



**Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937**

**Competitive Bid
Request for Proposal
This is Not an Order**

Digital Printer / Copier Solutions

Date:	December 13, 2022
Site Walk-thru:	By Appointment-Not Required
Proposal Due On:	January 4, 2023
Return Proposal To:	Kevin Casey, Dean of Technology Kennebec Valley Community College 92 Western Avenue Fairfield, Maine 04937
Telephone:	(207)-453-5141
Email:	kcasey@kvcc.me.edu

Competitive Bid Request for Proposal Digital Printer/Copier Solutions

Table of Contents

1.0 Introduction.....	2
2.0 Background	2
3.0 Schedule / Modifications	2
4.0 Examination of Specifications and Schedule.....	2
5.0 Submission of Bids	3
6.0 Scope of Services	3
7.0 Contractor’s Insurance	5
8.0 Interpretation of Contract Documents	5
9.0 Bid Review and Evaluation	6
10.0 Preparation of Bids.....	6
11.0 Withdrawal of Bids.....	6
12.0 Taxation and Compliance.....	6
13.0 Prohibited Terms and Conditions	7



Competitive Bid Request for Proposal: Digital Printer/Copier Solutions

1.0 Introduction

Kennebec Valley Community College (KVCC) is soliciting competitive proposals from qualified vendors who can provide Digital Printer/Copier Solutions on a 36-month lease, with equipment meeting the specifications contained in this Request for Proposal (RFP). The College requires a single vendor to furnish, install and support the replacement of sixteen (16) multi-function printer/copiers, and possibly to support approximately seventy (70) College-owned printers.

A detailed explanation of the scope and specifications is contained in **Section 6.0, Scope of Services**. Preference will be given to the proposals conforming to the specifications provided; however, alternate recommendations may be considered. If a vendor chooses to make inquiries on the specifications provided, the rules set forth in **Section 8.0, Interpretation of Contract Documents**, apply. KVCC reserves the right to accept or reject any or all of the proposals received, in part or in whole.

2.0 Background

Kennebec Valley Community College is a comprehensive community college offering technical, career, and transfer education in addition to customized training for businesses and industries in Kennebec, Somerset, Waldo and Knox Counties. The College is located on two campuses in mid-Maine. Its 70-acre Fairfield campus in Fairfield, Maine is reached by taking Exit 132 off Interstate 95. The 600-acre Harold Alfond Campus is located seven miles north of the Fairfield campus on U.S. Route 201 in Hinckley, Maine.

3.0 Schedule / Modifications

Description	Day/Date	Time
RFP Issued	December 13, 2022	
Site Walkthrough	By Appointment	By Appointment-Not required
Proposals Due On	January 4, 2023	3:00 P.M. ET
Award Decision & Notification	January 11, 2023	

4.0 Examination of Specifications and Schedule

Each bidder or authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to this RFP. Failure to do so will be at the bidder’s own risk, and the bidder cannot

secure relief on the plea of error in the bid. KVCC reserves the right to accept or reject any and all bids in part or in whole.

5.0 Submission of Bids

The Proposal, which must be signed by a person having proper authority to legally obligate the offering company, along with any additional supporting material, **must be received no later than January 4, 2023 by 3:00 P.M. (ET)**.

All proposals are to be marked “Digital Printer/Copier Solution” and mailed to:

Kevin Casey
Dean of Technology
Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937

Proposals may also be e-mailed to: kcasey@kvcc.me.edu, with the subject line “Digital Printer/Copier Solution”

6.0 Scope of Services

The Scope of Services set forth in this Request for Proposal (RFP) represents an outline of the services the College anticipates the successful proposer to perform and is presented for the primary purpose of allowing the College to compare proposals. The precise scope of services shall be negotiated between the College and the successful Proposer.

6.1 Scope

The College plans to replace existing multi-function copiers with units proposed by the successful vendor, and to add additional units on an as-needed basis. Conditions may change that would alter the requirements and no guarantee of volume exists.

The College currently uses sixteen (16) multi-function copiers across its two campuses, and within eight (8) separate buildings. The College owns approximately forty (40) networked printers, the majority of which are end-of-life.

KVCC is seeking to implement digital imaging technology via single platform, network-based units comparable to our current devices which are capable of copying, printing, faxing, and scanning concurrently to ensure optimum output and efficiency. These devices should be high-quality, high-performance units, with reliable service, little downtime, network printing options, and quality stapling and duplex printing options.

The College is open to proposals based upon a rental or leasing structure, as well as a device purchase model. KVCC is also interested in proposals that would outline a provision and support model for its required larger and higher-end networked printers, including maintenance and materials.

6.2 Copier Access

The College currently uses key cards and card readers provided by MDS for copier security

authentication, and all recommended multi-function copiers must be capable of providing authentication using these cards.

6.3 Specifications

The proposed multi-function devices should all meet the following specifications:

- Copy/print speed—at least 45 ppm
- Duty cycle—10,000/month
- Copy resolution—300 dpi
- Print resolution—600 dpi
- Auto and manual image reduction/enlargement, tray switching, job storage, collation and transparency copying
- Store/delay print
- Finishing Options—staple/3-hole punch

Any additional hardware and/or software required to provide the functionality listed above should be noted in the proposal, and any costs related to these should be noted, as well

The monthly average page per month for the College’s multi-function devices for the previous twelve (12) months is 1,527 pages, and the total pages for this period is 24,427.

6.4 Price Proposal

Price Proposals must include the following:

1. Number of proposed units by make/model and price for a 36-month term
2. Nature of recommended procurement, whether lease, rental, or purchase
3. All delivery costs, installation and training, labor, service, supplies, toner, staples, maintenance kits, networking, transportation costs and any other customer costs
4. Costs to return equipment at end of lease, if applicable
5. Price to include hard drive destruction and/or return to College for disposal
6. Costs per copy, which are to be fixed for the term of the contract period
7. Pricing is to include costs of property taxes, insurance, documentation fees, delivery, installation, training and removal of equipment at end of lease period, as appropriate
8. Any items noted as “optional” should be priced separately
9. Monthly invoices, which are to include a monthly report providing the following:
 - i. Service calls by machine
 - ii. Response time by machine
 - iii. Uptime performance by machine
 - iv. On-going service issues with a plan of action

6.5 Training Plan and Implementation Schedule

Proposals must include a training plan and implementation schedule consisting of the following elements:

1. Onsite training for College technical staff in the use of all covered equipment, including general copying skills and detailed features of the hardware and software.

2. Training costs, if any, included in the Price Proposal.
3. Names and qualifications of training staff
4. A statement explaining how the proposer will ensure smooth integration of card-based authentication access to the proposed devices

A complete implementation schedule with milestones and key activities will be provided by proposer. Final training dates will be reviewed and agreed upon by the College.

6.6 Service Plan

Proposals must include a service plan indicating how the proposer will ensure that the following requirements will be met. This plan should indicate, at a minimum:

- 1) A maximum four (4) hour response time to service calls.
- 2) That firmware and other updates will be handled to reduce downtime and facilitate any required training
- 3) That all machines will be tagged with ID numbers and telephone service numbers
- 4) That equipment installations and removals are to be done at mutually agreed-upon times
- 5) If any subcontractors or other providers are to be used, in what capacity, and that these will also demonstrate an established program for service and support.
- 6) That all parts must be replaced at the manufacturer's recommended schedule of preventative maintenance.
- 7) That all parts and consumables will be original, new, and not refurbished.
- 8) That a minimum of five (5) toner units will to be on hand for each unit.

6.7 Uniform Printing/Copying Account System

The College is interested in moving toward a uniform printing/copying solution for all staff, students and faculty (e.g. GoPrint, Papercut, Pharos, etc.). Proposers should indicate:

1. Their experience supporting one or more of these types of systems
2. Specific client organizations whom they assist or have assisted in supporting these kinds of systems
3. The exact type of planning, implementation, and management support of such a system that they could provide the College

7.0 Contractor's Insurance

The Contractor shall maintain throughout the term of the agreement general liability insurance to insure against all claims of bodily injury or death, and property damage, arising out of work performed under this agreement. Such insurance shall provide coverage in an amount not less than \$1,000,000 per occurrence and shall list KVCC as an added insured. Contractor shall also maintain worker's compensation insurance in amounts required by state law.

8.0 Interpretation of Contract Documents

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretation shall be made in writing at least three (3) or more days before the proposal due date and submitted to:

KENNEBEC VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION AND EMPLOYER FOR MORE INFORMATION, PLEASE CONTACT (207) 453-5019

Kevin Casey
Digital Printer/Copier Solution
Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937

or via email at kcasey@kvcc.me.edu

Any interpretation made to a bidder will be issued in the form of an addendum to the contract/bid documents which, if issued, shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

9.0 Bid Review and Evaluation

The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College.

Evaluation Method:

1. Total Price
2. Quality of Proposed Devices
3. References
4. Anticipated Service Levels
5. Warranty
6. Value of Additional Services Offered

10.0 Preparation of Bids

KVCC seeks the proposal that meets the specifications noted in this RFP. KVCC will review all proposals. The bidder shall include with the proposal any terms and conditions specific to their proposal.

Each valid proposal shall include:

- The contractor's name(s)
- Contact information (Address, phone, Fax, Email)
- Company quote with detailed specifications and pricing
- Company specific terms and conditions

11.0 Withdrawal of Bids

All proposals must be valid for at least thirty (30) days after the proposal due date, after which time proposals shall expire unless the proposer had been notified and agrees to an extension.

KVCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. KVCC also reserves the right to choose the proposal that best meets the needs of its facility and training programs.

12.0 Taxation and Compliance

Maine Community College System d/b/a Kennebec Valley Community College is an educational institution organized under the laws of the State of Maine and so its purchase of goods is exempt from state, federal, and local sales and use taxes. The successful bidder agrees to comply with all applicable federal, state and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the Contract.

13.0 Prohibited Terms and Conditions

NOTICE TO VENDORS AND BIDDERS: STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. **MCCS DOES NOT AGREE TO:**

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees; costs, including collection costs; expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS' recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor's terms prevailing over MCCS' standard terms and conditions, including addenda; and
13. Unilateral modifications to the contract by the vendor.

BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point black font on a white background and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and

4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to “trade secret” exemption from disclosure under Maine’s Freedom of Access Act; that failure to so identify will authorize MCCC to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCC in any and all legal actions that seek to compel MCCC to disclose under Maine’s Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCC and your entity.