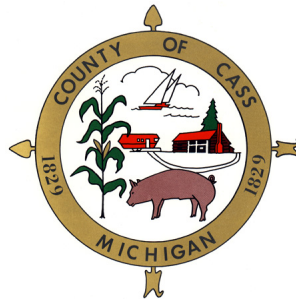


CASS COUNTY
CASSOPOLIS, MI



REQUEST FOR PROPOSAL
SPECIFICATIONS

Cass County, Michigan invites qualified vendors to submit proposals to provide printer and copier replacement and maintenance services. The proposal must also include the purchase of a plotter.

A. General Specifications

The purpose of this Request for Proposal (RFP) is to seek the highest quality, most expeditious, and most cost-effective solution. Cass County will be the sole determinant.

B. Proposal Submission

To be considered, four (4) copies of the completed proposal must be received no later than July 30, 2021 at 4:00pm. Proposals can be mailed or delivered in person. Proposals should be addressed to:

**Cass County Information Technology
Attn: Jodi Nestich, Director
120 North Broadway Street, Suite 218
Cassopolis, MI 49031**

Submitters should mark the lower-left corner of their submittal envelope with:
Copier RFP.

Submitted proposals become the property of Cass County and will not be returned.

C. Late Proposals

Any proposal received by Cass County after the time specified above will not be considered.

D. Withdrawal of Proposals

Proposals may be withdrawn by written notice received at any time prior to their OPENING. Proposals may be withdrawn in person, by an offerer or their representative, provided that the representative signs a receipt for the proposal prior to award.

E. Questions Concerning this RFP

Inquiries may be made by July 29, 2021 to Jodi Nestich, Information Technology Director via email: jodin@cassco.org

F. Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the consultant's ability to meet the requirements of this RFP.

G. Proposal Signature

The proposal should be signed by the person in the vendor's organization responsible for the decision as to costs and services being offered.

H. Prime Vendor Responsibilities

The vendor selected shall be responsible for all services, maintenance of equipment including hardware and software offered in their proposal, regardless of any subcontractor(s) involved or who produces them. The selected vendor shall be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

I. Proposal Preparation Costs

All costs incurred for proposal preparation, presentation, or contract negotiation are the responsibility of the vendor. Cass County will not pay the cost for any information solicited or received.

J. Acceptance of Proposal Contents

The contents of the proposal of the selected vendor will become contractual obligations if a contract is issued. Failure of the successful vendor to accept these obligations will constitute a breach of contract.

K. Oral Presentations

Vendors who submit proposals may be required to make oral presentations of their proposals, to be arranged by the project administrator. These presentations will provide an opportunity for bidders to clarify their bid, as well as a forum for discussion of the terms and conditions of this RFP.

L. Contract Reservations

Cass County reserves the right to reject any or all bids, in whole or in part, if it is deemed to be in the best interests of Cass County.

Cass County reserves the right to amend this RFP and to request any additional clarifying information in writing or orally from any or all bidders.

END OF THIS SECTION

DESCRIPTION OF SERVICES REQUESTED

A. General Information

Cass County is located in southwest lower Michigan bordered on the south by St. Joseph County, Indiana. The county currently has 22 copiers of various models and ages. Please see list for full copier inventory. Printers vary in speed and model type. Establishing a unified system of copier and printer maintenance is required. The proposal must include a Canon 36" TM 300MFP T36 large format plotter.

B. Project Schedule

It is anticipated that the contract will be awarded on August 30, 2021.

C. Scope of Services

Cass County desires to develop a strong partnership with a copier service provider that will assist in achieving the following key objectives:

- Create and implement an optimization and standardization strategy for the County's copiers, printers and plotters
- Reduce the County's printing costs
- Improve Customer Service and Customer Support
- Evaluate and recommend print/copy/scan flow improvements
- Minimize downtime and maintenance calls
- Cass County is eligible for State of Michigan contract pricing

The County is looking for a cost per year agreement for both color and black/white units. All copiers will be maintained, configured, and repaired by the vendor. Each copier provided by the successful vendor(s) shall be expected to perform the intended functions, to operate satisfactorily, and to produce acceptable copy/print/scan quality during normal County operating hours.

List of Multi Function Printers (MFP) and Printers:

7 - Kyocera	4052ci
2 - Kyocera	4551ci
2 - Kyocera	M3550IDN
Kyocera	2553CI
Kyocera	3051I
Kyocera	5003I
Kyocera	3552ci
Kyocera	FS-1135
Kyocera	M6535
Kyocera	3501i
Kyocera	3050ci
Gestetner	7521
Gestetner	1302
Sharp	MX-2610
Sharp	MX-4110N
Sharp	MX-B401
Sharp	Mx-M363N
Sharp	MX-M283

*Personal printers are of various models including but not limited to HP, Lexmark, Dell, Gestetner, etc. The use of MFPs is preferred.

PROPOSAL SUBMITTALS

The proposal should include, at a minimum, the following:

1. A brief cover letter summarizing the key points of your firm's proposal.
2. A description of your firm and a listing of the person(s) who will be responsible for the provision of the services required by this RFP. This should be written with special focus on the lead person and each team member with specific background and experience in the proposed project, as well as information regarding pertinent certifications and licenses.
3. The name, address, phone and email address of the person to be the direct contact for questions pertaining to your proposal.
4. The total cost of providing the complete requested turnkey system(s) for the projects. This section shall include pricing for the proposed products (software and hardware, plus installation) with the components listed item by item. The proposed costs must be valid for a period of 90 days from the date of submission.
5. Indication of any assumptions made pertaining to the number of site visits by you during the process, meetings with the County, and any other assumptions having a bearing on your proposed fee. Please include a realistic suggested allowance for reimbursable expenses, including trainings and travel broken down and itemized separately. The proposed travel and expense fees must be valid for a period of 90 days from the date of submission.
6. Client references (minimum of three) from recent related projects (within the last five years), including name, address, telephone numbers and e-mail addresses.
7. Describe the project work tasks (site preparation, installation, testing, data conversion) and provide an estimated time-line for implementation.

**CASS COUNTY
COPIER PROJECT
BID FORM**

Date: _____
Property Owner: Cass County
Project: Copier Project

Name of Contractor: _____
Contractor Address: _____
Contact Person: _____
Phone Number: _____
Email Address: _____

The undersigned agrees to execute the work and provide all labor, materials, equipment and services necessary to complete the work described in and in accordance with all applicable laws of the State of Michigan and in accordance to all specified requirements as defined with the proposal for the project.

TOTAL CONTRACT PRICE

of: _____ dollars(\$ _____)

The undersigned is prepared to initiate the work on: _____
The undersigned expects to complete the work by: _____

The undersigned acknowledges the right of the Owner to accept any proposals, to reject any or all proposals, or to waive any formalities in the bidding. In connection with the project for which this Bid is entered, the undersigned certifies that: 1) he/she is familiar with the contents of the Request for Proposals and the Specifications; 2) he/she has examined the necessary requirements as defined; and 3) he/she is fully informed of the facilities involved. The undersigned certifies that he/she is qualified and trained in the installation and training aspects for installing and supporting County owned and any purchased copiers and printers.

The undersigned further agrees:

- To hold this Bid open for ninety (90) days after the day of Bid Opening.
- To enter into and execute a Contract.
- To accomplish the work in accordance with the Contract Documents.

Name of Company: _____
Signature of Corporate Principal: _____ Date: _____
Title of Corporate Principal: _____