



## **Request for Proposal**

### **DIGITAL MULTI-FUNCTIONAL COPIER/PRINTER**

Proposals due  
**4:00 PM**  
**May 19, 2023**

Contact:

Patrick Lee, Finance Manager/Treasurer  
Florin Resource Conservation District  
9829 Waterman Road  
Elk Grove, CA 95624

Proposals must be sent electronically to:  
Patrick Lee at  
[plee@egwd.org](mailto:plee@egwd.org)

## **1. Purpose**

The Florin Resource Conservation District (FRCD) is requesting proposals from interested and qualified firms to submit proposals for one (1) digital multi-functional copier/printer that is fully networked and integrated with the FRCD's Information Technology System for a five (5) year (sixty months) term starting on July 1, 2023. The FRCD is relying on suppliers to present their best digital integrated solution based on copy volume and costs, network capacity, and maintenance costs. Responding firms shall be solely responsible for any expenses incurred in preparing proposals in response to this request.

The FRCD encourages Proposers to submit the most competitive proposal possible, offering the highest quality of service and enhancements to improve the FRCD's current operations. While much of the information provided in this Request for Proposals (RFP) is based upon current services, it is the FRCD's desire to maximize the use of automated and electronic technology services to improve operational efficiency and customer service capabilities. Of equal consideration is the responsive service-oriented relationship with the selected Proposer.

The FRCD may select a firm based on proposal alone or may narrow the field to the top firms (not to exceed three) based on strength of proposal, and then conduct interviews to finalize a selection.

## **2. Background**

The FRCD was formed in 1953, pursuant to Section 9000 *et seq.* of the Public Resources Code of the State of California (the "Conservation District Law"). The FRCD is located approximately six miles southeast of the City of Sacramento in the southern portion of Sacramento County and encompasses approximately 156 square miles and is governed by a five-member Board of Directors.

In 1999, the FRCD acquired the EGWD, which provides water service to more than 13,000 residential, non-residential, irrigation and fire service accounts through approximately 145 miles of water mains. The EGWD is reported as an enterprise fund on the FRCD's financial statements. The EGWD has a broad range of responsibilities, including long-term water reliability planning, management of current groundwater assets in addition to the distribution of potable water. Although the FRCD previously provided activities such as creek cleanups, tire recycling, technical assistance, and conservation education through its Resource Conservation operations, in 2018, the FRCD shifted its primary focus to operating the EGWD.

## **3. Scope of Work**

The FRCD is seeking a qualified firm to provide a digital multi-functional copier/printer that is fully networked and integrated with the FRCD's Information Technology System for a five (5) year (sixty months) term starting on July 1, 2023.

### **A. General**

The FRCD is seeking a qualified firm to furnish a digital multi-functional copier, maintenance, supplies (excluding paper) and training services.

## B. Supplies

The intent of this proposal is to provide the FRCD with one (1) high speed digital multi-functional copier, including maintenance and consumables. In addition to the maintenance of the equipment, the charge per copy will include all consumables (except paper), such as, but not limited to toner, developer, drums, fuser oil, fuser lubricant, fuser agent, cartridges, etc., necessary to operate the equipment. All paper will be supplied by the FRCD and should not be included in your cost per copy charge. Supplies that will be loaded by the user, such as toner, are to be delivered to one location. The Proposer shall maintain ample supply (approximately 30 days) of materials at this location. The Proposer will at all times be responsible for maintaining needed inventories, delivering to usage areas and rotating stock, if necessary. Occasional emergency orders may also be required. The FRCD prefers that the Proposer make regularly scheduled deliveries of supplies but will call if supplies are out or an emergency order is needed. The FRCD will provide space for the copier, electrical power, network connection and paper. All other expenses for the operation are to be the responsibility of the Proposer and shall be included in the proposal. Developer, toner, and other consumables, which are the responsibility of the Proposer's service personnel, will be provided as needed during repair calls, or regular preventive maintenance calls. All repair parts, lamps, belts, brushes, rollers, filters, etc., are also to be included. Machines, parts, and all supply items furnished under rental shall remain the property of the Proposer.

## C. Maintenance

Qualified Proposer maintenance personnel shall perform equipment maintenance on both copier and copier accessories during regular FRCD business hours. Regular hours for the FRCD are generally 7:30 a.m. to 5:00 p.m., Monday through Thursday and 7:30 a.m. to 4:00 p.m. every alternate Friday.

## D. Service Calls

Service calls will be performed within four working hours of request for maintenance. The intention is that the necessary repairs be made as expeditiously as possible to minimize business disruption. The Proposer may attempt over-the-phone repairs but if unsuccessful, this will not be considered as a substitute for the required four-hour response time. The maximum allowable downtime for any one copier is two working days during any consecutive thirty-day period. Any copier that cannot be repaired and restored to normal operating service within two days shall be replaced with a copier of the same or better specifications at no additional cost. Any copier that fails to be operational 95% of the time, computed quarterly, shall be replaced at no additional costs. The percentage shall be calculated by dividing the non-operational days by the number of office days during the quarter. The replacement copier may be a permanent replacement or "loaner" until the repairs on the original machine are completed. Should the Proposer not replace the copier as specified, the FRCD may acquire a replacement and deduct any costs associated therewith from the Proposer's next submitted monthly billing.

## E. Preventative Maintenance

Preventative maintenance will be according to the Proposer's schedule and the Proposer's discretion. The Proposer's service technician shall check in and out with the key operator concerned. The copier will have a permanent record of machine maintenance. The FRCD

desires that the Proposer develop a reporting process that will provide a maintenance record and a reliability percentage for each machine on a calendar quarterly basis.

#### F. Work Site

The Proposer's maintenance personnel shall thoroughly clean up the work area and properly dispose of any residue after each maintenance action.

#### G. Loss or Damage to Equipment

While the equipment is installed on the premises, the Proposer shall assume all responsibility for loss or damage except that caused by negligence or neglect on the part of the FRCD. Repairs caused by negligence or misuse by FRCD staff shall be immediately brought to the attention of the FRCD. If misuse or negligence is documented and/or obvious, the Proposer shall make repairs under a separate agreement at a negotiated price. Compensation, if agreed upon, shall in no event exceed the fair market value of the machine.

#### H. Copy Allowance

Proposals shall be based on a **monthly copy allowance of 3,000 black and white and 3,000 color copies**. The Proposer will develop a suitable method for recording the number of bad copies or copies ran in the course of maintenance being performed. The number of bad copies or maintenance-generated copies shall be shown as credit against the total number of copies indicated on each machine. Monthly billing shall indicate this credit.

#### I. Installation and Site Preparation

The sites may require some modifications and preparation of electrical outlets and network cabling. **The equipment, with all printing and paper trays extended, shall be size to be installed in a space measuring 6.0 ft in length by 2.0 ft in depth to allow for unobstructed paper feeding or clearing jams.** Any proposed modification must conform to OSHA and building code requirements and are subject to FRCD approval prior to the placement of any copier at any location. The Proposer is responsible for installation and cost of all modifications. The FRCD must approve all supplies or equipment installed as part of the location's electrical system before any work begins. Such modifications will become the property of the FRCD. Installations shall comply with applicable rules of the National Electric Code. All electrical materials shall be UL approved or certified as being in compliance with the rules of the National Electric Code and meeting or exceeding standards of the Underwriter's Laboratories, Inc. The FRCD will not make nor allow others to make alterations to the equipment or remove equipment other than as may be authorized by the owner or mutually agreed upon in change of site conditions. Proposer will provide surge protectors. The FRCD shall provide correct voltage for all copiers.

#### J. Training

The Proposer will provide, at their expense, all training required for the operation of any equipment at any site at any time. The Proposer may use a "Key Operator" concept and specifically train one or more individuals in depth. If a "Key Operator" or other trained personnel should leave a location, the replacement must also be trained in a timely manner at no additional cost to the FRCD. An instructional manual is to be provided with each machine.

#### K. Invoicing and Management Tracking

All billings will be on a monthly basis and will be based on a month in arrears. All applicable monthly charges on copiers and accessories will be prorated on the number of calendar days actually in use after the date of installation. One summarized monthly invoice will be provided to the FRCD that reflects total copies, total copy credits, and total charges including accessories.

#### L. Award of Contract and Performance

Installation of equipment may proceed only after being approved by the FRCD and upon the Proposer receiving notice of such approval. The FRCD shall have the final decision regarding placement of any copier and no new installation will take place without approval of the FRCD. New installations will be completed as close to but no later than July 1, 2023.

#### M. Equipment Replacement

Assuming the contract remains in place for all five renewal years, the Proposer will not be required to place any new machine or replace any five-year old machine within the last six months of the last year of the contract unless the five-year old machine has been experiencing an incidence of repair considered prohibitive to the efficiency of the user, in which case the machine shall be replaced.

#### N. Installation and Training Timeline

The FRCD desires that the successful Proposer install the copier as close to but no later than July 1, 2023 and the required training shall take place during the same period of time.

#### O. Buyout and Equipment Return

The proposer shall be responsible for the coordination of the buyout and return of the FRCD's current equipment leased through US Bank.

#### P. Contract Manager

The Proposer shall provide one Contract Manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the Proposer when the manager is absent shall be designated in writing as part of this Proposal. The Contract Manager or alternate shall have full authority to act for the Proposer on all contract matters relating to the daily operation of this contract. The Contract Manager may be required to meet biweekly with the FRCD during the first two months of the contract. Meetings thereafter will be as often as the FRCD deems necessary.

#### Q. Equipment

The multi-functional copier will be state of the art, currently being manufactured and consistent with recommended volumes of the manufacturer of the equipment furnished. If model quoted ceases to be available during the life of the contract, the Proposer and the FRCD will mutually agree on a substitute for additional or replacement installations.

Proposer shall provide "New" equipment as defined as newly assembled for first-time use with new components. It must be eligible for a minimum ninety-day warranty.

Each proposal should indicate if there are restrictions on the type of paper used in its copiers, i.e. recycled bond or 25% cotton. The FRCD will not consider machines that do not accept recycled paper as an original and as the paper being copied onto, and laser printer generated originals.

#### R. Equipment Features/Desired Requirements

The current multifunctional copier/printer utilized by the FRCD is a Toshiba e-STUDIO6506AC. The features and minimum requirements of the proposed equipment shall be similar to the features of the Toshiba e-STUDIO6506AC or as detailed below. The FRCD reserves the right to select a proposer based on the most competitive pricing with the most advanced features.

Type:	Digital Multifunctional Imaging System
Memory:	2GB RAM Minimum
Imaging System:	Laser (Dry Electrostatic Transfer)
Developing System:	Dry Dual component Developer System
Image Server Memory:	Standard 1 GB Ram, 10 GB HD
Acceptable Originals:	Sheets, Books, 3-Dimensional Items
Max. Original Size:	11" x 17" (Ledger)
Max. Copy Size:	11" x 17" (Ledger)
Min. Copy Size:	4-1/8" x 5-7/8"
Copy/Scanning Resolution:	600 x 600 dpi
	1200 x 600 dpi interpolated
Printing Resolution:	600 x 600 dpi
	Max 2400 x 1200 dpi interpolated
Halftone:	256 Graduations of Gray
Copy Speed:	B/W 55/50 CPM (Letter)
	50 CPM (Ledger)
Duplexing:	Standard Automatic Tray Less
Magnification Reduction/ Enlargement	25% - 400% in 1% Increments
Paper Supply: Standard:	Dual Front-loading Trays (1,500 sheets) Dual Front-loading Cassettes (550 Sheets)
Paper Supply: Optional:	100-sheet Stack By-pass 2,500-sheet Paper Desk
Multiple Copies:	1-9,999
Paper Weights:	17#-Bond 100# Index

#### **Automatic Document Feeder:**

Acceptable Documents:	Statement to Ledger
Scanning Speed:	75-105 CPM
Capacity:	100 Sheets
Paper Weight:	13# - 110#

#### **Finisher:**

Number of Trays:	Two Trays
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Tray Capacity: 1,500 Sheets  
Staple Position: 1 - Any Corner  
2 - Margin  
Max. Staple Capacity: 50+ Sheets letter  
Three-hole Punch: Yes

**Network:**

Type: Embedded  
Storage: Minimally 100 GB Self Encrypting Hard Disk Drive  
Interface Connections: RJ-45, Wi-Fi  
Print Driver Support: Windows 10/11, Server 2016/2019/2022, Mac OS X 11.0 or better and Linux systems kernel 3.x or better  
Protocol Stacks: TCP/IP, SNMP, Bonjour, SMB, AirPrint, SFTP  
Management: Web Interface management and Reporting. Must support TLS 1.2, 1.3 and SHA256 Certificates

**Security Features:**

Stored data protection  
Data overwrite function  
"Follow-me" or pull printing  
Secure communication protocols

**4. RFP Response Format**

The FRCD uses a qualifications-based selection process in obtaining these services. All requirements set forth in this RFP must be addressed. Proposals shall be concise and shall be in two parts, the main proposal and any attachments or appendices. The main proposal shall not exceed 5 pages, excluding the cover/title page. The project schedule, a list of comparable clients, and examples of other work products/reports should be in the Appendices section. Preprinted and prepared general company advertising literature such as color brochures are discouraged unless they are specifically related to the services/information requested and referenced as such.

Please submit proposal as instructed in section 5 electronically in PDF format via email to [plee@egwd.org](mailto:plee@egwd.org). All proposal materials must be received by 4:00 PM on May 19, 2023. Proposals received afterward will not be accepted, nor will proposal materials sent by facsimile.

All proposals must be signed with the full name of the proposer, if an individual; by an authorized general partner, if a partnership; or by an authorized officer, if a corporation.

When proposals are signed by an agent other than an officer of a corporation or a member of a general partnership, a power of attorney authorizing the signature must be submitted with the proposal.

Modifications to a proposal after the proposal submittal deadline will not be accepted by the FRCD.

## 5. Proposal Forms and Content

### A. Proposal Submittal:

Proposals shall be submitted no later than 4:00 PM on May 19, 2023. Any proposals received after the due date will not be accepted. Proposals shall be emailed accordingly:

1. One (1) electronic copy of the proposal in PDF format labeled "Digital Multi-Functional Copier/Printer" emailed to [plee@egwd.org](mailto:plee@egwd.org)

### B. Cover Letter:

Provide a cover letter on company letterhead addressing the proposal. The letter shall be signed by an officer of the proposing firm authorized to bind the firm to all comments made in the proposal, and shall include the name, address, and phone number of the person(s) to contact who will be authorized to represent your firm. In addition, the cover letter must acknowledge receipt of any and all addenda issued in association with this RFP.

### C. Statement of Understanding:

The proposer shall indicate a clear understanding of the project. This should include a description of how the project tasks will be accomplished, the challenges that are expected to be encountered and how the proposer will address these challenges as well as proposer's understanding that the proposed equipment, with all printing and paper trays extended, shall be size to be installed in a space measuring 6.0 ft by 2.0 ft.

### D. Proposed Equipment:

The Proposer shall provide a detailed brochure with graphics and a schedule of all features and specifications of the proposed equipment, including an identification of how the features and specifications meet or exceed the minimum specifications as outlined in Section 3(Q) above. The schedule should be clear and concise. If necessary, proposer will provide an onsite demonstration of the proposed equipment at the proposer's location.

### E. Project Schedule:

Provide a proposed project schedule for the delivery, installation, configuration and training necessary. Equipment must be installed, configured and operational no later than July 1, 2023.

### F. Fee Summary.

Complete the Fee Summary (Exhibit A) detailing Proposer's fees and pricing, copy/print allowance, plus project-related expenses. Include a proposed not-to-exceed monthly fee for the 5-year term.

## 6. Evaluation Criteria

Selection of qualified proposers will be based on the following: quality and completeness of submitted proposal; understanding of project objectives; project approach; price proposal; support



and services; qualifications and experience with similar types of efforts; and capabilities and advanced technological features of the equipment. Additional questions may be asked of Proposers and demonstrations may be conducted. Proposers will be notified of any additional required information or demonstrations after the written proposals have been evaluated.

## 7. Schedule

The evaluation and contract schedule is as follows:

<b>ACTION ITEM</b>	<b>DATE(S)</b>
Issue Request for Proposals	May 1, 2023
Proposals due by 4:00 pm	May 19, 2023
Select Firm	June 2, 2023
Complete Contract Negotiations	June 8, 2023
Board of Directors Award of Contract, if necessary	June 20, 2023
Execute Contract and Notice to Proceed	June 21, 2023

## 8. General Terms and Conditions

- A. Insurance Requirements: Proposer, at Proposer's sole cost and expense and for the full term of the resultant agreement or any extension, shall obtain and maintain at least all of the insurance requirements of the FRCD.

All policies, endorsements, and certificates shall be subject to approval by the FRCD as to form and content. These requirements are subject to amendment or waiver if so, approved in writing by the General Manager. Proposer agrees to provide the FRCD with a copy of said policies, certificates, and/or endorsements.

- B. Late Proposals: It is the Proposer's sole responsibility to ensure that proposals are received by the FRCD prior to the scheduled closing time specified in this RFP. Proposals will not be accepted after the deadline.
- C. Non-commitment of FRCD: This RFP does not commit the FRCD to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. The FRCD reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified individual or firm, or to modify or cancel in part or in its entirety the RFP if it is in the best interest of the FRCD to do so.
- D. Proposal Validity Period: Submission of a proposal will signify the Proposer's agreement that the proposal, and contents thereof, are valid for ninety (90) days following the submission of the proposal and shall become part of the contract that is negotiated with the successful firm.
- E. Documents to be Construed Together: The RFP, proposal, and all documents incorporated by reference in a contract entered into between the Proposer and the FRCD, and all modifications of said documents, shall be construed together as one document.

- F. Extra Work or Materials: The FRCD shall have the right to make alterations, eliminations, and additions in the work. Exercise of such right shall in no way void the contract. The FRCD and the Proposer shall agree upon the value of such extra work.
- G. News Releases: News releases pertaining to the award of any contract resulting from this RFP shall not be made without prior approval of the FRCD. The FRCD's name shall not appear on Proposer's lists advertising or other materials used to promote the Proposer's services without prior written approval of the FRCD.

The complete proposal must be received by the date and time specified in Section 7 of this RFP. The proposal shall be addressed to:

Patrick Lee, Finance Manager/Treasurer  
Florin Resource Conservation District  
9829 Waterman Road  
Elk Grove Blvd  
Elk Grove, CA 95624

Questions relating to this RFP may be addressed to Patrick Lee, Finance Manager/Treasurer, Florin Resource Conservation District, (916) 685-3556, [plee@egwd.org](mailto:plee@egwd.org).



BRUCE KAMILOS  
GENERAL MANAGER

**EXHIBIT “A”**

**FEE SUMMARY OF NOT TO EXCEED PRICE  
FOR DIGITAL MULTI-FUNCTIONAL COPIER**

In accordance with the Request for Proposal for a Digital Multi-Functional Copier issued by Florin Resource Conservation District / Elk Grove Water District, the firm referenced below hereby submits the following cost proposal:

COPIER PRICING Model Number*	VENDOR
Base Monthly Payment: 5-year lease or rental	
Network Printing	
Network Scanning	
Network Faxing	
Additional Feature _____	
Additional Feature _____	
Copy and Scan allowance included in Base Monthly Payment	
Additional Copy Charge	
Additional Scan Charge	
Monthly Maintenance Charge	
Destination, Delivery and/or Installation Charge	
Training Charge	
Average Monthly cost for Supplies (based on estimated range)	
Monthly Subtotal	
Tax	
Other Costs	
Total Monthly Costs	
Responses are to reflect Government Contract Pricing. Please identify the jurisdiction and contract number	

COPIER PERFORMANCE AND SERVICE Model Number *	VENDOR
Recommended Volume Capacity per Month	
Frequency of Scheduled Preventative Maintenance	
Anticipated Performance Capability - Historical Pattern of Service	
Average Service Response Time	
Number of Technicians Capable of Providing Service to the City of Simi Valley	
Location of Service Headquarters for Simi Valley Customers	
Length of Time Copier Has Been Marketed	
Extensiveness of Product Testing - Scope of Quality Assurance	
Manufacturer or Distributor	
Number of Years Engaged in Providing Equipment within Scope of Specification Under Present Business Name	

I hereby certify that the undersigned is authorized to represent the firm stated above, and empowered to submit this bid, and if selected authorized to sign a contract with the FRCD, for the services identified in the Request for Proposals.

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

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