

Request for Proposals

Wahkiakum County
Multifunction Copiers

Wahkiakum County
64 Main Street
Cathlamet, WA 98612

Overview

Wahkiakum County is seeking proposals from qualified vendors to update three (3) currently outdated multifunction copiers at two different county building locations.

Background

Wahkiakum County (wuh-Ki-uh-kuhm) is the second-least populous county in Washington State based on a population of less than 4,000. Wahkiakum County is home to the last car ferry on the lower Columbia river.

Situational Analysis

The County is actively seeking a qualified multifunction copier vendor with government experience to replace three (3) outdated multifunction copiers to our county buildings. The goal is to provide a reliable and robust multifunction copier to cover these three (3) departments.

Technical Requirements

All equipment, software, license subscriptions, and any required materials or supplies shall be included and be reflected in the proposal pricing. Warranty terms on hardware and any associated software should be clearly defined. Any suggested options or alternatives that Wahkiakum County should consider for a multifunction copier system should be included in the proposal. In order to remain fair and to ensure the integrity of the proposal process, all RFP responders will be informed of any supplemental information on any alternative solution as well.

Multifunction Copiers must be able to do the following:

1. Copying at least 45 black and white pages per minute
2. Copier must include Internal Staple Finisher capable of stapling 50 sheets
3. Copier must include the ability to Print/Copy/Scan/Fax
4. Copier must be able to print < 25,000 per month
5. All copiers must be from the same manufacturer and model.
6. Copier shall be capable of producing double-sided prints/copies.
7. Copier must include capability of printing on stock ranging from 20lb. to 110lb. Bond.
8. Copier must include capability to print paper between 5.5 x 7.5 inch to 12 x 18 inch.
9. Copier must include an overall capacity greater than 3,000 sheets.
10. Copier shall be equipped with proximity sensor to wake the device when a user approaches.
11. Copier must include the ability to print via a global print driver
12. Copier must include Encrypted Secure Print and Encrypted Scan to Email.
13. Copier must include an embedded web server for easy configuration of settings and reports
14. Copier must include easy to use user, group, and general user accounting for managed printing

The equipment supplied must be of new manufacture(not used or demo units). Proposers must include a listing of all equipment to be provided by the vendor.

Proposal Requirements

1. Brief company background including years in business
2. Vendor References if desired
3. System Overview (describe the proposed system capabilities)
4. Warranty (length of warranty and description of warranty process)
5. Provide a copy of your standard support agreement
6. User Licenses (if additional cost)
7. Pricing for the following items below. All items proposed must meet or exceed copiers minimum requirements

Quantity	Description
(3)	Xerox AltaLink B8145 B/W or of equal proposed option

Proposal Content and Submittal Requirements

The deadline for RFP responses is Friday, February 26th, at 4:00 p.m. PST. Submit one original (if desired, send PDF to bergsengn@co.wahkiakum.wa.us) of the RFP response to Wahkiakum County, PO Box 543 Cathlamet, WA 98612. All responses must be addressed to the attention of Nicci Bergseng, Wahkiakum County Auditor

Submittals that are not received on or before the specified deadline will not be accepted (no exceptions). The County reserves the right to request follow-up information or clarification from vendors in consideration.

The County reserves the right to reject any or all submittals, to compare the relative merits of the respective responses, and to choose a vendor, which in the opinion of the County, will best serve the interests of the County.

Each response to this RFP shall be done at the sole cost and expense of each proposing vendor and with the express understanding that no claims against the County for reimbursement will be accepted.

Schedule

The approximate RFP schedule is summarized below:

- Issuance of RFP: February 9th 2021.
- Vendor submittals due: February 26th 2021 at 4:00 PST.
- Vendor interviews and reference checks: March 1st 2021.
- Vendor approval, enter negotiations, execute a professional services agreement: March 2nd 2021.

* Dates subject to change

Inquiries

Inquiries about this request for qualifications must be in writing and directed to:

Nicci Bergseng
Wahkiakum County Auditor
PO BOX 543
Cathlamet, WA 98612
Phone: (360)795-3219
E-mail: bergsengn@co.wahkiakum.wa.us

Vendor Qualifications

The intent of this RFP is to enable Wahkiakum County to evaluate vendor experience, qualifications, and capabilities for proposing a replacement County Multifunction copier. The desired qualifications are outlined below.

Evaluation Criteria

Responses to this RFP will help the County identify the most qualified Multifunction copier vendor and will be indicative of the level of the firm's commitment. The County will evaluate the qualifications, past experience, references, overall fit, as well as the pricing range/cost to determine the most qualified copier vendor.

Selection Process

The selection process will involve the following phases:

Phase 1: The County review team will evaluate vendor submittals. The initial review will determine conformance to submission requirements and whether responses meet minimum criteria established. Review will include the vendor's acceptance of RFP terms and completeness of submissions.

Phase 2: Review team will check any references given.

Phase 3: The County will enter into negotiations leading to a professional services agreement.