

**MORGAN COUNTY COMMISSION
INVITATION TO BID
BID INVITATION NUMBER: 21-01
Copier Lease and Managed Services**

Morgan County Commission is soliciting sealed bids for the items listed above. Bids will be received by the Morgan County Commission at the Morgan County Courthouse, Commission Office, 5TH Floor, 302 Lee Street, Decatur, Alabama 35602, until

Friday, December 11, 2020, at 9:00 a.m. C.S.T.

Bids will be opened in the County Commission conference room at the above stated time and date. Time is of the essence in submitting bids and only sealed bids received by the time listed above shall be opened and considered. Bidders and other interested individuals are invited to attend the bid opening.

Prospective bidders are instructed to read the General Terms and Conditions and Bid Specifications very carefully. Bid addendums will be provided to all bidders, if necessary. Bids must be made in compliance with the guidelines in the sections referred to herein and ***each page initialed by the bidder representative to denote understanding of such compliance and returned with the submitted bid.***

Bid envelopes should be sealed and marked as follows:

**Bid Invitation Number 21-01
Copier Lease
December 11, 2020**

Bids may be mailed to Morgan County Commission, P.O. Box 668, Decatur, AL 35602.

If there are any questions about bid procedures, please contact Jessica Smith at 256.351.4732 or jsmith@co.morgan.al.us.

General Terms and Conditions

- All bids must be typed or hand-written in ink on the attached Bid Proposal Form. Bids submitted in pencil and bids not submitted on the Bid Proposal Form will not be considered. All corrections shall be initialed and dated by the bidder representative. Bids that are submitted without being signed will automatically be rejected.
- Bid envelopes must be sealed and must indicate clearly the appropriate bid number, bid item, and bid opening date, as indicated on the cover sheet of the bid packet. Bids by Facsimiles and emails will not be accepted. The commission will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver the proposal to the Commission office by the deadline stated in the bid request.
- The Morgan County Commission reserves the right to reject any and all bids or any and all bids that are non-responsive or not responsible. Additionally, the Morgan County Commission has the right to waive any technicalities or informalities, re-advertise and/or take such other steps deemed necessary and in the

Bidder Initials: _____

best interest of the Commission. The Morgan County Commission may issue change orders altering the original scope of work to address changes or unforeseen conditions necessary for the project completion.

- The Morgan County Commission also reserves the right to make minor changes or further negotiate details and terms. Once the quote is accepted and terms are set, if the vendor fails to deliver within the agreed upon time, the Morgan County Commission reserves the right to accept a quote from another vendor.
- The Commission provides equal opportunities for all businesses and does not discriminate against any vendor regardless of race, sex, creed, age, disability, national origin or religion in consideration for an award. Bidders must abide by the provision of the American with Disabilities Act of 1990 and assure that in connection with the performance of work under this agreement that they are an equal opportunity employer and do not discriminate on the basis of race, sex, creed, age, disability, national origin or religion.
- All bidders must comply with applicable sections of the Alabama Competitive Bid Law, Code of Alabama, 1975.
- All bidders must comply with the Alabama Data Breach Notification Act of 2018.
- **All bid amounts shall be submitted on the attached Bid Proposal Form.** Prices quoted shall be delivered prices, exclusive of all federal or state excise, sales, and manufacturer's taxes. The Commission will assume no transportation or handling charges other than specified in the bid.
- A completed W-9 should be included with your bid package.
- A completed affidavit of compliance with E-Verify must be included with your bid package.
- The Morgan County Commission reserves the right to cancel the contract with a 30 day written notice to the contractor if the performance of the service is unsatisfactory.
- These specifications and acceptance hereof, shall constitute exclusively and entirely the agreement for the service as described within.
- The attached specifications are being provided to potential bidders as guidelines, which describe the type and quality of equipment, supply, and/or service the Commission is seeking to lease.
- By signing this contract, grant, or other agreement, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.
- By signing this contract, grant, or other agreement, the contracting parties affirm, for the duration of the agreement, that such contractor is not currently engaged in, and an agreement that the contractor will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which Alabama can enjoy open trade.
- All bids will be awarded to the lowest responsive and responsible bidder. This determination may involve all or some of the following factors: price, conformity to specifications, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs and other objective and accountable factors which are reasonable. When responsive and responsible bids are equal, a local vendor shall be favored.
- Bidders may be disqualified and bid proposals may be rejected for any of (but not limited to) the following causes:
 1. Failure to use the bid forms furnished by the Commission
 2. Lack of signature by an authorized representative on the Bid Proposal Form.
 3. Failure to properly complete the bid form.

Bidder Initials: _____

- Bidder accepts all of the terms and conditions of the Invitation to Bid. This Bid will remain subject to acceptance for 90 days after the Bid opening, or for such longer period of time that Bidder may agree in writing upon request of the Morgan County Commission.
- In submitting this Bid, Bidder represents that Bidder has examined and carefully studied the Invitation to Bid and other related data identified in the Bid Documents.
- Initial term of copier lease and managed services will be for 36 months. Any equipment added within the 36-month period shall not extend the initial lease term.
- For information on the specifications contact Julie Reeves at (256)351-4735.

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Bidder Initials: _____

SPECIFICATIONS FOR COPIER LEASE AND MANAGED SERVICES

Brand Name or Equal Brand Name Specifications

All products must meet or exceed the form, fit and function of the brand identified

The items called for in this solicitation are identified by brand name and model number included in the Bid Proposal Form. This brand name is not intended to be restrictive. The primary characteristics of each model are the minimum criteria that shall be acceptable to the County. Items offered must meet or exceed the primary characteristics of each model listed. All copiers are expected to include letter, legal and 11x17 print capability, network printing capability, scanning to email and to folder capability, and sorting and stapling features. Capability to fax by email or print from a mobile device is required. Offers that do not satisfy the required characteristics shall not be considered for award. The County reserves the right to determine if items meet or exceed the required characteristics.

Managed Services required include but are not limited to basic lease management, troubleshooting, moving equipment if/when required, providing information as requested and providing invoices as specified.

Bidders are required to submit with quote, a brochure or manufacturer data sheet(s) for each copier proposed. Failure to do so may result in bid submittal being deemed as "non-responsive".

The Morgan County Commission will accept **NEW Equipment Only**. Used, rebuilt or refurbished units will not be considered. The equipment should be network ready upon delivery. Upon award, the County's Information Technology Department will be available to provide information regarding implementation.

The County reserves the right to determine placement of equipment.

Bidders are responsible for the delivery and set up of all new equipment. Setup must include initial printing and scanning configurations on user workstations and proper validation of configurations. Current devices are assumed to have basic configurations.

The awarded vendor is to have all equipment in place and ready to use on or before February 1, 2021. The lease will commence on February 1, 2021. The County **WILL NOT** be responsible for payment for the time to install and set up the new equipment.

Current Copy Volume Summary is included as **Attachment A**. The listed averages are not guaranteed to remain at current levels and are only provided for bidders to use to estimate monthly lease volume.

Bidder Initials: _____

Bidders are not to assume that the list of departments requiring copiers is the complete list.

Copies included in the leased price are to be a 'pooled' total for all copiers and not tied to any particular copier. A base lease with zero-volume commitment and a common excess meter will not be accepted. Awarded vendor is responsible for monitoring and reporting monthly print volume.

All products shall interface with Windows Active Directory without modifications to current County Windows network.

Remote network setup and monitoring capability is to be included

Copiers must be able to support enterprise content management software

Software requirements (this list is not exhaustive):

Mobile Printing and Scanning

Secure printing (user authentication should be made available)

Native OCR capability, editable and searchable, is preferred but not required

A Technical Fact Sheet is included as **Attachment B**.

Vendors are responsible for any personal property taxes due.

Vendors are responsible for any and all documentation fees incurred.

Training required by Morgan County Commission employees will be offered by vendor at no cost to the County.

The County will be afforded the ability to add equipment throughout the lease term as needed. The pricing for add-on units shall be either negotiated or based on the lease price agreed upon in original contract terms, if unit model is listed. The equipment will be provided in no more than 30 days after written notice is received from the County.

Vendors are responsible for the return freight and any and all other expenses incurred for the return of equipment at termination of lease or when replacing equipment.

Maintenance

The responsibility for maintaining copiers furnished under the lease in serviceable condition shall be solely that of the vendor. The vendor shall provide preventive maintenance services, without any action on the part of the County to ensure that the copiers furnished are maintained in serviceable condition.

Maintenance shall include the manufacturer's standard recommended maintenance.

Bidder Initials: _____

Maintenance service shall be performed by fully trained technicians.

Maintenance shall include training and basic support for specified Morgan County employees throughout the life of the lease.

Maintenance to include all parts and labor.

Preventive maintenance will be based upon the specific needs of an individual unit, and will include necessary equipment adjustments, and replacement of all unserviceable parts.

During normal working hours – between 8:00am and 5:00pm Monday through Friday, excluding holidays observed by the County – the vendor shall respond to verbal service calls within four working hours after notification of malfunction.

Response time on a service call starts when authorized personnel place a call to the vendor's office and/or technician. Response time ends when a service technician appears at the requesting location to repair the malfunctioning equipment.

Downtime starts when the service technician begins to work on the malfunctioning equipment and ends when the work has been completed and the equipment is back to full operating capacity. These times are to be noted on the service call ticket in order to verify actual downtime. In cases where any copier cannot be repaired within eight (8) working hours after notification of malfunction as detailed above, the vendor shall provide a replacement machine of equal or greater capability within sixteen (16) additional working hours until the repair of the original machine is completed at no additional cost to the County.

From 5:01pm to 7:59am Monday to Friday, all day Saturday and all day Sunday and on Holidays observed by the County, an after-hours service shall be offered for the County's 24 hour facilities. Please complete the rate sheet for after hour service calls.

All consumable supplies shall be included in the copier lease contract. Consumable supplies shall include toner, fuser, print cartridge, developer and maintenance supplies. Vendor shall be responsible for replenishing supplies within two (2) days of request and shall be responsible for shipping said supplies to the County.

Each copier shall have the manufacturer's name, and the model and serial number of the machine permanently and legibly stamped or affixed on a major component in a readily accessible location. Each copier shall have the contact number to use for service calls permanently and legibly stamped or affixed in a readily accessible location.

Bidder Initials: _____

Upon receipt by the vendor of written notice from the Morgan County Commission, individual copier service may be discontinued 30 days thereafter. Copier services may be discontinued on a shorter notice when agreed upon by the vendor. A discontinuation notice will contain the following information: (a) copier location, (b) copier model and serial number, (c) date copier will be available for removal. The County will then make the copier available for pickup by the vendor's representative. It will be the responsibility of the vendor to coordinate the removal of the copier with County authorized personnel. Removal of copiers will be at the vendor's expense. All hard drives and data storage devices will be removed and retained by the county IT Department prior to equipment removal by the vendor.

Vendor Reporting

The vendor shall maintain inventory records that identify all equipment delivered under the lease. The inventory shall be provided to the IT Director and the Chief Administrative Officer once installation and set-up has been completed. The inventory shall include: make and model, location and serial number of all installed equipment.

Inspection and Acceptance

During installation the vendor shall demonstrate that all copier functions are properly working. This demonstration must be accomplished pursuant to the operating instructions furnished with each copier and in the presence of authorized County personnel. If the copier fails to operate at the time of installation, the County may, at its option, request an immediate replacement.

Sample Lease

The vendor will supply a sample lease with their bid packet, which will, by reference, adopt and incorporate these specifications as set forth fully therein.

Lease Term

Initial term of copier lease and managed services will be for 36 months. Any equipment changes within the 36-month period shall not extend the initial lease term.

Insurance Requirement

The successful bidder will be required to provide proof of liability and workers' compensation insurance coverage.

Bidder Initials: _____

Attachment A: Current Copy Volume Summary

Department	Brand	Model	S/N	Black and White	Color
				(FY2020 Copy Count)	
Commission	Ricoh	MP C4503	E175M760609	33,328.00	12,862.00
Probate	Xerox	D-D020	AE7196046N	3,303.00	-
Probate	Toshiba	Studio 280	CTK523515	11,923.00	-
Revenue	Sharp	MX-4110N	2L000820	105,115.00	4,427.00
Sales Tax	Xerox	WC5335PT	AE9-905953	7,696.00	-
EMA	Xerox	WorkCentre 7845	MX4733276	7,415.00	4,810.00
Juvenile	Ricoh	MP4054	W432L100090AA	18,254.00	-
Archives	Ricoh	Aficio mpc2551	V9816000731	-	634.00
Engineering	Xerox	WC7845i	MX4-509462	11,210.00	4,954.00
Commission on Aging	Xerox	WorkCentre 7855	MX4-360005	18,000.00	6,957.00
Community Corrections	Xerox	WorkCentre 595Si	A2M741638	109,584.00	-
District Attorney	Xerox	W7855PT	MX4-134187	76,693.00	17,178.00
				402,521.00	51,822.00

Bidder Initials: _____

Attachment B:

Technical Fact Sheet

- Network
 - a. Cloud services are not utilized
 - b. “LDAP over SSL” (LDAPS) is preferred but not required
 - c. All users authenticate to Active Directory
 - d. User authentication is not required
 - e. There are 2 network domains and network trusts are in place between networks
 - f. Network bandwidth between locations is 10 gigabytes
 - g. Firewalls restrict traffic between locations
 - h. WiFi is used within the environments
 - i. There are no requirements to print from mainframes or host systems
- Scanning
 - a. Document types offered should include JPG and PDF
 - b. Batch scanning is not required
 - c. Document image enhancement not required unless standard on current model
- Servers
 - a. Servers are both physical and virtual
 - b. Virtual servers use VMware
 - c. No need to consider failover, fault tolerance or disaster recovery in respect to printing.
- Operating System
 - a. Both Windows 7 and Windows 10 are used
 - b. No Mac systems are used
 - c. Citrix, Terminal Services, and Virtual Desktops do not require printing, scanning or faxing capability
 - d. Organization does have the ability to push printer drivers and software to all client computer systems using group policies and login scripts
- Print Server
 - a. There is (1) print server
 - b. Print server is dedicated
 - c. Print server is centrally located
 - d. Print server runs on Windows Server OS 2019
- Internal email system is O365

Bidder Initials: _____

BID PROPOSAL FORM – PAGE 1

No. 21-01

Copier Lease and Managed Services

Current Copier Make and Model	Proposed Copier – Make, Model, PPM, B&W or B&W & Color	Lease price per month
Ricoh MP C4503		\$
Ricoh MP 4054		\$
Ricoh MP C2551		\$
Sharp MX-4110N		\$
Toshiba Studio 280		\$
Xerox D-D020		\$
Xerox-WorkCentre 595Si		\$
Xerox-WorkCentre 7845		\$
Xerox-WorkCentre 7845i		\$
Xerox-WorkCentre 7855		\$
Xerox-WorkCentre 7855PT		\$
Xerox-WorkCentre 5335PT		\$

BID PROPOSAL FORM – PAGE 2

No. 21-01

Copier Lease and Managed Services

ALLOWANCE (POOLED ACROSS ALL UNITS)	PER MONTH
Black and white copies	
Color copies	

ADDITIONAL ITEMS	COST
Black and White copy over pooled allowance	\$ per copy
Color copy over pooled allowance	\$ per copy

AFTER HOURS CALL OUT RATES (HOURLY) (Determined from time of arrival at site)			
	Mon, Tues, Weds, Thurs from 5:01pm – 8:29am	Friday 5:01pm – Monday 8:29 am	County Holidays
	\$	\$	\$
	\$	\$	\$
Minimum Hours (if any)			

QUOTE WILL BE IN EFFECT FOR 90 DAYS. The County may hold bids 90 days after bid opening without taking action.

Note: Quotes not fully marked in the price columns will be considered incomplete and may be rejected.

BID PROPOSAL FORM – PAGE 3

No. 21-01

Copier Lease and Managed Services

Proposing Company Contact Information:

Company Name:		
Billing Address:		Telephone:
Service Address:		Telephone:
Representative Name:		
Representative Contact Address:		Telephone: E-Mail:

It is agreed by the undersigned offeror that the signature and submission of this proposal represents the vendor's acceptance of all terms, conditions and requirements of specifications and, if awarded, the proposal will become part of the contract agreement between the parties.

Signed: (sign manually, in ink) _____
(Signature of Authorized Representative of the Company)

Name Printed: _____

Title: _____

Date: _____

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions. Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
	- -
or	
Employer identification number	
	-

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Notice: As a condition of a bid, contracts or grant with Morgan County, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

BUSINESS ENTITY: _____

APPLICANT NAME: _____

E-VERIFY AFFIDAVIT

I _____ (name), on behalf of _____ (business entity), and with lawful authority to act in its behalf, hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of this contract with Morgan County in the federal work authorization program known as "E-verify" web address <https://e-verify.uscis.gov/enroll>, operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicable provisions of Alabama's Immigration Law. The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the County, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification to the County.

E-Verify Employment Eligibility Verification User ID Number

Applicant Signature

Sworn to and subscribed before me this _____ day of _____, _____.

Notary

My Commission expires: _____