



*The Workforce Investment
Board for Marion County*

Overview

The Indianapolis Private Industry Council, Inc (IPIC) is currently seeking quotes for the lease or rental of **MULTI-FUNCTION COPIERS**. We invite your firm to submit a quote by September 24th, 2010 for consideration. A description of our organization, the services needed, and other pertinent information follows.

IPIC, the Workforce Investment Board for Marion County, is a not-for-profit corporation responsible for the development of the Marion County workforce. IPIC convenes community leaders to address important issues and strategically coordinates funding from federal, state and private sources to improve the skills of county residents and place them in jobs; develop a diverse, able workforce that meets the needs of existing and potential employers; and advance the region and its economy. You may visit IPIC's website for additional information at www.ipic.org

Specifications and Scope of Work

IPIC is seeking qualified companies to provide multifunction copiers for the IPIC administrative office at 151 N. Delaware St., as well as, the WorkOne East office at 2525 North Shadeland Avenue, Indianapolis, IN 46219; WorkOne West office at 805 Beachway Drive, Indianapolis, IN 46224; and WorkOne College Park at 8901 Purdue Rd, Indianapolis, IN 46268.

Currently the IPIC administrative office has approximately 25 users connected to two copiers. The three WorkOne offices have a total of approximately 100 staff that are the primary users of the equipment. The Shadeland Avenue WorkOne office currently has 2 copiers and the Beachway Drive location has 1 copier. The Purdue Road location has approximately 2 copiers that are used by both staff and clients.

The primary purpose of this Request for Quote (RFQ) is to procure copy equipment services. Services will be activated immediately upon award of this solicitation. The solicitation is open for a competitive bidding process.

Terms & Conditions

GENERAL INFORMATION:

- A. The term of the lease should be 48 months and stated on the purchase order. The lease shall continue in force even after the termination of the contract under which the lease was accepted. The terms and conditions of this contract will remain in effect throughout the term of the lease.
- B. Photocopiers are to provide photocopies of acceptable quality on the various types of papers normally used for photocopying purposes in an office environment. All units shall produce both letter and legal size photocopies, shall be equipped with both letter and legal size paper trays, and shall be capable of photocopying both letter and legal size documents without removing or replacing trays.
- C. All awarded prices include installation of equipment, consumable supplies and training..
- D. The vendor shall provide training to adequately instruct personnel in the use of equipment throughout the term of the agreement. On equipment connected to the IPIC

and WorkOne networks, training shall also include orientation with the staff assisting IPIC with network setup at no charge. A manual or manuals containing operating and service instructions for the equipment shall be delivered with each unit. Necessary warnings and safety precautions should be included.

- E. Consumable supplies: This contract is a supply inclusive contract. Vendor is required to include the cost of supplies inclusive of staples and color consumable supplies in the lease price. Paper is NOT included. Vendor shall provide shipping and handling of all included consumables at no charge.

EQUIPMENT:

All equipment shall be new and meet the requirements of the manufacturer's specification sheets. The definition of new equipment is standard new equipment, latest model of regular stock product and in production at the time of award. Equipment should be new and not remanufactured, reconditioned, , showroom or used. If additional equipment is needed within the offices prior to the expiration of the contract, any new equipment will be provided at the existing contract price for the awarded category.

The Vendor's recommendation for proposed equipment shall take into consideration the needs of the IPIC administrative office and the WorkOne offices by location and volume range. Following the contract award, alterations in product manufacturing fabrication or delivery of substitute models will require prior written approval of IPIC. If, at a later date, the manufacturer discontinues the equipment awarded in a category, the vendor will be allowed to substitute another model meeting or exceeding specifications in the awarded category at the same price.

DESCRIPTION:

IPIC is requesting bids for up to 8 Multi-Functional Digital Equipment to be placed at the IPIC administrative office and the WorkOne offices. Current equipment and average output is as follows:

Office	Color Copier	Make	Model	B/W Copier	Make	Model	Average monthly volume
IPIC Administrative Office	1			1			25,000
WorkOne East	1			1			105,000
WorkOne West				1			75,000
WorkOne College Park	1			1			35,000

IPIC would like the ability to have color and b/w copy capability at each office. IPIC would like to reduce the footprint at the IPIC office and reduce equipment to one unit. IPIC estimates that two units per office will be needed in each WorkOne location. The prospective vendor that earns this bid will evaluate the need at each office and make a recommendation.

TERM OF CONTRACT:

48 Month Lease; will also consider rental options. Lease agreement shall be effective on the date of acceptance of the equipment, and upon installation, and when the equipment is

certified ready for use. Lease agreements shall terminate upon completion of the specified lease agreement term. Upon mutual agreement with the vendor, IPIC shall have the option to continue leasing the equipment month to month provided that terms and conditions of the extension shall be the same as those of the initial lease. During the extended lease, IPIC may cancel, without penalty, upon 30 days written notice to the vendor.

DELIVERY:

30 days after receipt of order

PRICE CHANGES:

Prices may be decreased any time after award.

LEASE PROVISIONS:

- A. Risk of Loss or Damage: The risk of loss or damage remains with the vendor. IPIC shall be relieved from the risks of loss or damage to all equipment leased during the period of transportation, installation, and during the entire time the equipment is in the possession of the IPIC and WorkOne offices, except when loss or damage is due to fault or negligence of IPIC.
- B. Relocating equipment within the same building, same complex or to another location shall be performed by the vendor. Vendors may submit an hourly rate or a flat rate for move requests made by IPIC. Failure to submit an hourly rate or flat rate in advance will result in moves being performed by the vendor at no charge to IPIC.

CANCELLATION:

Should IPIC experience a change in circumstance due to the decision of IPIC's funding authorities such as downsizing, consolidation of facilities, elimination of a program or some other reason that will negate the need for the equipment, IPIC reserves the right to cancel the lease of the equipment. If this type of cancellation becomes necessary, IPIC shall provide a minimum of 60 day advance written notice to the vendor.

Any part of the lease may be cancelled for cause under any of the following circumstances:

- The vendor fails to make delivery of goods or services as specified in this contract.
- The vendor fails to perform any of the provisions of this contract.
- Equipment fails to perform as represented by the vendor.

MAINTENANCE/SERVICE:

During the term of the lease the vendor shall provide both remedial and preventative service for all units, the cost for such being included in the quoted monthly lease prices or specified in a separate contract. The vendor will provide on-call remedial service, including replacement of all unserviceable parts.

The vendor will provide preventative service based upon the manufacturer's recommended schedule, including lubrication, necessary equipment adjustments and replacement of all unserviceable parts.

Service response for service repair calls shall be same day, and should be performed during normal working hours, 8:00 A.M. to 5:00 P.M., Monday - Friday. Fully trained and qualified technicians shall perform all maintenance service and shall be on site prepared to accomplish repairs within the required response time.

The following information must be provided in the quote, in the order listed below:

- Overall description of the firm
- Firm's experience
- Firm's credentials
- Firm's approach to serving the IPIC and WorkOne system, including the use of additional technologies
- Firm's approach regarding network and data security, as appropriate
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- Provide a description of how the proposed solution will provide the following:
 - How does the solution provide data security?
 - How does the solution handle scanning of documents?
 - Can it scan in both b/w and color?
 - Can it convert scanned documents into optically recognized characters (OCR)?
 - Explain the solution's operating panel. Does it have qwerty or full function keyboard capability?
 - Does the solution have USB functionality and access to print documents from a portable flash drive?
 - Does the solution have the capability to integrate with network applications such as Microsoft Outlook or any other products?
 - How does the solution reduce waste and increase production?
 - Please provide a detailed explanation of the solution's preventive maintenance and remedial service plan to ensure that printing needs are met.
 - Does the solution allow for tiered pricing based on the type of print that is made on each machine? For example, is there the ability to charge based on the type of copy selected whether color or b/w? Or, is the solution based on the cost of the machine type?
 - How does the solution ensure secure and confidential printing for users with such requirements?
 - How does the solution rate in regards to energy efficiency?
 - Provide any additional menu of services and rates of those services should IPIC chose the proposed solution and desire additional support. These are not included in the scoring of the RFQ but may be included in contract language.

Budget

- Outline of the proposed fee schedule for the period ending June 30, 2011 with any guarantees for increases in the future years.
- Out of pocket costs that are not included in the above fee schedules.
- Standard hourly rates for service calls.

Contractor Selection

Services will be activated immediately upon award of this solicitation. It is expected that the contract will be for a 48 month fixed price contract.

Deadline for Submission

The deadline for submission of information described above is by 5:00 p.m. on Friday, September 24th, 2010. All proposals should be emailed to vdavis@ipic.org. If you have any questions regarding this solicitation, please address them to Veronica Davis, Contract Services Specialist, at vdavis@ipic.org no later than 5:00 p.m. on Wednesday, September 15th, 2010.