



**SEDGWICK COUNTY, KANSAS**  
**FINANCE DEPARTMENT**  
**DIVISION OF PURCHASING**  
525 N. Main, Suite 823 ~ Wichita, KS 67203  
Phone: 316 660-7255 Fax: 316 383-7055  
<http://www.sedgwickcounty.org/finance/purchasing.asp>

**REQUEST FOR BID**  
**17-0030**  
**COLOR PRODUCTION COPIER**

March 24, 2017

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking bids for a color production copier for the Print Shop. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Bid. Responses are due no later than 1:45pm CDT, April 11, 2017

**All contact concerning this solicitation shall be made through the Division of Purchasing.** Bidders shall not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to the Division of Purchasing in writing. Failure to comply with these guidelines may disqualify the Bidder's response.

Sincerely,

A handwritten signature in black ink that reads "Kimberly Bush". The signature is written in a cursive, flowing style.

Kimberly Bush, CPPB  
Purchasing Agent

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## I. Purpose

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 508,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Sedgwick County is seeking bids for a color production copier, in accordance with the specifications outlined within this document for Sedgwick County Print Shop.

## II. Submittals

Carefully review this Request for Bid. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original **AND** one (1) electronic copy (PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

Kim Bush, CPPB  
Sedgwick County Division of Purchasing  
525 N. Main, Suite 823  
Wichita, KS 67203

**SUBMITTALS are due NO LATER THAN 1:45 p.m. CDT, TUESDAY April 11, 2017.** Responses must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Bid responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m. CDT, on the due date.

## III. Scope of Work

1. Compatible with Sedgwick County network.
2. Scanning to network folder using ADH or glass.
3. Ability to calibrate colors.
4. Fiery print server or equivalent.
5. ADH (automatic document handler):
  - a. sizes 8.5"x5.5" – 12"x18"
  - b. two sided capability
6. Paper trays:
  - a. sizes 8.5"x5.5" - 12"x18"
  - b. 64 – 300 gsm
  - c. At least one high capacity tray
  - d. Speed: minimum 70 prints per minute
  - e. Print on #10 envelopes - **OPTIONAL**
7. Finisher: offset catch
  - a. Stapler
  - b. High capacity
  - c. Booklet maker
  - d. Interposer
  - e. 3 hole punch – **OPTIONAL**

## Services

**It is anticipated that the Vendor will provide a combined Supplies and Support Services Agreement in addition to the Lease or Purchase Agreement. The Supplies and Support Agreement shall be based on a cost per copy, which is a typical offering. The term of the Supplies and Support Contract shall run concurrently with the Lease or a minimum of 60 months with a Purchase Agreement.**

1. Priority service calls:
  - Firm must be able to provide extended support coverage on an as-needed basis for jobs running during weekend hours. High priority jobs such as ballot printing require staff to be running equipment during non-business hours. These dates will be known in advance and requested from the vendor ahead of time. Vendor must be able to have technicians “on-call” for those pre-determined timeframes.
2. Four (4) hour response time for non-priority service calls.
  - A non-priority service call is defined as a service call placed Monday through Friday, 8am-5pm.
3. 97% uptime of installed equipment.
4. Firm must have sufficient parts and staff available to repair machine issues within a maximum of two (2) business days. **Any machine downtime that exceeds two (2) business days will require a detailed report to the Print Shop Manager and may be subject to liquidated damages of \$50 per business day.**
5. The annual Service and Supply Agreement must include but not be limited to the following types of support services;
  - Telephone support from 8:00 a.m. to 5:00 p.m., Monday through Friday, Central Time (“CST/CDT”).
  - Web-based ticket tracking and supplies order/tracking system
  - Email support
6. Delivery of consumables (drums, toner, etc...) within three (3) business days from the date of request.
7. Preventive maintenance and replacement of hardware per manufacturer requirements.
8. A service report shall be made by the service technician upon completion of each service visit. If parts are not readily available, the technician will note this on the report, along with estimated return date to complete repairs. A copy of this report will be provided to the Print Shop Manager prior to technicians’ departure.
9. All technicians must have proper manufacturer certification for maintaining and repairing copiers and shall provide proof thereof upon the request of the county.
10. Only original manufacturer equipment is acceptable for repair. No refurbished equipment is acceptable.
11. Guarantee the availability of parts, labor, service and support for all items under this specification for a period of not less than five (5) years.
12. Support for firmware upgrades as necessary.
13. Software upgrades and installation.
14. Additional training beyond that provided during system implementation.

## Recycling Program

The county is desirous of participating in green initiatives whenever possible. Please provide information regarding any recycling programs for waste parts/containers that are available.

## IV. Sedgwick County’s Responsibility

- Provide information, as legally allowed, in possession of the county, which relates to the county’s requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.

V. **Bid Terms**

A. **Questions and Contact Information**

Any questions regarding this document must be submitted in writing to Kim Bush, CPPB at [kimberly.bush@sedgwick.gov](mailto:kimberly.bush@sedgwick.gov) by 5:00 p.m. CDT March 29, 2017. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at [www.sedgwickcounty.org/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp), under view current RFQs and RFPs; to the right of the RFB number by 5:00 p.m. CDT April 3, 2017. Firms are responsible for checking the website and acknowledging any addendums on their bid response form.

B. **Minimum Qualifications**

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Bid. Firms must meet or exceed these qualifications to be considered for award. Bids submitted must reflect in detail their inclusion as well as the degree to which they can be provided. Any exceptions to the requirements listed should be clearly detailed in proposer's response.

Bidders shall:

1. Have proper certification(s) or license(s) for the services/product specified in this document.
2. Ensure that project work meets all local, state and federal laws, regulations and ordinances.
3. Have the capacity to acquire all required permits, bonds, escrows or insurances.
4. Provide appropriate project supervision and quality control procedures.
5. Have appropriate material, equipment and labor to perform job safely and efficiently. *All costs associated with meeting this requirement will be the sole responsibility of the vendor.*
6. Manufacturers Certification: If the supplier is other than the manufacturer, they shall include with the bid, certification from the manufacturer, executed by a corporate officer, stating that the supplier is an authorized representative of the manufacturer and that all proposed equipment in the product line is current and of new condition.
7. The supplier shall have local area service unit(s) that can provide a sufficient number of skilled technicians, fleet equipment, management personnel and an adequate inventory of repair parts to effectively support client's cost-per-impression program. Each bidder shall include with their bid a list of its sales/service facilities and/or trained technician locations which will be assigned to any resultant award.
8. The supplier shall have represented any proposed equipment line for a minimum of two years.
9. All staff must have a company ID and/or shirt with company logo while on county premises.

C. **Evaluation Criteria**

An award will be made to the lowest responsible and responsive bidder.

D. **Request for Bid Timeline**

The following dates are provided for information purposes and are subject to change without notice. Contact the Division of Purchasing at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Bid to interested parties	<b>March 24, 2017</b>
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	<b>March 29, 2017</b>
Addendum Issued	<b>April 3, 2017</b>
Sealed Bid due before 1:45pm CDT	<b>April 11, 2017</b>
Evaluation Period	<b>April 12-April 26, 2017</b>
Board of Bids and Contracts Recommendation	<b>April 27, 2017</b>
Board of County Commission Award	<b>May 3, 2017</b>

E. Contract Period and Payment Terms

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) for a minimum of 60 months (5 years) dependent upon pricing option taken.

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

[http://www.sedgwickcounty.org/purchasing/payment\\_and\\_invoice\\_provisions.pdf](http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf)

F. Insurance Requirements

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers' compensation and employer's liability. **Certificate shall be provided prior to award of contract.** Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas (**must be acknowledged on the bid/proposal response form**).

**NOTE:** If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

**Workers' Compensation:**

Applicable coverage per State Statutes

**Employer's Liability Insurance:** \$100,000.00

**Commercial General Liability Insurance:**

**Bodily Injury:**

Each Occurrence \$500,000.00

Aggregate \$500,000.00

**Property Damage:**

Each Occurrence \$500,000.00

Aggregate \$500,000.00

**Personal Injury:**

Each Occurrence \$500,000.00

General Aggregate \$500,000.00

**Automobile Liability-Owned, Non-owned and Hired**

Each Occurrence Bodily Injury and Property damage \$500,000.00

General Aggregate \$500,000.00

***Special Risks or Circumstances:***

***Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.***

G. [Indemnification](#)

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. [Confidential Matters and Data Ownership](#)

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this bid, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Bid is the property of Sedgwick County.

I. [Bid Conditions](#)

[http://www.sedgwickcounty.org/purchasing/pdf\\_files/Bid%20Terms%20%20Conditions.pdf](http://www.sedgwickcounty.org/purchasing/pdf_files/Bid%20Terms%20%20Conditions.pdf)

General Contract Provisions

[http://www.sedgwickcounty.org/purchasing/pdf\\_files/General%20Contractual%20Provisions.pdf](http://www.sedgwickcounty.org/purchasing/pdf_files/General%20Contractual%20Provisions.pdf)

Mandatory Contract Provisions

[http://www.sedgwickcounty.org/purchasing/pdf\\_files/Mandatory%20Contractual%20Provisions.pdf](http://www.sedgwickcounty.org/purchasing/pdf_files/Mandatory%20Contractual%20Provisions.pdf)

Sample Contract

[http://www.sedgwickcounty.org/purchasing/pdf\\_files/Sample%20Contract.pdf](http://www.sedgwickcounty.org/purchasing/pdf_files/Sample%20Contract.pdf)

VI. [Required Response Content](#)

Bid response should include the following:

1. Any exclusions clearly delineated.
2. Completed and signed Bid Response Form.
3. Provide pricing as requested in Attachment A.

VII. Response Form

**REQUEST FOR BID  
17-0030  
COLOR PRODUCTION COPIER**

The undersigned, on behalf of the Bidder, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the bidder is entered; (4) they have read the complete Request for Bid and understands all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

NAME \_\_\_\_\_

DBA/SAME \_\_\_\_\_

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ HOURS \_\_\_\_\_

STATE OF INCORPORATION or ORGANIZATION \_\_\_\_\_

COMPANY WEBSITE ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

NUMBER OF LOCATIONS \_\_\_\_\_ NUMBER OF PERSONS EMPLOYED \_\_\_\_\_

TYPE OF ORGANIZATION: Public Corporation \_\_\_\_\_ Private Corporation \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

Partnership \_\_\_\_\_ Other (Describe): \_\_\_\_\_

BUSINESS MODEL: Small Business \_\_\_\_\_ Manufacturer \_\_\_\_\_ Distributor \_\_\_\_\_ Retail \_\_\_\_\_

Dealer \_\_\_\_\_ Other (Describe): \_\_\_\_\_

Not a Minority-Owned Business: \_\_\_\_\_ Minority-Owned Business: \_\_\_\_\_ (Specify Below)

\_\_\_ African American (05) \_\_\_ Asian Pacific (10) \_\_\_ Subcontinent Asian (15) \_\_\_ Hispanic (20)

\_\_\_ Native American (25) \_\_\_ Other (30) - Please specify \_\_\_\_\_

Not a Woman-Owned Business: \_\_\_\_\_ Woman-Owned Business: \_\_\_\_\_ (Specify Below)

\_\_\_ Not Minority -Woman Owned (50) \_\_\_ African American-Woman Owned (55)

\_\_\_ Asian Pacific-Woman Owned (60) \_\_\_ Subcontinent Asian-Woman Owned (65) \_\_\_ Hispanic Woman Owned (70)

\_\_\_ Native American-Woman Owned (75) \_\_\_ Other – Woman Owned (80) – Please specify \_\_\_\_\_

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: \_\_\_\_\_ Yes \_\_\_\_\_ No

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: \_\_\_\_\_ Yes \_\_\_\_\_ No

Yes, I would like to be on the emergency vendor list.

No, I would not like to be on the emergency vendor list.

After Hours Phone #: \_\_\_\_\_ Emergency Contact Name: \_\_\_\_\_

After Hours Fax #: \_\_\_\_\_

**ACKNOWLEDGE RECEIPT OF ADDENDA:** All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to [www.sedgwickcounty.org/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp) .

NO. \_\_\_\_\_, DATED \_\_\_\_\_;                      NO. \_\_\_\_\_, DATED \_\_\_\_\_;                      NO. \_\_\_\_\_, DATED \_\_\_\_\_

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Dated \_\_\_\_\_



**REQUEST FOR BID  
17-0030  
COLOR PRODUCTION COPIER  
ATTACHMENT A-PRICING**

<b>Brand/Model</b>	
Purchase Option-Base Unit without any options	\$
Purchase Option- With optional requirements as marked in Section III Scope of Work (List included options)	\$
Service agreement (Any base charges and click charges)	\$ any applicable base charges
	\$ black and white click charges
	\$ color click charges
Length of service agreement (months)	

<b>Brand/Model</b>	
Lease Option-Base Unit without any options	\$ /month
Lease Option- With optional requirements as marked in Section III Scope of Work (List included options)	\$ /month
Service agreement (Any base charges and click charges)	\$ any applicable base charges
	\$ black and white click charges
	\$ color click charges
Length of lease/service agreement (months)	