

**Request for Proposal
Copier Replacement
State Bar of Michigan**

I. OVERVIEW

The State Bar of Michigan is seeking proposals for copier replacements (equipment/installation and training/maintenance service/trade-in), in accordance with the specifications, terms, and conditions stated herein. Contractor will work solely with the State Bar.

The State Bar is a unified bar operating under the supervision of the Supreme Court of the State of Michigan. It is organized as a public body corporate and is located in downtown Lansing, Michigan. The State Bar has over 40,000 members and a budget of close to \$10 million annually and is exempt from paying sales tax.

II: SUMMARY OF EQUIPMENT & SERVICES REQUESTED

The State Bar seeks to replace six copiers. The current equipment is under maintenance coverage and is functioning. The six copiers consist of:

2/03 IR-3300, DADF H-1, Fin G-1, Fax J-1, Print C-1, CFU W-1, P. Deck L-1, TRAA1
2/03 IR-3300, DADF H-1, Fin G-1, Fax J-1, Print C-1, CFU W-1, P. Deck L-1, TRAA1
10/03 IR-3300, DADF H-1, Fin G-1, Fax J-1, Print C-1, CFU W-1, P. Deck L-1, TRAA1
11/03 IR-3300, DADF H-1, Fin G-1, Fax J-1, Print C-1, CFU W-1, P. Deck L-1, TRAA1
11/03 IR-3300, DADF H-1, Fin G-1, Fax J-1, Print C-1, CFU W-1, P. Deck L-1, TRAA1
3/07 IR-2020i, CFU K1, Fax T1, Inner Two Way E1

The successful vendor will provide a fixed-price contract for equipment/installation and training/maintenance service and trade-in, in accordance with the specifications in Addendum A.

III: PROPOSAL REQUIREMENTS

Proposals for copier replacement must include the following:

- One (1) original and one (1) copy of the proposal shall be submitted in accordance with the attached specifications, shall be firm, shall be enclosed in a sealed envelope marked with the name of the vendor and **“COPIER REPLACEMENT RFP.”**
- Addendum B must be completed for proposed hardware. You are required to attach documentation where specified. Also, please attach the appropriate documentation for those items where “please provide details” is specified. If you would like to attach documentation to support your other answers, please do so. **Responses should be concise** and stand on their own. The quality of the response to the RFP will be viewed as an example of the vendor’s capabilities.
- Proposals must meet or exceed all specifications in Addendum A. No alterations, erasures, or additions may be made on the original typewritten matter. Any and all deviations from specifications **must be clearly detailed** on a separate addendum sheet provided by the vendor; otherwise, it will be considered that items offered are in strict compliance with the specifications, and the successful vendor will be held responsible.
- Proposals must include a letter of transmittal/executive summary, not to exceed two (2) pages in length providing an overview of the proposed system and any information the bidder wishes to bring to the attention of the **State Bar**.
- The vendor must utilize proposal “PRICING” and “VENDOR INFORMATION” forms in Addendums B and C, or exact facsimiles, as supplied in the proposal document. Complete sets are to be returned, properly signed and executed. Upon selection of the successful vendor, the proposal document will be incorporated into a contract.

- The submission of a proposal will be construed to mean that the bidder is fully informed as to the extent and character of the supplies, materials, or equipment required and a representation that the bidder can furnish the item(s) in complete compliance with the specifications.
- Proposals must include proof of liability insurance and amounts.
- An agreement must be included to indemnify the State Bar from any liability resulting from work on this engagement.
- The vendor must provide a statement attesting that all information provided in its proposal to the State Bar is true and accurate to the best of its knowledge.
- Include any warranties and guarantees offered by your firm in the proposal.
- Proposal must include the Vendor Information form in Addendum C.
- Proposal prices quoted by the vendor shall be firm and not subject to increase during the term of any contractual agreement between the **State Bar** and the successful bidder as a result of this proposal document. Should the price of any components covered under this agreement decrease after the award of the contract but prior to installation, the cost to the **State Bar** shall reflect that decrease. The **State Bar** reserves the right to negotiate the price, delivery, and terms of this RFP.
- The successful vendor must guarantee that all delivered material, equipment, and/or services shall be as bid. No substitutions will be accepted unless prior to delivery, material/equipment has been inspected, found to be equal to the item(s) specified, and approved in writing by a **State Bar of Michigan** representative. All materials, products, and services offered must be standard, new, latest model of regular stock product or as required by the specifications, type of equipment, or furniture offered; furthermore, no products/materials have been submitted or applied contrary to manufacturer's recommendations and standard practice. Vendor will have carefully checked the enclosed figures and understands that it shall be responsible for any error or omission in the bid offer. Vendor will have carefully examined the instructions and specifications and will furnish this material/product with such specifications for the price set forth in this bid.
- Equipment must be received and installed no later than **October 30, 2009**.
- Any changes and/or addenda to this solicitation will be released as an addendum on **September 15, 2009 by 5:00 pm**. *Failure to acknowledge all addenda may result in rejection of your bid as being non-responsive.*
- Proposals shall remain firm for a period of 120 days from the bid opening. It is the intent to evaluate proposals and award the RFP on or before **October 1, 2009**.

IV: SUCCESSFUL PROPOSAL—SELECTION CRITERIA

The **State Bar** may award this request for proposal to the most responsive vendor who best meets the following criteria, including, but not limited to proposed solutions, delivery, installation, training, warranty, maintenance support, cost, trade-in, and bidder qualifications. **The State Bar of Michigan may, at its option, elect to conduct oral presentations/demonstrations with selected vendors and/or request site visits from vendors still under active consideration, at no cost to the State Bar. Demonstrations may be requested to be held at the State Bar facility. The State Bar is not required to hold such presentations or demonstrations and is not obligated to provide all vendors with such an opportunity (see timeline).**

V: DUE DATE AND DELIVERY OF PROPOSALS

<u>Project Timeline</u>	<u>Date</u>
PROPOSAL RELEASE:	September 8, 2009
PROPOSAL OPENING:	September 22, 2009; 3:00 p.m. DST

Proposals will be accepted until **September 22, 2009; 3:00 p.m. DST**. Bids will not be publicly opened or read aloud. The **State Bar** will not accept a proposal received after the date and time

mentioned above or sent via e-mail or fax. The State Bar reserves the right to accept or reject any and all submitted proposals.

Proposals mailed shall be sent directly to:

State Bar of Michigan
Michael Franck Building
Attn: Will Kramer
306 Townsend Street
Lansing, Michigan 48933-2012

**Proposals hand delivered and/or mailed
express carrier shall be delivered to:**

State Bar of Michigan
Michael Franck Building
Front Receptionist Desk
306 Townsend Street
Lansing, Michigan 48933-2012

VI: NOTIFICATION OF SUCCESSFUL PROPOSAL AND QUESTIONS

Project Timeline

QUESTIONS DUE:

QUESTIONS ANSWERED:

MGMT. APPROVAL:

Date

September 11, 2009 by noon

September 15, 2009 by 5:00 pm

October 1, 2009

Any and all clarification questions pertaining to this RFP must be submitted no later than **noon, September 11, 2009**. Questions must be in writing via fax 517.482.6248 or email at wkramer@mail.michbar.org to Will Kramer. Bidders who do not comply may be disqualified from the bidding process. All questions will be summarized and published as an addendum on Tuesday, **September 15, 2009 by 5:00 pm**.

It is the intent to evaluate proposals and award the RFP on or before **October 1, 2009**.

Thank you in advance for your proposal for our copier replacement project.

William M. Kramer, III CNE
Director of Information Technology Services
State Bar of Michigan
306 Townsend Street
Lansing, MI 48933-2012
517-346-6300 ext. 6359 Fax: 517-482-6248
wkramer@mail.michbar.org

ADDENDUM A: COPIER UPGRADE - TECHNICAL SPECIFICATIONS

Product Details

Qty	Part #	Description	Unit Price	Total Price
4	3235i	<p>Canon imageRUNNER-3235i digital copier. 100 sheet duplexing automatic document feeder U1. Trayless automatic 2-sided copying. Electronic forms storage and retrieval with preview. 100 confidential mailboxes. 60 GB hard disk with 768 MB memory. Job building mode and program ahead.</p> <ul style="list-style-type: none"> - 5 tray/4,900 sheet paper capacity - UFR II/PCL/PS Network Printing - Color universal send - Finisher AE1 - Punch M1 - USB Kit A1 - Super G3 Fax - 35 ppm 		
1	3235i	<p>Canon imageRUNNER-3235i digital copier. 100 sheet duplexing automatic document feeder U1. Trayless automatic 2-sided copying. Electronic forms storage and retrieval with preview. 100 confidential mailboxes. 60 GB hard disk with 768 MB memory. Job building mode and program ahead.</p> <ul style="list-style-type: none"> - 5 tray/4,900 sheet paper capacity - UFR II/PCL/PS Network Printing - Color universal send - Finisher AE2 - Punch M1 - USB Kit A1 - Super G3 Fax - 35 ppm 		
1	3235i	<p>Canon imageRUNNER-3235i digital copier. 100 sheet duplexing automatic document feeder U1. Trayless automatic 2-sided copying. Electronic forms storage and retrieval with preview. 100 confidential mailboxes. 60 GB hard disk with 768 MB memory. Job building mode and program ahead.</p> <ul style="list-style-type: none"> - 4 tray/2,900 sheet paper capacity - UFR II/PCL/PS Network Printing - Color universal send - Inner two-way tray - USB Kit A1 		

- Super G3 Fax
- 35 ppm

Installation Services:

Please detail the installations services that you are proposing as part of your response. Include the following:

- State Bar Responsibilities
- Vendor Responsibilities
- Installation Overview
- Training Overview

Maintenance:

The State Bar requires one year of Canon maintenance to be included as part of the proposal. The maintenance should be structured for a monthly invoice of actual meters in arrears with no minimums.

Description	Unit Copy Price
All parts, labor, and toner.	

ADDENDUM B: COPIER UPGRADE—PRICING

COPIER UPGRADE TOTAL COSTS

Hardware Price \$ _____

Installation Price \$ _____

Training Price \$ _____

Less Trade-In \$ _____

Total Cost \$ _____

Per Copy Maintenance Price \$ _____

(Please provide catalog cuts, if applicable)

ADDENDUM C: COPIER UPGRADE—BIDDER INFORMATION FORM

A. Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Website: _____

Contact Name: _____ Title: _____

Contact Phone: _____ Contact Email: _____

B. Business Structure: Corporation () Partnership () Sole Proprietor ()

C. Number of years in business as the company named above _____

D. Annual gross sales for last four (4) years:

2005 _____ 2004 _____ 2003 _____ 2002 _____

E. Deviations from specifications? Yes _____ No _____

F. Acknowledgement of addenda A. _____ B. _____ C. _____
Date Initials Date Initials Date Initials

G. Geographical area of operations for your firm _____

H. Provide three (3) customers that have purchased comparable copiers.

Business: _____ *Contact:* _____ *Telephone:* _____

Business: _____ *Contact:* _____ *Telephone:* _____

Business: _____ *Contact:* _____ *Telephone:* _____

Supplier Authorization

The undersigned certifies that the bid submitted meets or exceeds all the specifications, that all conditions noted here are acknowledged, and the firm prices and terms specified by the bidder are true and accurate.

Signature of Vendor

Legal Name of the Firm

Print Name and Title of Bidder

Date