



**CONSULTING SERVICES
COPIER/PRINTER PROCUREMENT**

14 MAIN STREET
NEWPORT, NH 03773

ISSUE DATE: December 10, 2021

**REQUEST FOR PROPOSAL
CONSULTING SERVICES for
FOR COPIER/PRINTER PROCURMENT**

**RESPONSES ARE DUE NO LATER THAN
Thursday, December 29, 2021 AT 2:00 PM
AT ADDRESS ABOVE OR EMAILED TO:**

Sara Rouillard

srouillard@sullivancountynh.gov

Sullivan County seeks Proposals from well qualified firms for:

Service Description: Consulting services to assist with the development of a Copier and Printer Request for Proposal of eight multi-functional office machines and support services located at its Newport and Unity campuses as detailed on Attachment A. The County currently has a multi-year equipment and service lease which expires on June 30, 2022.

Submission Information: All proposals must be returned via mail or e-mail to Sara Rouillard at the address above or via srouillard@sullivancountynh.gov. All requests for additional information or questions can be directed to Ms. Rouillard and must be received no later than the close of business on December 29, 2021

Proposal Requirements:

Responses to this RFP must include description of proposed scope, cost, and anticipated start and finish dates. Provide the same information as well as any additional services needed for all alternate designs and scopes proposed. Proposal must demonstrate Consultant's ability to:

- be independent of any manufacturer or vendor to ensure an unbiased development process,
- show a high level of competency with purchasing and leasing copiers.
- demonstrate successful experience serving government or educational entities with cost containment measures. Include at least three current, local references from counties, municipalities, or businesses of similar or larger size that the vendor has serviced for at least 3 years. References must include name, contact person, telephone number, and mailing address.
- provide unbiased recommendations as to which vendor should be awarded the developed RFP.
- assist with the auditing process of the vendor ultimately awarded the RFP.
- provide continual service to the County for up to 5 years with cost saving recommendations and recommendations for proper annual budgeting.

Consultants are expected to familiarize themselves with the scope before submitting qualifications. The submission of qualifications shall be deemed to represent that a Consultant has reviewed and is satisfied with the conditions to be encountered in performing the work.

Prices: Prices are to remain in effect for a period of sixty (60) days from submission and are to remain firm once project is awarded to the successful Consultant. Consultants are responsible for all costs and expenses associated with the preparation and submission of a proposal.

Project Award: The Board of Commissioners will award this project during a regular public business meeting generally scheduled for the first and third Mondays of each month at 3:00 pm. Formal notification of proposal award to all proposers will occur the next business day, thereafter. Information on the Board of Commissioners meeting agendas and meeting locations is available on the County's website at <http://sullivancountynh.gov>. The following factors will be considered as the basis for award of the bid, with priority to be determined solely by the County:

1. Consultant's Qualifications, Experience, Reputation, and References
2. Compliance with Invitation for Bid Requirements
3. Ability to Meet Service Requirements
4. Cost and Commissions
5. Exclusions and Limitations
6. Location of Business

Sullivan County reserves the right to accept or reject any proposals, to waive any minor proposal defects, and to request additional information from any bidder prior to issuing a notice of award or soliciting new bids. The County reserves the right to reject any and all bids in whole or in part, and to waive any informality or technical defects if, in Sullivan County's sole judgment, the best interest of Sullivan County will be served.

Agreement: Failure to execute a contract within 14 days of written notification from the County may constitute cause for cancellation of the bid acceptance and award.

Indemnification of Owner: To the fullest extent permitted by law, the Consultant shall protect, indemnify, save, defend and hold harmless the Owner and its officials, agents, volunteers and employees from and against any and all liabilities, obligations, claims, demands, damages, penalties, causes of action, loss of services, compensation, costs and expenses, including but not limited to reasonable attorney and paralegal fees, which the Owner and its officials, agents, volunteers and employees may become obligated by reason of any accident, bodily injury, death of a person or loss of or damage to tangible property, which may in any way arise directly or indirectly in connection with or out of the services performed by Consultant or anyone directly or indirectly employed by Consultant or any other person or company retained in any way to carry on all or any portion of the services necessary to abide by the terms of the Agreement, including but not limited to any negligent, intentional, or wrongful act or omission by the Consultant or its officers, employees, or agents.

Insurance: The Consultant shall secure and maintain general liability coverage in an amount of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, vehicle liability coverage for bodily injury and property damage in an amount of not less than \$1,000,000 combined single limit, and workers compensation coverage as required by state law. Consultant shall furnish to the Owner a Certificate of Insurance and an endorsement prior to commencing work, demonstrating that the County and its officials, agents, volunteers, and employees are named as an additional insured on the general liability and automobile liability insurance coverage.

Sullivan County is aware of the time and effort required to prepare responses and invites Consultants to let us know of any bidding requirements that are unclear and/or create difficulty in responding.

Sincerely,



Mary Bourque, Director of Facilities and Operations
Sullivan County

Attachments

Attachment A – Equipment and Service Requirements

Attachment 1
CONSULTING SERVICES FOR COPIER/PRINTER PROCUREMENT
Equipment and Service Requirements

PROJECT DESCRIPTION: Consulting services to assist with the development of a Copier and Printer Request for Proposal of eight multi-functional office machines and support services located at it two campuses in Newport and Unity, New Hampshire.

DESIRED EQUIPMENT: Sullivan County seeks energy-star compliant, high quality, and high-performance copiers with duplex, stapling, and hole-punching capabilities, color network scanning and network printing options, fax capability, and reliable service with little downtime.

Proposed machines must be new, current production models, with certification from the manufacturer attesting to current production status (new is defined as newly assembled for first-time use with new components and wherein serial numbers, chassis, parts or any components have not been previously used; current production shall mean that the model is currently being manufactured and marketed to the commercial marketplace as brand-new equipment). The following table details machine location, average monthly usage, minimum copy speed, and desired functions.

Copier	Copier Location	Total average monthly BW	Total average monthly color
1	Sullivan County Health Care - Bus/HR 5 Nursing Home Drive Unity, NH	402,000	47,000
2	Sullivan County Health Care - Nursing 5 Nursing Home Drive Unity, NH	400,500	0
3	Sullivan County Facilities 5 Nursing Home Drive Unity, NH	126,000	32,500
4	Sullivan County Corrections - Admin 103 County Farm Road Unity, NH	178,000	0
5	Sullivan County Corrections 103 County Farm Road Unity, NH	161,500	0
6	Sullivan County Commissioners 14 Main St, 1 st floor Newport, NH	180,500	0
7	Sullivan County Attorney 14 Main St, 2 nd floor Newport, NH	379,000	20,000
8	Sullivan County Attorney 14 Main St, 2 nd floor Newport, NH	152,000	0
9	Sullivan County Activities 5 Nursing Home Unity, NH	9,000	6,000