

## **MULTIFUNCTION COPIER LEASE**

### **GENERAL PROJECT DESCRIPTION**

The College intends to retain the services of a vendor to replace an existing networked multifunction device fleet and provide maintenance services on a 5-year lease agreement to provide flexible capabilities to the end user, cost control for the college, and efficient and effective management of the print/copy/fax/scan environment at Cloud County Community College. A description of the existing fleet to be replaced is located in Appendix A.

Funding for this lease is supported by the College's general fund.

The College has two physical campuses, one each located at 2221 Campus Drive, Concordia, Kansas and at 631 Caroline Avenue, Junction City, and Kansas. The College serves approximately 2,800 students annually employs approximately 150 full-time staff.

### **KEY PROJECT ELEMENTS**

This document is a Request for Proposal (RFP) and differs from a Request or Invitation for Bid. Offers will be evaluated based upon criteria formulated around the most important features of the requested items, of which quality, capability, availability, and past performance of the vendor may be overriding factors. Award of this proposal will not be based solely on price. Selected companies may be invited to an interview following review of the bids received. Additional information may be provided at the vendor's discretion.

A purchase order will be issued following approval by the Board of Trustees at their May 24, 2022 meeting and signifies the notice to proceed.

The successful vendor will need to propose a contract for negotiation following Board of Trustees approval of the lease agreement pricing. The College's Vice President for Administrative Services will represent the College for contract negotiations.

The contents of the proposal submitted by the successful vendor, this RFP, and all modifications made thereof, shall become part of any contract awarded as a result of the RFP process. The successful vendor will be expected to sign a contract with the College.

Contract rights are nontransferable and non-assignable.

Pursuant to K.S.A. 72-8201c, any contract awarded will include the mandatory contract provisions of the DA-146a Contractual Provisions Attachment.

Replacement of the copier fleet must occur during the week of June 27, 2022. All work must be complete by July 1, 2022. The college is open Monday – Thursday 7:00AM – 5:00PM during the months of June and July. The college is closed July 1st, 2022 – July 4th, 2022 for the Independence Day Holiday. The final work schedule must be approved by CCCC Administrative Services Department staff prior to commencement of work.

### **SUBMITTALS**

Provide completed copy of Appendix B: Proposal Form.

Provide detailed description of each proposed device. Include standard functionality, dimensions, and photos.

Provide current contact information for three references of like scope and size to this proposal. Educational, state & local governments with networked equipment are preferred references.

## MULTIFUNCTION COPIER LEASE

### APPENDIX A: EQUIPMENT AND SERVICE SPECIFICATIONS

#### EQUIPMENT SPECIFICATIONS

The college desires to replace the existing networked multi-function devices with the same or equal devices. All proposed replacement multifunction copiers shall be new. The following multi-function devices will be replaced as part of this proposal:

1. **Konica Minolta Bizhub 287 Copier/Printer/Scanner or equal**
  - a. Estimated Usage: 4,000 sheets/month/copier
  - b. Required Features: Minimum 25-30 PPM, Black/White, Copy, Print, Scan, Fax, Console Style, Document Feeder, Staple, 3-Hole Punch, 2 Paper Drawers
  - c. Locations:
    - i. Athletics Office (includes fax) – Main Building, Concordia Campus
    - ii. Nursing Department – Tech West, Concordia Campus
    - iii. Children Center – Tech West, Concordia Campus
  
2. **Konica Minolta Bizhub 458 Copier/Printer/Scanner/Fax or equal**
  - a. Estimated Usage: 6,000 sheets/month/copier
  - b. Required Features: Minimum 40-50 PPM, Black/White, Copy, Print, Scan, Fax, Console Style, Document Feeder, Staple, 3-Hole Punch, 3 Drawers w/ one holding minimum 2,000 sheets, Finisher, Bypass Tray accommodating letter, legal and tabloid size sheets
  - c. Locations:
    - i. Business Office – Main Building, Concordia Campus
    - ii. Advising / Financial Aid – Main Building, Concordia Campus  
NOTE: Size limitations 27-1/2" X 66" with paper trays
    - iii. Student Records – Main Building, Concordia Campus
    - iv. Community Education – Main Building, Concordia Campus
    - v. GCC Student Services – Building A, Geary County Campus  
NOTE: Size Limitations 27-1/2" X 54" with paper trays
  
3. **Konica Minolta Bizhub 958 Copier/Printer/Scanner or equal**
  - a. Estimated Usage: 50,000 sheets/month/copier
  - b. Required Features: Minimum 100-110PPM, Black/White, Copy, Print, Scan, Console Style, Document Feeder (minimum capacity of 70 sheets), Staple, 3-Hole Punch, Book Finisher, Jogger, Multi-Bypass, Cover Interposer, Tab holder (one unit), 6 drawers w/ one holding minimum 3,000 sheets, Bypass Tray accommodating letter, legal and tabloid size sheets
  - c. Locations:
    - i. Production Room – Main Building, Concordia Campus
    - ii. Production Room – Main Building Concordia Campus
    - iii. GCC Work Room – Building A, Geary County Campus
  
4. **Konica Minolta Bizhub C-552 Color Copier/Printer/Scanner or equal**
  - a. Estimated Usage: 10,000 sheets/month/copier
  - b. Required Features: Minimum 40-50 PPM, Black/White & Color, Copy, Print, Scan, Console Style, Document Feeder, Staple, 3-Hole Punch, 4 Drawers w/ one holding minimum 2,000 sheets, Finisher (Saddle Stitch, Tri-fold, Z & C), Bypass tray accommodating letter, legal and tabloid size sheets, capability to accommodate 36-inch wide paper and cut to specified length, USB, PS3
  - c. Locations:
    - i. Marketing Office – Main Building, Concordia Campus

All devices must be capable of a secure print, image overwrite up to 3 times, and data encryption (SSL/TLS).

All proposed equipment must meet or exceed the requirements specified. Vendors may add additional equipment options and associated costs on Appendix B.

Pricing must include the total cost per device type and be expressed as a cost per copy. For the purposes of this proposal, total cost includes: maintenance and supplies (include toner, ink and staples, exclude paper); training on each machine based on its specific configuration within one week of equipment installation.

Cost of lease shall be based on an aggregate usage including all copiers.

Equipment will be leased for a five-year period and end-of-lease provision for copiers should be identified. End-of-lease provision shall include:

1. Guarantee security and deletion of confidential files upon removal of the units.
2. The units remain the property of the vendor and the vendor is responsible for the cost of removal of the units.
3. For bid purposes, assume the Estimated Monthly Usage provided in Appendix A is consistent for 12 months per year.
4. No price escalation clause is included in this contract. Pricing shall remain fixed for the 5 –year duration of the lease.
5. Invoicing shall include the hardware lease amount and service fee at the beginning on the monthly. Per-copy billings shall be made monthly in arrears, and shall be based on actual usage.
6. Reflect the total number of Copiers requested as part of this proposal, and the pricing structure requested.
7. All copier models proposed should support at least SMB v.2 (version 2) for the purpose of reducing known security vulnerabilities with SMB v.1.

Lease will commence July 1, 2022 and end June 30, 2027.

Information on quarterly aggregate usage shall be provided to college no later than 15 days after the end of each quarter.

### SERVICE SPECIFICATIONS

Provide service technicians that are certified and located within 120 miles of both campuses.

Provide service technician on-site for requested repairs within 24 hours of request for service. Provide service reporting on a quarterly basis to demonstrate actual service response time by device.

Agree to check in with the Production Room Manager during every service call for other service needs and to communicate the results of the service call.

Provide remote technical support 24 hours per day. Remote technical support may work with the College's IT staff to reduce on-site service calls.

Provide remedies for equipment that is down for more than 24 hours and for equipment that does not meet a 95% uptime for two months in a row.

Agree to replace any equipment with significant service issues.

**APPENDIX A: PROPOSAL FORM**

**MULTIFUNCTION COPIER LEASE**

Vendor Contact Information:

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Sales Representative Name: \_\_\_\_\_

Sales Representative Signature: \_\_\_\_\_

<u>Replacement Copier Make/Model</u>	<u>Location</u>	<u>Price/Copy</u>	<u>Monthly Lease Amount</u>
1. _____	\$ _____	\$ _____	
2. _____	\$ _____	\$ _____	
3. _____	\$ _____	\$ _____	
4. _____	\$ _____	\$ _____	
5. _____	\$ _____	\$ _____	
6. _____	\$ _____	\$ _____	
7. _____	\$ _____	\$ _____	
8. _____	\$ _____	\$ _____	
9. _____	\$ _____	\$ _____	
10. _____	\$ _____	\$ _____	
11. _____	\$ _____	\$ _____	
12. _____	\$ _____	\$ _____	
<u>Service Agreement</u>	<u>ALL LOCATIONS</u>	-----	\$ _____
	<u>SUBTOTAL LEASE</u>	\$ _____	
			<u>X 12 months</u>
		<u>TOTAL \$</u>	_____

Overage Charges: \_\_\_\_\_ \$ /B/W copy \$ /Color copy

Submittals:

- ✓ Device Descriptions including photos & dimensions
- ✓ Contact Information for 3 References

Deviations from Specifications / Additional Features Including Costs

\_\_\_\_\_

\_\_\_\_\_

Delivery Date Acknowledgement: Replacement fleet must be delivered and installed by Thursday, June 26 2022.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_