to CONTRACTOR under this agreement, but will provide CONTRACTOR with a statement of payments made by DISTRICT to CONTRACTOR at the conclusion of each calendar year.

4. TERMINATION

This agreement may be canceled by either party without cause by written notice and with fifteen (15) calendar days.

5. RELATIONSHIP OF PARTIES

DISTRICT and CONTRACTOR hereby agree and acknowledge that CONTRACTOR, in providing the services herein specified, is and at all times shall be acting as an independent contractor. As such, CONTRACTOR shall have the right to determine the time and the manner in which the contracted services are performed. DISTRICT shall not have the right to control or to determine the results to be attained by the work of CONTRACTOR, nor the details, methods, or means by which that result is to be attained. CONTRACTOR shall not be considered an agent or employee of DISTRICT and shall not be entitled to participate in any employee fringe benefits of DISTRICT. The relationship of the parties will be based on the IRS guidelines (see Attachment A). The DISTRICT reserves the right to make the final determination as to the correct relationship of the parties.

6. CONTRACTOR'S STATUS

Contractor expressly represents and covenants that he/she is a business duly licensed under the relevant rules and regulations of the State of California and that services provided to the DISTRICT are provided pursuant to such rules and regulations.

7. INSURANCE PROVISIONS

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- I. A. The DISTRICT, its officers, officials, employees and volunteers are to be covered as insured's as respects: liability arising out of work performed by or on behalf of CONTRACTOR; or automobiles owned, leased, hired or borrowed by the CONTRACTOR
- B. For any claims related to this project, the CONTRACTOR's Insurance coverage shall be primary insurance as respect the DISTRICT, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the DISTRICT, its officers, officials, employees or volunteers

- shall be excess of the Consultant's insurance and shall not contribute with it.
- C. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) day's prior written notice has been provided to the DISTRICT.
- II. Professional liability, and/or Errors & Omissions coverages are written on a claims-made form:
- A. The retroactive date must be shown, and must be before the date of the contract and/or the beginning of the contract work.
 - B. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contracted work.
 - C. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the CONTRACTOR must purchase an extended period coverage for a minimum of five (5) years after completion of contract work.
 - D. A copy of the claims reporting requirements must be submitted to the DISTRICT for review.
- III. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII unless otherwise acceptable to the DISTRICT. Exception may be made for Stat Compensations Insurance Fund when not specifically rated.
- IV. Verification of Coverage: Consultant shall furnish the DISTRICT with original certificates and amendatory endorsements effecting coverage required by the clause. The Endorsement should be in a format that conforms to DISTRICT requirements. All certificates and endorsements are to be received and approved by the DISTRICT before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements. The DISTRICT reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.
- V. Waiver of Subrogation: CONTRACTOR hereby agrees to waive subrogation which any insurer or contractor may acquire from vendor by virtue of the payment or any loss. CONTRACTOR agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.
- VI. Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the DISTRICT for all work performed by the CONTRACTOR, its employees, agents and subcontractors.

8. CONTRACTOR shall maintain Insurance with limits of no less than as stated below:

General Liability shall have a limit no less than of \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Automobile Liability shall have a limit no less than \$1,000,000 per accident for bodily injury and property damage. The DISTRICT shall be endorsed as additional insured on the policy

Workers' Compensation shall have a limit no less that as required by the State of California.

Professional Liability shall have a limit no less than \$1,000,000 per occurrence

9. HOLD HARMLESS

CONTRACTOR agrees to indemnify, save and hold DISTRICT, its officers, agents and employees harmless from any liability for any claims, accusations, or suits at law or in equity, or in any administrative proceeding, that may be brought by third persons on account of personal injury, death, or damage to property, or a property of business or personal interest, or for any fine, forfeiture or civil penalty arising from any act or omission by CONTRACTOR, its officers, agents, or employees while performing operations under the Agreement.

DISTRICT agrees to indemnify, save and hold CONTRACTOR, its officers, agents and employees harmless from any liability for any claims, accusations, or suits at law or in equity, or in any administrative proceeding, that may be brought by third persons on account of personal injury, death, or damage to property, or a property of business or personal interest, or for any fine, forfeiture or civil penalty arising from any act or omission by DISTRICT, its officers, agents, or employees while performing operations under the Agreement.

10. AMENDMENTS

This Agreement may be amended or modified only by written agreement signed by both parties. Failure on the part of either party to enforce any provision of this Agreement shall not be construed as a continuous waiver of the right to compel enforcement of such provision or provisions, nor shall such waiver be construed as a release of any surety from its obligations under this Agreement.

11. ATTORNEY'S FEES

Should any party violate or breach any term or condition of this Agreement, any other party shall have, without limitation, the right to move for entry of judgment by a court of competent jurisdiction, to seek specific performance thereof, and otherwise exercise all remedies available to him, her or it under the law to obtain redress from injury or damage resulting from any such violation or breach. In any such legal proceeding(s) brought to enforce the terms and conditions of this

Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs incurred as a consequence hereof.

12. ENTIRE AGREEMENT

There are no understandings or agreements except as herein expressly stated. Any modifications must be in writing.

13. INDEPENDENT CONTRACTOR

CONTRACTOR is an independent contractor and not an officer, agent, servant, or employee of DISTRICT. CONTRACTOR is solely responsible for the acts and omissions of its officers, agents, employees, contractors, and sub grantees, if any. Nothing in this Agreement shall be construed as creating a partnership or joint venture between DISTRICT and CONTRACTOR. Neither CONTRACTOR nor its officers, employees, agents, or sub grantees shall obtain any rights to retirement or other benefits that accrue to DISTRICT employees.

14. LAW TO GOVERN: VENUE

The law of the State of California shall govern this Agreement. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Imperial. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the Central District of California.

15. NOTICES

All notices herein required shall be in writing and delivered in person or sent by certified mail, postage prepaid, addressed as follows:

IF TO DISTRICT

Jeff Enz, Technology Services
Imperial Valley College
380 E. Aten Rd.
Imperial, CA 92251
760-355-6377

IF TO CONTRACTOR

16. VALIDITY

If any terms, condition, provision, or covenant of this Agreement shall to any extent be judged invalid, unenforceable, void, or violable for any reason whatsoever by a court of competent jurisdiction, each and all remaining terms, conditions, promises and covenants of this Agreement shall be unaffected and shall be valid and enforceable to the fullest extent permitted by law.

17. EXHIBIT AND ADDENDUM INCORPORATED

Exhibit "A" is attached hereto and incorporated into this Agreement by reference.

18. PUBLIC EMPLOYEE

If CONTRACTOR is a regular employee of a public entity, all services which CONTRACTOR renders under this agreement will be performed at times other than CONTRACTOR'S regular assigned workday for said entity or during periods of vacation or leave of absence from said entity.

19. STRS RETIREE

CONTRACTOR shall provide DISTRICT with a statement indicating whether or not CONTRACTOR is a retired member of the State Teacher's Retirement System of the State of California.

20. ASSIGNMENT

This Agreement is neither assignable nor transferable by either party or by operation of law without the consent in writing of the other party. Consent by either party to one or more assignments or transfers shall not constitute consent to a subsequent assignment or transfer.

IN WITNESS WHEREOF, the parties hereto have executed this agreement.

_____ Date _____
DISTRICT SIGNATURE
Dr. Victor Jaime, Edd, President/Superintendent, Imperial Valley College

_____ Date _____
CONTRACTOR SIGNATURE

Name: _____

Title: _____

APPENDIX K

LOCAL VENDOR DESIGNATION

SBCDD AP 6330 Section 3: The Purchasing Department will accept recommendations from the requesting department for potential vendors, but will endeavor, where possible, to encourage the use of local and small business enterprises in its procurement activities. On all procurement activities that must be competitively bid, or for which the District must receive quotes, such will be evaluated with a ten (10%) percent preference for local vendors. The vendor must claim local vendor preference to be considered. Please note the following exceptions:

- Those contracts which State Law or, other law or regulation precludes this local preference.
- Purchases made through cooperative purchasing and leveraged procurement agreements and piggy-back purchases.
- Public Works construction projects.

A "local" vendor will be approved as such when, 1) it conducts business in a physical location within the County of Imperial; and 2) it holds a valid business license issued by an agency within the County of Imperial; and 3) business has been conducted in such a manner for not less than six months prior to being able to receive the preference. Proof of eligibility will be provided to the District as part of the vendor application process.

Subject to the Local Vendor Preference, final vendor designation will be made by the Purchasing Department.

Is your company requesting to be designated as a local vendor? Yes____ No____

If yes, does your company conduct business in a physical location within the County of Imperial?
Yes____ No____

If yes, does your company hold a valid business license issued by an agency within the County of Imperial? Yes____ No____

If yes, please include a copy of your current business license as an attachment to this application.

If yes, has your company been conducting business in Imperial County for at least six months?
Yes ____ No____