Request for Proposal for:

Multifunctional Copiers / Printers Equipment and Service

Enterprise Florida Inc. is seeking experienced vendors to provide multi-function digital copiers/printers and related maintenance and support services for up to five (5) years.

Please submit an original and two (2) copies of your proposal in a sealed envelope to the Contact person shown below no later than 5pm on **February 16, 2018**. Electronically transmitted proposals will be accepted. Proposals not received by the specified time noted will be rejected.

All proposals submitted shall become the property of Enterprise Florida Inc.

All Responses to the Request for Proposal shall be submitted to:

Enterprise Florida Inc.
Attn: Lorna Dusti
800 N. Magnolia Ave., Suite 1100
Orlando, FL 32803

Questions and electronic responses may be submitted via email to ldusti@enterpriseflorida.com.

INTRODUCTION
Enterprise Florida Inc. is seeking Proposals from established Vendors who have been in the business of multi-function digital copiers/printers for up to (5) years, and who sell, lease, maintain and support the specified copiers/printers in each location.

The purpose of the document is to provide information to submit a proposal. It is not the intent to limit the Vendor to a specific copier/printer solution.

**Currently seeking the following devises or its equivalent:**
1 – Canon imagePress c750
8 – Canon iR ADV 5540i
1 – Canon iR ADV c5560i 9 (with Fiery, booklet maker, 2/3 hole punch)

RESPONSES:
Responses to the RFP must contain the following information by the vendor:

A. General and Technical Requirements for Digital Copiers/Printers
All digital copiers/printers shall be newly manufactured with no used or refurbished parts and include the capability for scanning, faxing and emailing. Each location’s business needs will determine the final
equipment configuration of each copier/printer. The OEM shall provide specification sheets listing all accessories, features, functions and technical requirements of each model copier/printer. Unless otherwise specified all digital copiers/printers shall meet the following requirements:

1. All digital copiers/printers shall be capable of producing double-sided prints/copiers.
2. All copiers/printers rated at a speed of 50 prints per minute (PPM) or faster are required to have the capability of printing on stock ranging from 16 lb. bond to 110 lb. index, on sizes letter (8 ½ x 11”), legal (8 ½ x 14”) and 11x17”.
3. All digital copiers/printers shall have PIN codes and /or mailbox secured access for users.
4. All digital copiers/printers shall have the ability for a network connection using Ethernet TCP/IP protocol.
5. All digital copiers/printers shall be capable of enlarging documents.
6. All digital copiers/printers shall be capable of reducing documents.
7. All digital copiers/printers shall be capable of scanning.
8. Certain digital copiers/printers shall be capable of stapling.
9. Certain digital copiers/printers shall be capable of emailing.
10. Certain digital copiers/printers shall hold four (4) paper trays.
11. Certain digital copiers/printers shall be capable of color.

**Non mandatory but advantageous**
1. Certain digital copiers/printers shall be capable of faxing.

**B. OEM Service Entity (Authorized Dealers)**
If OEM will not be the direct servicing entity, the OEM must provide a statement of support to commit all necessary products, services and resources to the designated authorized dealer(s) in order to fulfill the terms and conditions of the contract.

**C. Requirements for Maintenance Support**
1. Vendor shall provide a parts and labor warranty for minimum of 90 days. Vendor shall identify their warranty period.
2. The vendor shall bear all material and labor costs for repair of equipment and defect and failure accruing within the warranty period.
3. If a copier/printer does not perform to the manufacturer’s specifications during the warranty period, the OEM shall replace the unit(s) with a new copier/printer of the same model or equivalent.
4. The maintenance/service agreement shall commence upon execution of contract.
5. Vendor shall provide telephone support number for placing service calls, which will be available Monday through Friday, 9:00 AM to 5:00 PM, excluding legal holidays.
6. The vendor shall maintain a minimum average rate of 95% uptime per copier/printer per calendar quarter. The average uptime rate is based upon the number of business days per calendar quarter, excluding County recognized holidays.
7. Poor performing and/or problematic copier/printer units will be replaced with new similar equipment repaired to the manufacturer’s specifications and/or repaired to the County’s satisfaction.
8. Initial training of Enterprise Florida personnel shall be conducted upon equipment installation and at no cost to the organization.
D. Network Technical Requirements
   1. The networked digital copiers/printers will be connected to the organization’s network.
   2. The vendor shall specify all electrical requirements, including the necessity for special electrical receptacles, dedicated lines, etc. Each device shall meet the OEM’s recommendations for electrical surge protection.

E. Pricing Requirements
   1. Vendors shall provide a purchase price on the equipment as well as lease pricing. The lease price shall be based on a 60–month term. The monthly equipment lease payment shall be structured as a base equipment lease payment per digital copier/printer including an annual maintenance agreement. Must also include rates per Black and White or Color impressions. A master equipment and a master maintenance agreement may be developed at contract execution.
   2. Enterprise Florida will contract with a separate contractor to install electrical and/or data. It is the responsibility of the vendor to provide all specifications for the hard wiring.
   3. Each vendor shall outline a method to examine volumes for each copier/printer to verify the proper equipment is in place and is properly utilized. Vendors must outline a method to replace under or over –utilized equipment with a digital copier/printer of lesser/greater speed and/or capacity. This must be accomplished without extending the equipment lease and/or maintenance agreement beyond the original term.

F. Term
   The award will be based on either the purchase price or lease price, depending on which is most advantageous. If a lease is chosen, it will contain the option to extend on a month to month basis. This option can be cancelled by Enterprise Florida upon 30 days written notice. The equipment lease and maintenance will remain in effect during the month-to-month extension period.

Enterprise Florida Locations

Orlando Headquarters
800 N. Magnolia Ave., Suite 1100
Orlando, FL 32803

Miami
201 Alhambra Cir. Suite 610
Coral Gables, FL 33134

Tallahassee
101 North Monroe St., Suite 1000
Tallahassee, FL 32301
QUESTIONNAIRE FOR VENDORS

All vendors must complete this questionnaire in full so as to assist the organization in reviewing all proposals in accordance with the criteria. Failure to completely answer all questions in a thorough, accurate manner may lead to the rejection of the proposal.

1. Have you ever done the same or similar work for other organizations?

   a. Where and when the work was performed:

2. Could you provide two (2) references of work that you have successfully completed?

3. How long has your company been in business? What experience or qualifications does it possess?

4. Where are your offices located?