

**Request for Proposals for
High Volume Copiers**



Inland Counties
LEGAL SERVICES

ISSUED BY

Inland Counties Legal Services
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PROPOSAL DUE

November 8, 2018

Request for Proposals

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Request for Proposals (RFP)

1. Description, Purpose, and Objectives

Inland Counties Legal Services (ICLS) is issuing this Request for Proposal (RFP) for the replacement for multifunction copiers to solicit responses from qualified vendors to install and implement the copiers. We are interested in leasing 6 copiers to replace our fully depreciated copy machines, as well as a digital fax service that can be encrypted. This will require service and maintenance agreements for each copier if separate from the lease.

ICLS has been using the following copiers for over seven years which has caused them to become fully depreciated. The following table lists the copiers we are currently using:

Location	Model
Riverside Executive	Konica Minolta BizHub 501
Riverside	Konica Minolta BizHub 501
San Bernardino	Konica Minolta BizHub 501
Rancho Cucamonga	Konica Minolta BizHub 501
Victorville	Konica Minolta BizHub 501
Indio	Konica Minolta BizHub 501

The multifunction, high volume copier specifications are as follows:

- Black and White only
- Mid to High Volume
- Multifunction
- Multiple paper trays for plain letter, letterhead and legal size paper
- Manual input paper tray for special jobs
- Double sided copying, double-to-single and single-to-double
- Scanning multi-page single- or double-sided documents to a black and white PDF with the ability to send as an e-mail attachment to a pre-programmed destination
- Corner stapling and three hole punch
- Digital and encrypted fax capabilities

Service and maintenance agreements for the copiers being leased must include regular maintenance, as-needed service calls, including parts and labor. The proposal must clearly define whether maintenance agreement pricing is based on per-copier volume or some level of

aggregate. The proposal must state if the service and maintenance contract is already included in the leasing agreement.

All proposals must include the following:

- Pricing options for the leasing of 6 copiers for 48 months
- Pricing for additional digital fax services
- Pricing for service and maintenance agreements (if not included in lease)
- Guaranteed response time for servicing on unit failure at all branch locations
- Guaranteed response time for servicing non critical problems such as copy quality, etc.
- Timeframe for delivery, installation and set up of new equipment at each location

The successful vendor will contract with ICLS to install, implement and provide training to ICLS staff.

2. Background of Organization

Inland Counties Legal Services (ICLS), is a 501(c)(3) non-profit legal services organization celebrating 60 years of providing free legal services in civil cases to low-income clients in the San Bernardino and Riverside Counties of Southern California since 1958. ICLS is seeking bids to replace and lease 6 copiers for a term of 48 months with additional digital fax services. All fax services must be able to encrypt.

The new copiers will be set up at each ICLS branch. We currently have branches in Riverside, San Bernardino, Victorville, Indio and Rancho Cucamonga.

3. Budget and Timeline

Proposals are open from October 26, 2018 through November 8, 2018. A vendor will be selected by November 16, 2018. Work on this project is scheduled to begin by as soon as possible. The copiers must be installed and ready for in-house testing by November 30, 2018. The final system must be ready to launch no later than December 17, 2018. These dates are contingent on obtaining prior approval from our funder.

The maximum budget for leasing 6 copiers over the course of 48 months is \$67,200.

4. Format for Proposals (Response Requirements)

All proposals must adhere to the format below.

1. Vendors name, address, telephone number, email and a description of the vendor's legal status, e.g., corporation, sole proprietor, etc.

2. A statement that guarantees that the response constitutes a firm offer valid for sixty (60) days following receipt and that ICLS may accept the offer any time within the 60 day period
3. Detailed timeline for the project, Project Budget Estimates and Cost Projections including:
 - Provide a breakdown of all costs associated with the project
 - Include service and maintenance agreement pricing if separate from lease
 - Identify any additional expenses, reoccurring fees, etc. that you will require to complete the project monthly over a period of 48 months
 - Guaranteed response time for servicing on unit failure at all branch locations
 - Guaranteed response time for servicing non critical problems such as copy, quality, etc.
 - Timeframe for delivery, installation and set up of new equipment at each location

5. Evaluation Process

Deadline for questions regarding this project is November 2, 2018. Please email inquiries to the following:

- atoerge@icls.org
- jjackson@icls.org
- bburkart@icls.org

We will respond within a 72 hour period. Our staff will review proposals, conduct interviews, and select a vendor by November 8, 2018, with work to begin shortly after that. The selected vendor will be expected to enter into a contract with ICLS. Vendors whose responses are not chosen for further negotiations or award will be notified via email.

DEADLINE: Proposals must be delivered via email to Amanda Toerge at atoerge@icls.org and Dianne Woodcroft at dwoodcroft@icls.org no later than 10:00 AM on November 8, 2018. All proposals must include a statement of authorization to bid signed by a person who is authorized into entering contracts. Bidders must provide a statement that guarantees that the response constitutes a firm offer valid for sixty (60) days following receipt and that ICLS may accept the offer any time within the 60 day period.