

PROPOSAL

Washington County Community College is seeking bids for Photocopier equipment and service as specified herein. Due to budget constraints the college reserves the right to refuse any and all proposals. In addition, the college reserves the right to reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of WCCC.

Project Description/ Bid Submission Sheet:

WCCC is looking to replace our current copy machines with those specified below. Additional copiers may be required during the term of the contract. The College's current copier usage for 4 fiscal years is detailed in Appendix B.

Pricing to include delivery, installation, training, all parts, labor, service, staples, toner, and any shipping/handling charges (everything to operate the equipment excluding paper). Price to remain firm for entire term of the contract. WCCC expects to enter into a three-year contract, with option to renew for two additional one-year terms.

Minimum Equipment Specifications:

(2) Color Digital Multifunction Imaging System(s). Newly manufactured with no used or refurbished parts with following capacities:

- Functions: Copy, print, scan, send, and store.
- Color mode: Auto Color, Full Color, Black, Single Color, and Two Colors.
- Copy resolution: 1200 x 1200
- Supports various media sizes for printing: 11 x 17, Legal, Letter, Letter-R
- Supports various media weights: 14lb bond to 110lb cover
- Supports various media types: Plain, recycled, color, heavy, transparency, label, envelope
- Prints up to minimum of 40-50 ppm.
- Prints up to 11 x 17-inch paper.
- Holds a minimum of 1000 sheets of paper.
- Capable of producing double-sided prints/copies.
- Ability to scan to e-mail.
- Single touch scanning to/printing from USB memory device.
- Includes magnification and reduction settings.
- Automated document feeder, with minimum capacity of 50 sheets of 20 lb. bond paper.
- Simple (1 code entry) PIN code secured access system for users.
- Department ID Management/Account Codes
- Have the ability for a network connection using Ethernet TCP/IP protocol.
- Includes stapling and collating capabilities.
- EPA Energy Star Compliant

(3) Color Digital Multifunction Imaging System(s). Newly manufactured with no used or refurbished parts with following capacities:

- Functions: Copy, print, scan, send, and store.
- Color mode: Auto Color, Full Color, Black, Single Color, and Two Colors.
- Copy resolution: 600 x 600 minimum
- Supports various media sizes for printing: 11 x 17, Legal, Letter, Letter-R
- Supports various media weights: 14lb bond to 110lb cover
- Supports various media types: Plain, recycled, color, heavy, transparency, label, envelope
- Prints up to minimum of 35-40 ppm.
- Prints up to 11 x 17-inch paper.
- Holds a minimum of 1000 sheets of paper.
- Capable of producing double-sided prints/copies.
- Ability to scan to e-mail.
- Single touch scanning to/printing from USB memory device.
- Includes magnification and reduction settings.
- Automated document feeder, with minimum capacity of 50 sheets of 20 lb. bond paper.
- Simple (1 code entry) PIN code secured access system for users.

Department ID Management/Account Codes
 Have the ability for a network connection using Ethernet TCP/IP protocol.
 Includes finisher with stapling and collating capabilities.
 EPA Energy Star Compliant

(1) Black and White Digital Multifunction Imaging System(s). Newly manufactured with no used or refurbished parts with following capacities:

Functions: Copy, print, scan, send, and store.
 Color mode: Auto Color, Full Color, Black, Single Color, and Two Colors.
 Copy resolution: 600 x 600 minimum
 Supports various media sizes for printing: 11 x 17, Legal, Letter, Letter-R
 Supports various media weights: 14lb bond to 110lb cover
 Supports various media types: Plain, recycled, color, heavy, transparency, label, envelope
 Prints up to minimum of 35-40 ppm.
 Prints up to 11 x 17-inch paper.
 Holds a minimum of 1000 sheets of paper.
 Capable of producing double-sided prints/copies.
 Ability to scan to e-mail.
 Single touch scanning to/printing from USB memory device.
 Includes magnification and reduction settings.
 Automated document feeder, with minimum capacity of 50 sheets of 20 lb. bond paper.
 Simple (1 code entry) PIN code secured access system for users.
 Department ID Management/Account Codes
 Have the ability for a network connection using Ethernet TCP/IP protocol.
 Includes finisher with stapling and collating capabilities.
 EPA Energy Star Compliant

Additional requirements:

- Vendor will be responsible for the total setup of printer/copiers and accessories to make sure it is up and running to satisfaction to include working with IT personnel to configure printer/copiers to email server, etc.
- Vendor will be responsible for furnishing Material Safety Data Sheets (MSDS) upon installation of machines on all supplied items or items needed to operate printers.
- Vendor must provide initial and ongoing training to adequately instruct Information Technology personnel in the use of all functions of the copier.
- Service technicians must be certified on the equipment.

SUBMISSION REQUIREMENTS:

A. Bid Opening: Bids will be opened at WCCC, One College Drive, Calais, Maine 04619

Closing Date/Time: Friday, September 16, 2022, 4:00 p.m.

B. Identification of Bid Envelope: The bid should be submitted on the Product Specification/Bid Submission Form provided. If additional space is required, please attach a separate sheet. The form should be signed and returned in an envelope that is sealed and clearly identified as follows:

Enclosed: Quotation #WC2305
 Attention: Desiree Thompson, Dean of Finance

C. Insurance: The Contractor is required to provide WCCC a certificate of insurance evidencing coverage of broad comprehensive liability insurance in the minimum amount of Four Hundred Thousand Dollars (\$400,000). Contractor must also provide evidence of workers' compensation insurance for all workers. Proof of all required insurance coverage must be submitted with the proposal response.

D. Variations/Alternative Specifications: Specifications given are used to indicate the quality and characteristics of products that will be satisfactory. Bids offering equal or alternative products will be considered for award if such items are clearly identified in the bid and are determined by WCCC to be of equal value in all material respects to the item specified.

Unless the vendor clearly indicates in the bid that they are offering an "equal" or "alternative" product, the bid shall be considered as offering the items as specified.

Bidders are required to provide details and specifications sheets for all products submitted for consideration.

E. Bid Proposal Amount: The bid proposal amount shall be the net price per unit, including shipping and handling F.O.B. Destination, Washington County Community College, Calais, Maine.

NOTE: If you DO NOT state clearly anything about the unit or maintenance contract that does not meet the specifications and requirements in this quote, WCCC will assume it does. If you are the successful vendor with the quote, you will be responsible to hold the costs that you have quoted for any accessories, requirements, shipping, delivery and pick of equipment that will need to be added or required in order to meet the Terms, Conditions, and Specifications within this quote. Descriptive literature must accompany your quote. Please quote electronically with literature attached.

F. Obligations: Vendor is to assure that all contractors meet state, federal, and OSHA guideline and codes, as applicable. As well as the following Bid Notices:

**APPENDIX A
NOTICE TO VENDORS AND BIDDERS:
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. **MCCS DOES NOT AGREE TO:**

1. Provide any defense, hold harmless or indemnify;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees; costs, including collection costs; expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS' recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor's terms prevailing over MCCS' standard terms and conditions, including addenda; and
13. Unilateral modifications to the contract by the vendor.

BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point black font on a white background and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.

**APPENDIX B
4-YEAR SUMMARY OF NUMBER OF COPIES/PRINTS/SCANS**

	Total Copies	B&W Copies	Color Copies	Total Prints	B&W Prints	Color Prints	# of Scans
7/31/2018	4522	3310	1212	13075	4349	8726	3297
8/31/2018	16724	11351	5373	19956	6701	13255	3590
9/30/2018	24771	17905	6866	19637	5540	14097	6151
10/31/2018	30163	23418	6745	20031	5453	14578	7310
11/30/2018	20814	15617	5197	19695	7324	12371	5281
12/31/2018	7086	5752	1334	8378	2801	5577	2658
1/31/2019	27680	20584	7096	23030	7960	15070	7067
2/28/2019	17528	11532	5996	17245	4330	12915	4472
3/31/2019	15662	12134	3528	11292	3020	8272	4132
4/30/2019	28578	20951	7627	21279	8198	13081	6612
5/31/2019	10497	8962	1535	16860	4856	12004	4298
6/30/2019	2235	1715	520	9327	2575	6752	2009
	206260	153231	53029	199805	63107	136698	56877
7/31/2019	4855	4074	781	10853	2563	8290	3445
8/31/2019	15537	10836	4701	29221	7811	21410	5014
9/30/2019	24603	18884	5719	26853	7301	19552	5003
10/31/2019	26806	21293	5513	23096	6795	16301	7449
11/30/2019	21424	16175	5249	18049	5238	12811	4629
12/31/2019	8274	6192	2082	10274	3789	6485	3258
1/31/2020	21190	14394	6796	20523	7454	13069	4801
2/29/2020	13052	9608	3444	16565	5316	11249	3996
3/31/2020	7935	5182	2753	11894	4369	7525	2947
4/30/2020	1893	1332	561	6283	1024	5259	2062
5/31/2020	1683	1336	347	6752	2232	4520	1877
6/30/2020	2269	2037	232	7140	2085	5055	2406
	149521	111343	38178	187503	55977	131526	46887
7/31/2020	1651	1592	59	6558	1364	5194	2054
8/31/2020	8854	6350	2504	8342	1984	6358	2960
9/30/2020	6900	4434	2466	3628	951	2677	2006
10/31/2020	5712	4203	1509	5376	1249	4127	2486
11/30/2020	2014	1605	409	4231	1106	3125	1428
12/31/2020	907	708	199	4230	1430	2800	1415
1/31/2021	5714	2605	3109	6750	2501	4249	2123
2/28/2021	5441	3853	1588	7887	2196	5691	3339
3/31/2021	6572	3692	2880	6044	1741	4303	1947
4/30/2021	12906	7516	5390	9668	2695	6973	3355
5/31/2021	2028	1183	845	5395	1672	3723	2475
6/30/2021	925	761	164	6335	1742	4593	1315
	59624	38502	21122	74444	20631	53813	26903
7/31/2021	2007	1124	883	7908	1687	6221	2748
8/31/2021	6996	5111	1885	10353	3313	7040	2080
9/30/2021	8481	6185	2296	12246	3905	8341	2381
10/31/2021	7454	5796	1658	10723	3343	7380	2457
11/30/2021	4740	4140	600	7959	2178	5781	2707
12/31/2021	310	271	39	1829	658	1171	727
1/31/2022	14512	8605	5907	27395	8044	19351	5922
2/28/2022	310	271	39	1829	658	1171	727
3/31/2022	310	271	39	1829	658	1171	727
4/30/2022	310	271	39	1829	658	1171	727
5/31/2022	310	271	39	1829	658	1171	727
6/30/2022	25524	16785	8739	49382	14820	34562	7801
	71264	49101	22163	135111	40580	94531	29731
TOTAL	486,669	352,177	134,492	596,863	180,295	416,568	160,398

Note: For the period April 2020 to June 30, 2022 the college experienced reduced copy usage due to pandemic.

BID SUBMISSION SHEET

		Printed Pages Per Minute		Per Copy Cost over Base		Indicate cost if separate from Base Cost (Include any related shipping costs)		
Manufacturer	Model	Color	B & W	Color	B & W	Maintenance Cost	Per Unit Cost of Toner	Per unit cost of Staples

Delivery Charge of New Units: _____ Pick up Charge at termination of contract: _____

Indicate service call response time: _____

Photocopier return notification required? _____ Number of days? _____

Bid sheet submitted by _____

Company name _____

Phone: _____ email: _____

Please contact Desiree Thompson for additional information

Installation must be completed by: November 2022

Please provide any additional information necessary to make a determination of the best equipment choice for the college.

Thank you for your time and consideration.