REQUEST FOR PROPOSAL
COLOR COPIER / PRINTER

Issued by

Ohio-Kentucky-Indiana Regional Council of Governments
720 East Pete Rose Way, Suite 420
Cincinnati, Ohio 45202
513-621-6300
FAX 513-621-9325

Key Dates:

- RFP Released to the Public: March 1, 2013
- Deadline for RFP Written Questions: 4 p.m. EDT, March 25, 2013
- Posting of Question Responses: 4 p.m. EDT, March 26, 2013
- Submittal Date: 4 p.m. EDT, April 1, 2013
- Public Opening: 10 a.m. EDT, April 2, 2013
- Selection: April 8, 2013
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REQUEST FOR PROPOSALS
COLOR COPIER / PRINTER

OVERVIEW OF THE REQUEST PROCESS

The Ohio-Kentucky-Indiana Regional Council of Governments (OKI) will accept until 4:00 p.m. EDT on April 1, 2013, proposals from firms interested in providing a color copier machine and service on the aforementioned technology. A public opening of the proposals will be held at the OKI offices on Tuesday, April 2, 2013 at 10:00 a.m.

All responses to this request should be submitted to the Ohio-Kentucky-Indiana Regional Council of Governments, attention: Finance Office, 720 East Pete Rose Way, Suite 420, Cincinnati, Ohio 45202, and be clearly marked “Sealed Bid – Color Copier”.

BACKGROUND

OKI, as the Metropolitan Planning Organization (MPO) for the Cincinnati-Northern Kentucky metropolitan area, is responsible for regional transportation planning. We currently maintain approximately 40 workstations utilizing Windows XP, Windows Vista and Windows 7 as their operating system. All workstations have Microsoft Office Professional installed as their productivity suite. The agency averages 13,648 black and white and 8,993 color copies per month. OKI will trade-in an IKON Business Pro 500C in good condition.

REQUIRED TECHNICAL Capabilities

OKI seeks to procure a color copier/printer that has the following technical attributes:

- Minimum 55 page per minute color copy/print speed
- Minimum 55 page per minute black and white copy/print speed
- Minimum 2 GB copier memory
- Maximum 1 minute copier warm-up time
- 25-400% magnification
- Duplex printing/copying
- Color and black scanning capability
- Minimum 1,500 sheet standard paper capacity
- Minimum three paper trays, excluding high capacity and bypass paper feeds
- Minimum 100 sheet multi-purpose bypass tray
- Minimum 150 sheet dual scan document processor
- Up to 11” x 17” originals
- Up to 12” x 18” output size
- Heavyweight paper printing/copying capability – up to 110 lb. index
• Color adjustment
• Stapling finisher
• Minimum 150 GB hard drive
• Copy resolution 1200 x 1200 dpi
• Scan resolution minimum 600 x 600 dpi
• Job memory
• Mixed size originals
• Job building capability
• Accounting Codes
• Document management software - minimum of 6 licenses
• Integrated USB drive
• Scan to e-mail, folder and USB capability
• Compatible with Windows XP, Windows Vista and Windows 7 and Windows 8 (64 Bit support)
• NIC interface 10/100/1000
• If total copier paper capacity is less than 3,000 sheets, base bid must include a high capacity paper feeder

DESIRED TECHNICAL OPTIONS

OKI would also like to obtain price bid information on the following optional accessories:

• Folding booklet finisher
• Post sheet inserter
• 3-hole punch kit
• Cost for each additional document management software license in excess of 6 seats

MAINTENANCE AND SERVICING

Consumable costs (except paper, staples and transparencies) must be included in full service maintenance proposal. This price must include OEM parts, labor and recommended OEM servicing for optimal life of the unit.

SERVICE AND SUPPORT REQUIREMENTS

OKI requires a minimum of 97% uptime between the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday. Replacement with a like-for-like unit if the copier experiences less than 97% uptime for four consecutive months. Twelve business hours maximum downtime before a like-for-like loaner is provided. If a loaner is needed, the copier is to come from the vendor’s inventory. Please include the average response time for service calls in the proposal submission. Successful bid must include contingencies for emergency print jobs when copier/printer is offline or instances of extended downtime.
**COST PER COPY/PRINT**

Cost per copy/print information must be included with price bid.

**EQUIPMENT TRAINING**

The winning bid must include provisions for staff training on the copier/printer.

**DELIVERY TIMING**

The successful bid will agree to deliver and install the copier/printer within 30 days of April 8.

**ONSITE TRIAL**

OKI requires a one-week onsite trial including employee training of the winning color copier/printer to ensure the winning machine will suit the agency’s needs. If the machine is deemed unsuitable after the trial period, OKI reserves the right to cancel the contract without penalty.

**DESIGNATED FINANCING**

OKI desires to purchase the color copier/printer outright.

**FORMAT AND SUBMISSION OF PROPOSAL**

1) **OKI must be in receipt of all written proposals by 4:00 p.m. EDT, April 1, 2013. All proposals must be placed in a sealed envelope and clearly marked “Sealed Bid - Color Copier” and sent to the following address:**

   OKI Regional Council of Governments  
   ATTN: Finance Office  
   720 East Pete Rose Way, Suite 420  
   Cincinnati, Ohio 45202

2) One (1) original and six (6) copies of the packet are required. Packets received after the deadline will be rejected. No other distribution is to be made. An official authorized to bind the contractor must sign packets.

3) Submittals should be bound or stapled, only. Effort should be made to limit the number of pages.

4) Include the following page in your response to this RFP:
By Signing below you are agreeing to all OKI Terms & Conditions that are a part of this Proposal.

Firm: __________________________________________________

By: ____________________________________________________

Title: __________________________________________________

E-Mail Address: __________________________________________

Address: ________________________________________________

Telephone _______________________________________________

Fax: ____________________________________________________

Date: ____________________________________________________

Federal ID Number: ________________________________________

Copier Price: ______________________________________________

Cost per Copy/Print: _________________________________________

Trade-In Value: ____________________________________________

Folding Booklet Finisher Price: _______________________________

Post Sheet Inserter Price: ________________________________

3-Hole Punch Kit Price: ______________________________________

Additional License Fee: ______________________________________

Maintenance & Service Price: ________________________________

Signature: ________________________________________________

Date: ____________________________________________________
5) Three business references for similar copiers/printers provided and serviced by your firm, including the name, address and telephone number of the client/contact person must be included with the proposal.

6) OKI encourages the use of Disadvantaged Business Enterprises. Any DBE firms submitting a proposal must include:
   a. The name and address of DBE firm that will submit a proposal
   b. A copy of their DBE certificate

7) All items requested as part of this RFP must be completed in their entirety. Failure to do so can result in the proposal being declared “unresponsive” and will be automatically disqualified.

**COMPLIANCE WITH LOCAL AND FEDERAL REGULATIONS**

All pertinent local, state, and federal regulations, including those related to DBE requirements, apply, whether or not specifically identified.

**REVIEW AND EVALUATION**

The Selection Committee will review and evaluate the proposal based on, but not necessarily limited to, demonstrated clear understanding of the RFP, past experience, delivery, maintenance schedule, employee training, reference checks, and price.

**COST OF PREPARATION**

Respondents are responsible for all costs associated with the preparation of materials in response to this RFP. OKI assumes no responsibility for such costs.

**NEWS RELEASES**

No news releases, pertaining to the request for qualification or any project that may arise, are to be made without prior approval of OKI.

**ACCEPTANCE OF PROPOSALS**

The contents of the proposal packet may become contractual obligations. Failure to accept the obligations will result in cancellation of any contract award. OKI reserves the right to accept or reject any and all of the submissions, in whole or in part, and to postpone or cancel the execution of any contract, if OKI deems it to be in its interest to do so, subject to the rules and regulations set forth by the U.S. Department of Transportation, Federal Transit Administration and Federal Highway Administration.
GENERAL RFP DISCLOSURES

1) Requirements and specifications of this request are considered to be the minimum needed.

2) If there are any questions concerning the RFP, please submit them to Karen Whitaker at karenw@oki.org. Questions will be accepted via e-mail or in writing until 4:00 p.m. EDT on March 25, 2013. After this time, no additional questions will be addressed. The responses to all questions will be posted on www.oki.org by 4:00 p.m. EDT on March 26, 2013.

3) If any modifications are made to OKI’s request, notice will be placed on www.oki.org.

4) Once submitted, an RFP becomes the property of OKI. OKI will release no information about the RFP submittal until all requests have been received and are deemed a matter of public record.

5) All firms submitting an RFP must follow all instructions to be considered responsive.

6) All solicitations made by OKI are open and free to all competing firms, whereby all have a reasonable chance to be successful and be awarded the contract. If an individual or firm feels that the RFP is unfair for whatever reason, they should request, in writing, a copy of OKI’s Protest Procedures.

7) No proposal can be withdrawn after it has been opened.