Multifunctional Devices (MFD) Fleet Proposal RFP#12-121913-RFP-01

Issued: December 3, 2013

Background Information and Instructions

1. Montgomery County Community College is soliciting competitive proposals to supply, install and maintain the College’s MFD (Multifunctional Devices) Fleet. You are invited to participate in this process. There will be a pre-bid conference to discuss the College's expectations for this contract and to address any questions that may exist as a result of the attached specifications. The pre-bid conference will be held on Tuesday, December 10th at 10:00 A.M. Please contact Marie Ryan at mryan2@mc3.edu for the location of the meeting. All potential bidders are strongly encouraged to attend this meeting. At the conclusion of the meeting anyone interested in walking the site will have the opportunity to do so.

2. The attached package speaks to the MFD requirements for both campuses. Be advised the College will be requesting that final delivery and training be completed no later than February 1st 2014 or a later date if designated by the College.

3. All questions pertaining to the specifications should be directed to, Marie Ryan, Manager of Procurement and A/P at mryan2@mc3.edu.

4. Replies on the attached package are due for return by no later than 2:00 p.m. on Thursday, December 19, 2013. Please mark the exterior of the package containing your reply with the notation MCCC_MFD Proposal.

5. Please return your reply via, hand delivery (Carol Meredith, Purchasing Office Suite – College Hall), or mail/courier (MCCC, Attention: Carol Meredith, 340 DeKalb Pike, Blue Bell, PA 19422). Your reply must be received in a timely manner in accordance with the instructions noted above.

6. THIS PURCHASE WILL BE MADE UNDER CONTRACT PRICING OR LOWEST PRICING. IT IS THE VENDOR’S CHOICE AS TO THE CONTRACT UTILIZED. THE ONLY RESTRICTIONS PLACED ON THE SELECTION OF A CONTRACT ARE THESE:
   a. THE VENDOR MUST BE ELIGIBLE TO QUOTE FROM THE CONTRACT
   b. THE CONTRACT MUST BE ONE IN WHICH THE COLLEGE IS ELIGIBLE TO PARTICIPATE, I.E., A CONTRACT FROM A GOVERNMENTAL, NOT-FOR-PROFIT OR EDUCATIONAL ENTITY.

7. VENDORS ARE ASKED TO INCORPORATE ANY ADDITIONAL DISCOUNTS OFFERED FROM CONTRACT PRICING ON THE PRICING SHEET. YOU ARE FURTHERMORE REQUESTED TO PROVIDE PRICING THAT IS ALL INCLUSIVE FOR INSIDE DELIVERY, REMOVAL OF EXISTING EQUIPMENT, SET-UP AND INSTALLATION.
8. The College is exempt from State sales tax.
9. Vendors are asked to provide pricing on the products shown in the specification. The College has invested considerable time and expense in investigating MFD’s for both campuses, and the selections shown were made to satisfy particular functional requirements.
10. The College will allow firms to bid alternate products, if that substitution is considered an equivalent to the Canon or Sharp product as specified.
11. The College desires a single vendor to provide all products but reserves the right to split the award in whatever manner the College determines to be most advantageous to its interests.
12. The College retains the right to reject any and all bids and to make the award in the best interest of Montgomery County Community College.
13. Please provide your quote on the contract pricing sheet included as part of this package.
14. The College processes significant amounts of sensitive student, faculty and staff information through multi-function devices. Please include in your response options for secure management of the device including but not limited to the following:
   - Network security-secure management access (https) and embedded firewall or access control lists
   - Physical security-disk encryption and automatic disk wiping(document images and logs)
   - Software security-automated software updates
   - Surplus security-procedures and practices to reset device settings (IP, console passwords, etc.) and securely wipe the device- including record to document/certify completion of the procedure.
15. Please include the associated costs and any documentation on number fourteen that will aid College personnel in determining the advantages and disadvantages of each solution on the designated worksheet.
16. The College is also looking for a centralized Remote Device management tool allowing for the following:
   - Configure settings
   - Remotely view and operate the device’s front panel
   - Specify e-mail notifications
   - Clone settings across multiple devices
   - Update firmware
   - View click counts
17. Please include the associated costs and any documentation on number 16 that will aid College personnel in determining the advantages and disadvantages of each solution on the designated worksheet.
18. Do not substitute the speed size ratings, however slight variations are acceptable due to manufacturer variations in ppm as long as all machines are from the same family and present unified operational controls and interfaces.
19. Regarding the specification of “color scanning”, it is for all machines regardless of speed.
20. If a vendor can’t supply color scanning they will be disqualified.
21. A Vendor can submit an offer on just one of the components, Copy Center or the Walk-up Fleet.
22. Supplies will be ordered from a single source for each campus and are to be delivered, freight pre-paid, to the College’s Receiving for that campus. The College will maintain working supplies and deliver those to the departments.
23. At the end of the term, the agreements revert to month-to-month
24. Four hour service call response time must be acknowledged.
25. Post Script printing is required.
26. Submit unit pricing by model for the fleet machines.
27. USB ports must be software switchable to on/off, if provided.
28. Fax Boards are optional. No more than five would be considered by the College. Price accordingly.
29. Auto swipe software for hard drives to be included, may be a network application and not resident on each machine.
30. Additional information on all Copy Center machines is as follows:
   - At least two paper drawers must handle 11x17 paper
   - LTR size side paper deck (11x17 in not required)
   - Saddle stitch booklet maker required on all machines
   - 2 and 3 hole punch required
   - Post-print cover/sheet inserters
31. Optional equipment on Copy Center machines is as follows:
   - 19 hole punch on color
   - 19 hole punch on one BW
   - One booklet trimmer on one BW
32. Additional information on the fleet machines is as follows:
   - 11x17 paper handling required for ALL 55wpm class machines
   - 11x17 paper handling required for ONLY TEN of the 45 wpm class machines
   - 3 hole punch is required, 2 hole punch optional

Thank you for your continued interest in the College and participation in this process.

Sincerely,

Purchasing Department