



Urban League of  
Broward County

## **REQUEST FOR QUOTATION**

**Urban League of Broward County**

RFQ# 10202023

*(PROCUREMENT OF PROFESSIONAL SERVICES)*

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### **SERVICES FOR**

Copier Lease & Maintenance Service

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*Release Date: October 20<sup>th</sup>, 2023*

***Due Date: November 10<sup>th</sup>, 2023***

REQUEST FOR QUOTATION  
RFQ# 10202023  
Copier Lease & Maintenance Service  
Issue Date: October 20th, 2023  
Due Date: November 10th, 2023



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**ULBC reserves the right to accept or reject all submissions and rescind the request for quotation.**

**ULBC also reserves the right to request additional information, as determined necessary to review any submission.**

**ULBC has the right to change, cancel or retract this RFQ. All information that is submitted through this solicitation becomes the property of ULBC.**

In compliance with this Request for Quotation and to all the conditions imposed herein, the undersigned offers and agrees to furnish the goods at the price indicated in the Quotation.

Business Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

FEI/FIN No. \_\_\_\_\_

Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

FAX Number: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Authorized Signature in Blue Ink: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed Title: \_\_\_\_\_

\* Contractor \_\_\_\_ **DOES** \_\_\_\_ **DOES NOT** consider his firm to be a minority owned business.

\* Contractor \_\_\_\_ **IS** \_\_\_\_ **IS NOT** certified as a **Community Disadvantaged Business Enterprise (CDBE)** by  
**Broward County Small Business Development Division**

\* Contractor \_\_\_\_ **DOES** \_\_\_\_ **DOES NOT** consider his firm to be a women or minority owned business (WBE/MBE)

Optional Information: Minority contractors are encouraged to submit bids

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The purpose of this RFQ is to contract with one (1) Copier Lease & Maintenance Servicer (Contractor) to provide Copier Lease & Maintenance Services outlined herein for the Urban League of Broward County (ULBC), 560 NW 27 Avenue Ft. Lauderdale, FL 33311. The period of the engagement is for one (5) consecutive year(s) beginning January 1<sup>st</sup>, 2024, and ending June 30<sup>th</sup>, 2029. Additionally, the Contractor is welcome to make recommendations to satisfy ULBC contract procurement services.

### CALENDAR OF EVENTS

Listed below is the calendar of important actions and dates/times by which the actions must be taken or completed. If the ULBC finds it necessary to change any of these dates/times, it will be accomplished by addendum.

**Optional Renewals:** This is at the discretion of ULBC. The Proposer understands that this RFQ does not constitute an agreement or a contract with the Proposer. A proposal is not binding until proposals are approved by the Urban League of Broward County and both parties execute a written contract.

Bids will be received until November 10<sup>th</sup>, 2023, at 4:00 p.m. for furnishing the services described herein.

	Estimated Calendar of Events	Date
1	Date of Posting	October 20 <sup>th</sup> , 2023
2	Technical Questions Regarding this RFQ shall be from prospective respondents. (NOTE: only email inquiries will be accepted at <a href="mailto:Procurement@ulbcfl.org">Procurement@ulbcfl.org</a> .)	October 27 <sup>th</sup> , 2023
3	Anticipated posting of ULBC responses to technical questions on the Urban League of Broward County website at <a href="https://www.ulbroward.org/">https://www.ulbroward.org/</a>	November 3 <sup>rd</sup> 2023
4	Deadline to submit proposal responses	November 10 <sup>th</sup> 2023
5	Evaluation of Proposal	TBD Internally
6	Evaluation Committee Selection	TBD Internally
7	Evaluation Notice Released	November 17 <sup>th</sup> 2023
8	Release of Contract Signing	N/A
9	Contract Signature Deadline	December 24 <sup>th</sup> 2023
10	Estimated Services Begin Date	January 1 <sup>st</sup> 2024

### QUESTIONS

Any questions from Respondents concerning this RFQ shall be submitted via email, identifying the submitter, to [Procurement@ulbcfl.org](mailto:Procurement@ulbcfl.org) by the October 27<sup>th</sup> 2023 specified in the Calendar of Events. All questions and/or changes to the RFQ will be posted on the Urban League of Broward County website at <https://www.ulbroward.org/> as they are received. It is the prospective Respondent's responsibility to check the website for updates.

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### **1.0 INTRODUCTION AND PURPOSE**

The Urban League of Broward County (ULBC) is soliciting proposals from interested firms and individuals to provide Copier Lease & Maintenance Services. ULBC will receive proposals from Proposers having specific experience and qualifications in the area identified in this solicitation. For consideration, proposals for this project must contain evidence of the Proposer's experience and abilities in the specified area and other disciplines directly related to the proposed service.

### **2.0 BACKGROUND**

ULBC is a non-profit organization that provides community-based social and human services to persons throughout Broward County. ULBC operates over 17 programs and initiatives in the strategically designed areas of: economic services, education, health, housing, jobs, and justice.

### **3.0 QUALIFICATIONS**

The Proposer must show to the complete satisfaction of Urban League of Broward County that it has the necessary facilities, ability, and financial resources to provide the services specified herein in a satisfactory manner. The Proposer should also give a history and references to satisfy Urban League of Broward County in regard to the Proposer's qualifications. Urban League of Broward County may make reasonable investigations deemed necessary and proper to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to Urban League of Broward County all information for this purpose that may be requested. Urban League of Broward County reserves the right to reject any offer if the evidence submitted by, or investigation of, the Proposer fails to satisfy Urban League of Broward County that the Proposer is properly qualified to carry out the obligations of the contract and to complete the work described therein.

Evaluation of the Proposer's qualifications shall include:

- A. The ability, capacity, skill, financial and other necessary resources to perform the work or provide the service required;
- B. The ability to perform the work or provide the service promptly or within the time specified, without delay or interference;
- C. The character, integrity, reputation, judgment, experience, and efficiency of the Proposer, and;
- D. The quality of performance of previous contracts or services.

\*Respondents must provide a listing of the personnel to be assigned to the project, including organizational structure and each person's area of responsibility. Resumes for each professional assigned to this project are also required. Responders must have sufficient and qualified staff immediately available to contract solicitations and to enter and manage any components targeted by the RFQ.

Give an overview of your organization's qualifications relevant to the purpose. List and include qualifications of the primary individuals proposed to manage the work, carry out the required activities and prepare the required deliverables. Include information about past projects, years in operation, education, certifications, areas of expertise and any other information you would like to be considered. Give the same information to any other employees you intend to assist you with this project.

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#### **4.0 SCOPE OF WORK**

##### **4.1 General Statement:**

Urban League of Broward County requests proposals for Copier Lease & Maintenance Services and for all activities and any other allocations provided to Urban League of Broward County.

##### **4.2 Work Summary**

Work Summary: The complete scope of services is detailed in the attached Statement of Work (see Exhibit A). In summary, ULBC requires the services of one firm to provide Copier Lease & Maintenance Services to 560 NW 27 Avenue, Ft. Lauderdale, FL 33311.

Exhibit A outlines the services being requested (Statement of Work)

Exhibit B is a detailed description of ULBC building, (if deemed necessary)

Exhibit C is an outline of equipment specifications or equivalent.

Exhibit D is a list of submission requirements as requested on section 12.0

Exhibit E is a list of insurance requirements

#### **5.0 FEE PROPOSAL**

Give the proposed compensation amount for the deliverables listed above. The amount should include any costs associated with administering this service. The proposed fee structure, including billing rates, hourly rates, reimbursable expenses, etc. Preferences will be given to firm fixed pricing.

#### **6.0 TIMELINE**

It is expected that Copier Lease & Maintenance Services will begin on January 1<sup>st</sup>, 2024

- RFQ Issued: October 20<sup>th</sup>, 2023
- RFQ Responses due: November 10<sup>th</sup>, 2023
- Selection of Contractor: November 17<sup>th</sup>, 2023

Urban League of Broward County reserves the right to make adjustments as needed to the above schedule.

#### **7.0 QUESTIONS**

Any questions from Respondents concerning this RFQ shall be submitted via email, identifying the submitter, to [Procurement@ulbcfl.org](mailto:Procurement@ulbcfl.org) by the October 27<sup>th</sup>, 2023, specified in the Calendar of Events. All questions and/or changes to the RFQ will be posted on the Urban League of Broward County website at <https://www.ulbroward.org/> as they are received. It is the prospective Respondent's responsibility to check the website for updates.

#### **8.0 INSTRUCTIONS TO PROPOSERS**

##### **8.1 Pre-Contractual Expenses:**

ULBC shall not be liable for any pre-contractual expenses, which are defined as expenses incurred by a Proposer(s) in preparing its proposal in response to this RFQ, negotiating with the ULBC any matter related to the proposal, or any other expenses incurred by Proposer(s) prior to the date of award of the contract(s) resulting from this procurement.

##### **8.2 Period of Performance:**

The contract term or period of performance shall be for a (5) five-year base period with no or limited option renewal options to extend the agreement for a total period of performance of up to five years. The option terms may be exercised by ULBC, at its sole discretion, with prior written notice to the Contractor.

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**8.3 Proposer Representations:** By submitting a proposal, each proposer represents that it:

- **8.3.1** Has thoroughly examined and become familiar with the work described in the Statement of Work (Exhibit A).
- **8.3.2** Understands the requirements of the Statement of Work, the nature and location of the work, and all other matters that can affect the work.
- **8.3.3** Will honor its proposal for 120 days and acknowledges that the proposal cannot be withdrawn within that time and without prior written consent from ULBC.
- **8.3.4** Will comply with all requirements set forth in this RFQ and, if awarded, the ensuing contract.
- **8.3.5** Will, if selected to perform the work, comply with all terms and conditions set forth in the contract associated with this procurement.
- **8.3.6** Will comply with:
  - The Equal Employment Opportunity Act relating to non-discrimination.
  - Statutory requirements relating to employment of undocumented aliens.
  - Statutory requirements related to prevailing wage & requirements.

**8.4 Addenda:** ULBC reserves the right to revise or amend the RFQ documents prior to the stated proposal submittal deadline. Any such revisions will be made by written addenda to this RFQ.

**8.5 Withdrawal of Proposal:** The Proposer may withdraw its proposal before the opening of the proposals by submitting a written request signed by an authorized representative of the firm and email to [Procurement@ulbcfl.org](mailto:Procurement@ulbcfl.org).

**8.6 ULBC Rights:** ULBC may investigate the qualifications of any Proposer under consideration, require confirmation of information furnished by the Proposer and require additional evidence of qualifications to perform the work described in this RFQ. This RFQ does not commit ULBC to issue a contract to implement this procurement. Furthermore, ULBC reserves the right to:

- **8.6.1** Accept or reject any, and all proposals, or any item or part thereof, at its discretion.
- **8.6.2** Cancel or withdraw the entire RFQ, or any part thereof, at any time without prior notice.
- **8.6.3** Waive any minor errors or irregularities in any proposal, to the extent permitted by law.
- **8.6.4** Obtain information from any source that has the potential to improve the understanding and evaluation of the RFQ.
- **8.6.5** Postpone RFQ openings for its own convenience.
- **8.6.6** Remedy or overlook technical errors in the RFQ process.
- **8.6.7** Seek the assistance of outside technical experts.
- **8.6.8** Approve or disapprove the use of particular subcontractors.
- **8.6.9** Negotiate with any, all or none of the respondents to the RFQ.
- **8.6.10** Accept other than the lowest monetary offer.
- **8.6.11** Award a contract based upon initial offers.

**8.7** The selected proposer is required to comply with all relevant local, state, and federal laws, codes, and ordinances. If the proposer outsources any work or job to a sub-proposer, it will be the prime proposer's responsibility to ensure that all sub-proposers meet the requirements set forth in this RFQ and the resultant contract.

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**8.8 Prohibited Communications:** No proposer, or anyone representing a proposer, is to discuss this RFQ with any official or employee of ULBC, other than the agency contact named in this RFQ. Neither proposers, nor anyone representing a proposer, are to discuss this RFQ with any Proposer engaged by ULBC for assistance in preparing the RFQ documents or any cost estimate associated with this procurement. Violation of this prohibition may result in disqualification of the Proposer even if the contract has already been awarded.

**8.9 Use of Subcontractors**

- **8.9.1** The proposer awarded a contract by ULBC must be the prime contractor performing the primary functions of the contract. If any portion of the contract is to be subcontracted, it must be clearly set forth in the proposal

document as to what part(s) are to be subcontracted, the reasons for the subcontracting, and a listing of subcontractors. Acceptance or rejection of a proposer's request to use subcontractors is at the sole discretion of ULBC. ULBC reserves the right to reject any proposal to function as the prime Contractor on the awarded contract. When approved, the subcontractor(s) shall agree to and be bound by all terms, conditions and specifications of the awarded contract and the proposer shall be responsible for proper performance of the contract by its subcontractor(s).

- **8.9.2** With prior approval of ULBC, the prime contractor may enter into subcontracts and joint participation agreements with others for the performance of portions of resultant agreement. The prime contractor shall at all times be responsible for the acts and errors or omissions of its subcontractors or joint participants and persons directly or indirectly employed by them. Nothing in this contract shall constitute any contractual relationship between any others and ULBC or any obligation on the part of ULBC to pay, or to be responsible for the payment of, any sums to the subcontractors.
- **8.9.3** The provisions of the resultant agreement shall apply to all subcontractors in the same manner as to the prime contractor. In particular, ULBC will not pay, even indirectly, the fees and expenses of a subcontractor that does not conform to the limitations and documentation requirements of the resultant agreement.
- **8.9.4** Upon written request from ULBC, the contractor shall supply ULBC with subcontractor Agreements.

**9.0 INSURANCE REQUIREMENTS:** ULBC requires Contractors doing business with them to obtain appropriate insurance coverage within the prescribed minimum limits set forth in the attached. Insurance Requirements (Exhibit D). The required proof of insurance must comply with all requirements of the standards as shown in Exhibit D and must be provided with the proposal.



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## **10.0 EVALUATION AND SELECTION PROCESS**

Proposals will be reviewed for responsiveness and adherence to proposal deadline. Any proposal that is incomplete will be considered non-responsive.

Responsive proposals will be evaluated by the Selection Committee based on the following criteria:

- **Qualifications of Proposer**  
Experience in performing work similar in nature and/or related to the work described in the Statement of Work; experience working with public agencies, strength, and stability of the firm; appropriateness of personnel to their assigned work tasks; logic of project organization; adequacy of labor commitment.
- **Approach and Understanding**  
Depth of proposer's understanding of ULBC requirements; overall quality and logic of work plan; safety program and history; appropriateness of labor distribution among the tasks; ability to meet project deadlines; utility of suggested technical or procedural innovations.
- **Cost**  
Reasonableness of the total price based on anticipated requirements; adequacy of data support of figures quoted; basis on which prices are quoted; additional fees for special events.

## **11.0 RFQ SUBMISSION PROCESS & INSTRUCTIONS**

Proposal deadline: Proposals must be received no later than November 10<sup>th</sup>, 2023. Sealed proposals must be received by email at the address referenced below. No proposals received by mail or fax, or transmission will be accepted.

Email to the Urban League of Broward County at [Procurement@ulbcfl.org](mailto:Procurement@ulbcfl.org)

Proposing entities must note on the subject line:

REQUEST FOR QUOTE, [RFQ# & Title of Service]

**12.1 Specific Requirements:** Proposals should be as thorough and detailed as possible so that ULBC may properly evaluate the services. Proposers are required to submit the following items as a complete proposal:

- **12.1.1** The return of the RFQ cover sheet completed as required
- **12.1.2** A narrative statement as to the proposer's qualifications to perform the work listed in the Statement of Work. This narrative must address the following:
  - **12.1.2.1** Description of the background and experience of the proposer. This should include the number of years performing this service. This section also should establish that proposer has the ability to satisfactorily perform the required work; the skill, knowledge and understanding of the subject matter; the requisite previous experience on similar assignments; the ability and professional standing.
  - **12.1.2.2** Names, addresses, telephone numbers and individual contacts of at least three current accounts of similar size and complexity handled by the proposer.
  - **12.1.2.3** Resumes of key personnel to be assigned to this contract. This should describe their anticipated roles in serving the account. Highlight their skill, knowledge, and understanding of applicable subject matter, experience, and applicable professional credentials. Include copies of applicable professional credentials.
  - **12.1.2.4** If more than one quotation is being submitted by one proposer, the advantages, and disadvantages of the different approaches as well as the proposer's recommendations and related justifications must be included.
  - **12.1.3** Proposed scope of work of the proposer's implementation and performance of the contract. Proposal should include:
    - **12.1.3.1** Proposed copier and maintenance service services with justification for each.
    - **12.1.3.2** Proposed outline and schedule for any services.

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- **12.1.2.3** Cost of copier and maintenance services. All charges must incorporate routine office and administrative charges including, but not limited to postage, travel, office supplies, telephone charges, report preparation, fuel, and any services needed to provide copier and maintenance services for ULBC.

**13.0 CONFLICT OF INTEREST**

This Agreement is subject to chapter 112, F.S. Grantee shall disclose the name of any officer, director, employee, or other agent who is also an employee of the Urban League of Broward County (ULBC). The Grantee shall also disclose the name of any ULBC employee who owns, directly or indirectly, more than a 5% interest in the Grantee or its affiliates. Contractor shall certify that neither contractor nor its principles are presently debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in the transaction by any Federal department or agency. Where contractor as the recipient of federal funds, is unable to certify to any of the statements in the certification, contractor must include an explanation with their bid/proposal. Debarment, pending debarment, declared ineligibility or voluntary exclusion from participation by any Federal department or agency may result in the bid/proposal being deemed non-responsible.

**14.0 E-VERIFY**

Effective January 1, 2021, all new contracts between the Urban League of Broward County and its providers/contractors will require that the provider/contractor swears and affirms that, in accordance with Florida Statutes Section 448.095, such provider/contractor,

- (a) uses the e-Verify system to verify the work authorization status of all newly hired employees, contractors and subcontractors, and all employees, contractors, and subcontractors working on federal contracts,
- (b) does not employ, contract with, or subcontract with an unauthorized alien,
- (c) has obtained affidavits from its applicable subcontractors swearing and affirming that such subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and (d) will maintain a copy of any such subcontractor affidavits for the duration of the applicable xxx contract.”

The E-Verify system is Internet-based and operated by the Department of Homeland Security that verifies the employment eligibility of employees.

**15.0 SAM.GOV**

Sam.gov Search: An exclusion record identifies parties excluded from receiving Federal contracts, certain subcontracts, and certain types of Federal financial and non-financial assistance and benefits. Exclusions are also referred to as suspensions and debarments.

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**EXHIBIT A**  
**STATEMENT OF WORK**

**I. PROPERTY LOCATION**

560 NW 27 Avenue  
Ft. Lauderdale, FL 33311

**II. SCOPE OF SERVICES**

The successful Contractor will provide the following:

**A. General Requirements**

1. Install copiers on established locations.
2. Communicate with IT personnel for network connection.
3. Establish communication between equipment and server for proper operation.
4. Provide adequate training and proper usage of equipment installed to assigned ULBC staff.
5. Provide maintenance service to equipment as outlined in the maintenance agreement.
6. Maintenance must be done in a timely manner.

**B. Minimum Qualifications**

1. All installers and maintenance personnel shall possess all necessary certificates and permits required by state and any local jurisdiction.
2. May not be employed under this contract if he or she currently or in the past has been involved in:
  - a. Any felony conviction;
  - b. Military conduct resulting in dishonorable or undesirable discharge;
  - c. Any pattern of irresponsible behavior, including but not limited to theft, or a problem employee record.
3. All personnel shall be capable of providing services (installation and maintenance) and communicating with key personnel any issues or concerns relating to equipment.

**C. Safety**

Contractor shall execute and maintain its work to avoid injury or damage to any person or property. In carrying out its services, the Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of all persons appropriate to the nature of the work and the conditions under which the work is to be performed.

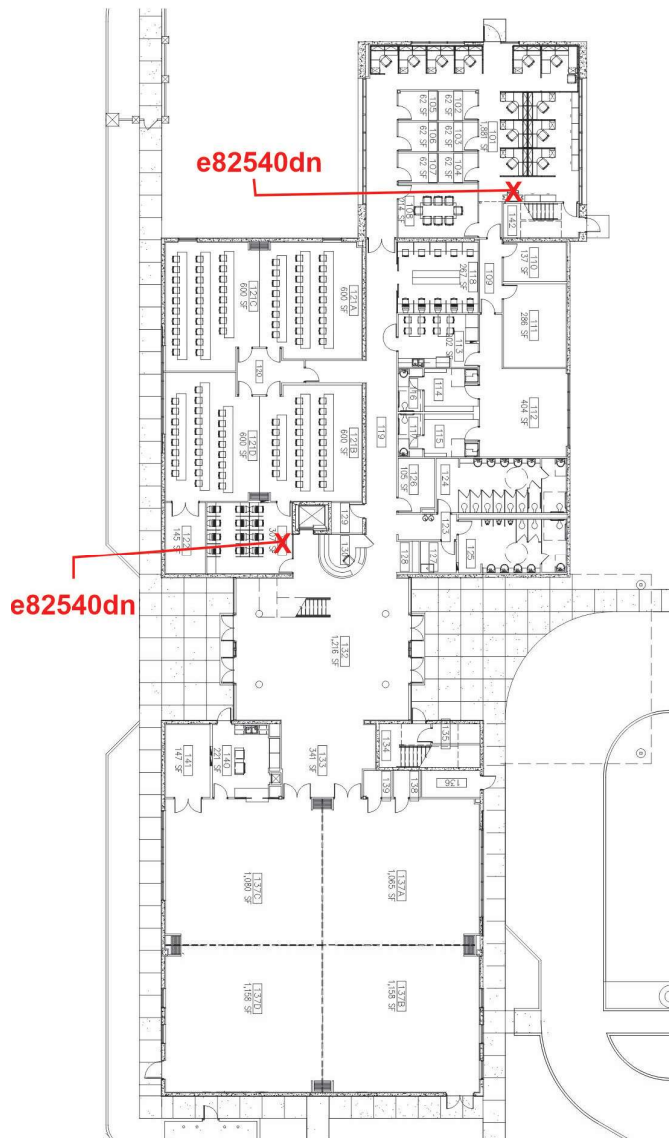
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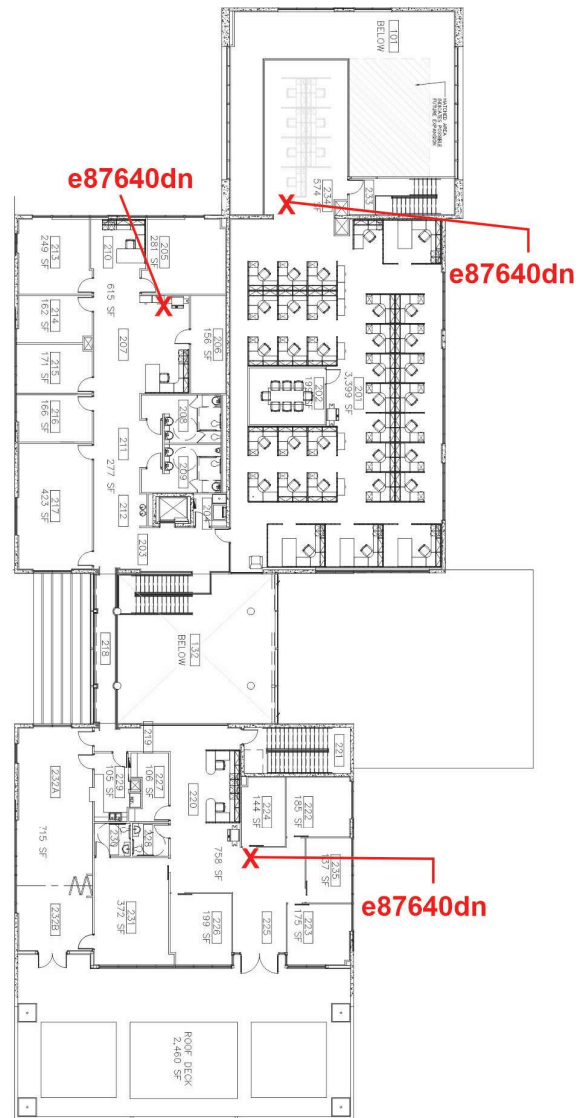
**EXHIBIT B**  
**PROPERTY DESCRIPTION & DRAWING WITH LOCATIONS FOR COPIERS**

Community Empowerment Center (CEC)  
560 NW 27 Avenue  
Ft. Lauderdale, FL 33311

**FIRST FLOOR**



**SECOND FLOOR**



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**EXHIBIT C**  
**EQUIPMENT SPECS OR EQUIVELANT**

The vendor is requested to provide quotes on machines specified (newer models will be accepted) or equivalent if equipment is from a different manufacturer. Attached are details and specifications for each copier.

**(1) HP E82660z (SSVF/Housing Area – First Floor)**

- Black & White 60 pages per minute
- 2 – 520 sheet paper drawers
- Cabinet
- 100 Sheet Bypass Tray
- Scan to folder & Scan to Email up to 300 ppm
- Scan direct to and print from USB
- 300 Sheet Single Pass Duplex Document Feeder
- Standard Data Overwrite Security System
- Copy & Print Resolution up to 1200 x 1200 dpi
- Staple Finisher
- Heavy Paper Support
- Automatic Paper Size Detection
  - Blank Page Removal
- Universal Print Driver
- Outside Erase for Book Copying
- High Compression Scanning (Slim PDF)
- Optical Character Recognition
- Pop-Out Keyboard

**(1) HP E87660z (Programs Staff Area – Second Floor)**

- 60 pages per minute Color or Black & White
- 2 – 520 sheet paper drawers
- 1 – 2000 sheet high capacity paper drawer
- 100 Sheet Bypass Tray
- Total Base Paper Capacity 3,200 / 5,200 max paper supply
- Scan to folder & Scan to Email up to 300 ppm
- Scan direct to and print from USB
- 300 Sheet Single Pass Duplex Document Feeder
- Standard Data Overwrite Security System
- Copy & Print Resolution up to 1200 x 1200 dpi
- Staple Finisher
- Heavy Paper Support
- Automatic Paper Size Detection
  - Blank Page Removal
- Universal Print Driver
- Outside Erase for Book Copying
- High Compression Scanning (Slim PDF)
- Optical Character Recognition
- Pop-Out Keyboard

**(1) HP E87660z (Finance – 2nd Floor)**

- 60 pages per minute Color or Black & White
- 2 – 520 sheet paper drawers
- 1 – 2000 sheet high capacity paper drawer
- 100 Sheet Bypass Tray
- Total Base Paper Capacity 3,200 / 5,200 max paper supply
- Scan to folder & Scan to Email up to 300 ppm
- Scan direct to and print from USB
- 300 Sheet Single Pass Duplex Document Feeder
- Standard Data Overwrite Security System
- Copy & Print Resolution up to 1200 x 1200 dpi
- Staple Finisher
- Heavy Paper Support
- Automatic Paper Size Detection
  - Blank Page Removal
- Universal Print Driver
- Outside Erase for Book Copying
- High Compression Scanning (Slim PDF) / Fax
- Optical Character Recognition
- Pop-Out Keyboard

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**EXHIBIT C (cont.)**  
**EQUIPMENT SPECS OR EQUIVELANT**

**(1) HP E87660z (Executive Area – Second Floor)**

- 60 pages per minute Color or Black & White
- 2 – 520 sheet paper drawers
- 1 – 2000 sheet high capacity paper drawer
- 100 Sheet Bypass Tray
- Total Base Paper Capacity 3,200 / 5,200 max paper supply
- Scan to folder & Scan to Email up to 300 ppm
- Scan direct to and print from USB
- 300 Sheet Single Pass Duplex Document Feeder
- Standard Data Overwrite Security System
- Copy & Print Resolution up to 1200 x 1200 dpi
- Staple Finisher
- Heavy Paper Support
- Automatic Paper Size Detection
  - Blank Page Removal
- Universal Print Driver
- Outside Erase for Book Copying
- High Compression Scanning (Slim PDF)
- Optical Character Recognition
- Pop-Out Keyboard

**(1) HP E82660z (Computer Lab– First Floor)**

- Black & White 60 pages per minute
- 2 – 520 sheet paper drawers
- Cabinet
- 100 Sheet Bypass Tray
- Scan to folder & Scan to Email up to 300 ppm
- Scan direct to and print from USB
- 300 Sheet Single Pass Duplex Document Feeder
- Standard Data Overwrite Security System
- Copy & Print Resolution up to 1200 x 1200 dpi
- Staple Finisher
- Heavy Paper Support
- Automatic Paper Size Detection
  - Blank Page Removal
- Universal Print Driver
- Outside Erase for Book Copying
- High Compression Scanning (Slim PDF)
- Optical Character Recognition
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**Maintenance Service**

Service contract to cover no minimums on black and color copies, usage to be billed separately  
Specify price per copy on black and color copies  
Service contract to cover all parts and labor  
Service contract to cover all toner, developer, and supplies usage  
No charge for B/W or Color Scans (Unlimited scans)

**Lease Buy Out**

Pricing should include lease buy out of existing HP Copiers (Models E87640dn & E82540dn)  
Buy out amount: \$45,731.43  
Buy out valid thru: 11/15/2023



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**EXHIBIT C (cont.)**  
**EQUIPMENT SPECS OR EQUIVELANT**

**Papercut Software Criteria**

- Track all MFP's / printers – from the panel and from the driver; know who is printing and what is being printed.
- Secure Print Release – enabled with a four-digit code; Users can send jobs to be held in the print queue until they are released at the machine. Keep sensitive information private and conform to compliance regulations while reducing prints made in error and jobs forgotten on the output tray of the machine.  
Option: Leverage the combination of identity cards and embedded MFD software for quick 'tap and release' of print Jobs. Provide price as an option on a different line item.
- Secure MFP by locking down all unauthenticated access to the MFP device.
- Ability to track copy and printer usage on the MFP with embedded Papercut application.
- Control and report usage - Get full usage visibility to unlock in-depth insights and stats with dozens of helpful automated reports. Accurate print information by user and department; You can give allowances to departments or users; you can also get a report so you can track usage and control costs.
- True Follow Me printing – Allows users to print to a server based product and retrieve the output at any device at any location; If a machine is down or is being used, you can retrieve your prints from any other device.
- Enforce Print Policy – All to set rules based on duplex and color printing; Vendor will help us establish rules that Papercut will use to reduce costs.
- Minimize Waste – eliminate and delete jobs that have not been printed; jobs held in queue that are not released are automatically deleted after 24 hours.
- Cost Accounting – Enable all prints/scans/copies to bill back by department/user/grant; many nonprofits operating with grant money need to assign the value of copies and prints to a particular grant. Papercut should allow us to easily do this and track usage.
- Scan-To-Me Functionality, IT support no longer needs to manage address books on the MFP devices.
- Since the vendor will be supporting an application on our network, the Solution provider be SOC II compliant.

**Agreement includes**

- All brand-new equipment with full replacement warranty.
- No minimums with black and color copies (usage to be billed separately)
- No charge for B/W or Color Scans
- Includes all toner, developer, labor, service, parts, and supplies.
- Customer Satisfaction Guarantee which includes:
  - Replacement of any device at the customer's discretion.
  - Paid downtime if downtime exceeds 2% during any given month
  - 98% guaranteed uptime
- Unlimited Training
- All Insurances as outlined in signed request.
- Delivery, installation, set up and supplies.
- Vendor will close existing leases and return/ship existing equipment at no charge.
- Training and support for the term for PaperCut Software.

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Copier Lease & Maintenance Service  
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**EXHIBIT D**  
Insurance Requirements

**Time for Compliance**

Contractor shall not commence work until it has provided evidence satisfactory to ULBC that it has secured all insurance required under this section. In addition, Contractor shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

**Requirements**

Proposer is to submit proof of insurance. ULBC's insurance agent will review coverage for all respondents and advise if coverage or limits need to be amended by selected vendor. Selected proposer agrees to modify coverage as outlined by ULBC insurance agent.



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**EXHIBIT E**  
**LIST OF SUBMISSION REQUIREMENTS – SECTION 12.0 OF RFQ**

- \_\_\_\_\_ RFQ cover sheet completed as required – Page 3 of RFQ.
- \_\_\_\_\_ Narrative statement.
- \_\_\_\_\_ References (3).
- \_\_\_\_\_ Copy of liability insurance.
- \_\_\_\_\_ Brochures/Specs for proposed equipment.
- \_\_\_\_\_ Proof of ownership, Tax Id No. and required licenses.
- \_\_\_\_\_ Any additional documents or information pertaining to RFQ.

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**QUOTATION EVALUATION CRITERIA**

**Instructions:** Each quotation received should be evaluated based on the following criteria. Quotations received after the deadline will not be opened. ULBC reserves the right to return unopened submissions to the offeror or to properly discard. Quotations opened and subjected to the criteria below shall belong exclusively to ULBC. These quotations and supporting documentation for evaluating such quotations will be maintained by ULBC based on the agency's record retention policy.

**Qualifications of proposer (Max 30 pts)**

- Experience in performing work similar to requested RFQ
- Experience working with public agencies & stability of firm
- References

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**Proposed costs / Leasing of equipment (Max 35 pts)**

- Proposed equipment as requested or equivalent
- Additional recommendations or additional costs

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**Proposed costs / Maintenance Service (Max 35 pts)**

- Proposed maintenance service requested
- Additional recommendations or additional costs

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**TOTAL (Max 100 pts)**

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**END OF THE PACKAGE**