

Umatilla County, Oregon
216 S.E. Fourth Street
Pendleton, OR 97801

Request for Proposals
Color Copier/Printer

Issuing office, point of contact for information and office where copies of this Request for Proposals (RFP) may be obtained:

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1. Description of Project

Umatilla County is requesting proposals for the acquisition of a color digital copier/printer/scanner. The digital copier/printer/scanner will need the following features: Finisher with sorter/stapler; 2/3 hole puncher; single-pass automatic document feed; paper sources - capability to run 8½x11, 8½x14, 11x17; reduction (to 25%)/enlargement(to 400%); auto duplexing; cabinet; resolution Minimum 600 dpi; maximum copy size - 11x17; 4 drawer of paper cassettes; paper deck with capacity of at least 2500 sheets; networked with installation for at least 4 stations; fax board for 2 lines; USB device port; surge suppressor. Copy speed with at least 45 copies per minute. Additional memory to be included in response as an option.

All bids to include copier maintenance on a per copy charge, and to include all parts, labor, toner and staples, with a price guarantee or contract for a 5 year period. Maintenance charge for color copier/printer to be based on one charge for black and white copies and one charge for color copies and to include all parts, labor, toner and staples, with a price guarantee or contract for a 5 year period.

Due to nature of agency, a maximum response time of one hour is required during normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, and also during emergencies and annual exercises. A loaner copier must also be available.

Delivery of copier to Pendleton, Oregon, and will include installation of copier and training of use of copier.

2. General Information

To be considered, four copies of the proposal must be submitted by mail or courier no later than 4:00 p.m., July 14, 2010, to Board of Commissioners, Room 121, Umatilla County Courthouse, 216 S.E. Fourth Street, Pendleton, Oregon, 97801. Proposals received by facsimile are not acceptable.

3. Schedule of Activities

RFP Issued: June 29, 2010.

Proposal Submission Deadline: Must be received in Room 121 of the Umatilla County Courthouse by 4:00 p.m, July 14, 2010.

Public Bid Opening: July 14, 2010, 4:00 p.m.

On Site Presentation (optional): One or more firms may be asked to make an in person presentation about their firm's qualifications to the Board of Commissioners.

Award of Contract: As soon as possible after opening

Proposals received after the date and hour specified above, will not be accepted under any circumstances and will be returned to the proposer unopened. Proposals must be submitted by mail or in person, proposals submitted by facsimile transmission will not be accepted.

4. Incurred Cost

Umatilla County will not be responsible for any cost incurred by prospective firms in preparing or submitting their proposals.

5. Evaluation Criteria

Awarding of a proposal will be based upon a qualifications-based selection procedure. The following evaluation criteria will be used to evaluate proposals. The evaluation criteria listed are not necessarily listed in order of importance.

a. Qualifications, competence, and specific examples of past experience.

b. Adequacy and completeness of the proposal with regard to the information provided. Specific activities that will be accomplished, the purpose and desired effect of the activities and a time line in which all services will be delivered.

- c. Financial strength and stability.
- d. Willingness to negotiate on contract terms.
- e. Ability to work with and advise the county as a team to best represent the interests of the citizens of Umatilla County and to obtain quality insurance at a reasonable price.
- f. Immediate availability upon selection.
- g. Cost.

6. Instructions to Proposers

a. General. Submit your proposal in a sealed envelope clearly marked on the envelope "Proposal for Copier/Printer." Respondents must submit a complete and concise response to this RFP. Proposals must include a statement as to the period of time the proposal remains valid. All proposals received in response to this RFP will be retained by Umatilla County. Proposals should provide complete details concerning the proposers ability to meet the requirements of this RFP. Umatilla County reserves the right to waive informalities and minor irregularities in proposals, to reject any and all proposals, and to select the most responsive proposal that best meets the needs of the citizens of Umatilla County.

b. Proposals. All proposals shall be typed and comply in every manner with the requirements of this solicitation. Each proposal must be signed in ink. If the proposal is made by a corporation, it must be signed in the name of such corporation by a person that is authorized to bind the proposer. Advertising brochures and generic specifications that are included with a proposal will not be an alternative to specific response to the RFP requirements.

c. Withdrawal of Proposals. Proposals may be withdrawn, by written or telegraphic request received from the proposer, prior to the time fixed for opening. Negligence on the part of the proposer in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened. The proposal will be irrevocable until such time as Umatilla County:

- 1. Specifically rejects the proposal or;
- 2. Awards a contract and said contract is properly executed.

Proposals must be valid for at least one-hundred-twenty (120) days. The proposer agrees to furnish the services as specified to Umatilla County at the prices and with the warranties/guarantees

represented for that period.

d. Modifications. Any proposer may modify their proposal by registered communication at any time prior to the scheduled closing time for receipt of proposals, provided such communication is received prior to the closing time. The communication should not reveal the proposed price but should provide the addition or subtraction or other modification so that the final price or terms will not be known until the sealed proposal is opened.

e. Acceptance or Rejection of Proposals. Umatilla County will accept the proposal which, in its estimation, will best serve the interests of Umatilla County, and reserves the right to award a contract that shall be best for the public good. Umatilla County reserves the right to accept or reject any or all proposals received as the result of this RFP, to negotiate with all qualified sources, and/or cancel all or part of this RFP at any time. Until such time as a contract is executed with the successful bidder, Umatilla County may cancel all or any part of this RFP. This RFP does not commit Umatilla County to pay any costs incurred in the preparation and submission of proposals. Without limiting the generality of the foregoing, any proposal which is late, incomplete, obscure, or irregular may be rejected; any proposal having erasures or corrections in the proposal may be rejected; any proposal accompanied with an insufficient or irregular proposal guarantee may be rejected. Any evidence of collusion between proposers may constitute a cause for rejection of any proposals so affected.

f. Interpretations. No oral interpretations shall be made to any proposer as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing and addressed to the County Counsel. Any and all such interpretations and addenda will be sent to all prospective proposers. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under its proposal as submitted. All addenda so issued shall become as much a part of this request for proposal document as if bound herein.

g. Nondiscrimination. The successful proposer agrees that in performing the work called for by this proposal and in securing and supplying materials, proposer will not discriminate against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, national origin, or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.

h. Preparation of Proposals. Proposers are expected to examine the specifications, schedule, and all instructions.

i. Proposers must state a definite time for delivery of all goods and performance of all services.

j. The selected proposal shall be incorporated by reference, with modification as agreed to by Umatilla County, into the final contract and shall be binding upon the successful bidder.

k. Proposers further agree to the following:

1. To examine all specifications and conditions thoroughly.
2. To comply with all Federal, State, and County laws, ordinances and rules.
3. To the extent allowed by law, to accept any claims, liens, and demands, and to indemnify and hold harmless Umatilla County.

j. Taxes. Taxes, whether State or Federal, shall not be included in proposal prices. Umatilla County is generally exempted from federal taxes, specifically, but not limited to excise and transportation taxes.

k. Employees not to Benefit. No employee or elected official of Umatilla County shall be admitted to any share or part of these proposals or to any benefit that may arise therefrom; but this provision shall not be construed to extend to proposals made by a corporation for its general benefit.

7. Evaluation of Proposals

An evaluation team will judge the merit of proposals received in accordance with the general criteria specified in this RFP. This evaluation team will make a recommendation to the Board of Commissioners, who will then make the final decision.

8. Oregon Public Contracts

All contracts with Umatilla County are governed by Oregon public contract and purchasing law as specified in Oregon Revised Statutes Chapter 279.