

**MAHONING COUNTY CAREER & TECHNICAL CENTER
REQUEST FOR PROPOSALS FOR MULTI-FUNCTIONAL COPIERS/PRINTERS**

LEGAL NOTICE

The Mahoning County Career & Technical Center ("MCCTC") is requesting proposals from vendors experienced in providing copier/print/scan equipment as well as related maintenance and support services. MCCTC intends to lease a new fleet of multi-functional copiers/printers and contract for a new service agreement. Interested vendors may find a detailed Request for Proposal (RFP) on the MCCTC website at mahoningctc.com/important-links-and-forms.

All proposals must be submitted in writing no later than 12:00 noon on February 11, 2022. Sealed proposals should be clearly marked "MCCTC Copier Proposal" and sent to:

Mahoning County Career & Technical Center
c/o Brian Rella, Treasurer
7300 North Palmyra Road
Canfield, OH 44406

Proposals received after the due date and time will not be considered. Sealed proposals will be opened at 12:00 noon on February 11, 2022.

Questions may be submitted via email to Chris Stewart, Technology Supervisor, at chris.stewart@mahoningctc.com

OVERVIEW

The Mahoning County Career & Technical Center ("MCCTC") of Canfield, Ohio is issuing a Request for Proposals ("RFP") from experienced vendors to provide multi-function digital copiers/printers and related maintenance and support services. A list of current copiers and printers throughout the district has been included. Please submit your proposal in a sealed envelope to the contact person shown below before 12:00 noon on February 11, 2022. Submissions must be in accordance with the Request for Proposal that is available free of charge on the Mahoning County Career & Technical Center website at mahoningctc.com/important-links-and-forms. No oral or electronically transmitted proposals will be accepted. All proposals submitted shall become the property of Mahoning County Career & Technical Center. Please feel free to make suggestions your company deems appropriate regarding additions or deletions to our requirements in writing so other companies have ample time to respond. The Mahoning County Career & Technical Center reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals received and to accept any proposal which is deemed most favorable to the district at the time and under the conditions stipulated.

All responses to the Request for Proposal shall be submitted to:

Mahoning County Career & Technical Center
c/o Brian Rella, Treasurer
7300 North Palmyra Road
Canfield, Ohio 44406

Only electronic (email format) questions during the bidding process shall be considered and shall be addressed to the following people. All questions must be received by 3:00 p.m. on February 4, 2022.

Technical questions may be submitted via email to Chris Stewart, Technology Supervisor at chris.stewart@mahoningctc.com or any other questions to brian.rella@mahoningctc.com

It is highly recommended that you schedule a site visit with Chris Stewart. Please email chris.stewart@mahoningctc.com to schedule.

INTRODUCTION

The Mahoning County Career & Technical Center of Canfield, Ohio consists of one (1) location. MCCTC is seeking proposals from established vendors who have been in the business of multifunction digital copiers/printers for a minimum of five (5) years, and who lease, maintain and support the specified copiers/printers in each location. The purpose of this document is to provide information to submit a proposal. The district would consider recommendations by the vendor to consolidate copiers and/or printers.

MCCTC is looking to enter into either a five (5) year or three (3) year contract beginning September 10, 2022.

SUBMISSION REQUIREMENTS

The submission requirements for the RFP are detailed below. Submissions should include the Vendor's response(s) to provide new copiers and printers to the district and provide a Service/Maintenance Agreement on the copiers and printers.

The following is a list of the copiers and printers the district currently retains:

- 7 - Table top all in one black and white copiers
- 3 - Table top all in one color copiers
- 5 - 60 ppm color copiers
- 4 - 45 ppm color copiers
- 17 - Black and white printers

Please consider the following when completing your RFP:

Requirements:

Provide the District with new copiers comparable to the current copiers on site and new printers comparable to current printers. Note that removal of current copiers and printers will be the responsibility of the district. The new copiers must meet the following requirements:

- All digital copiers shall be capable of producing double-sided prints/copies

- All copiers must contain hard drives
- All copiers must have central reporting capabilities
- All copiers must have PIN# / secure print capabilities
- All copiers must have "PaperCut Licenses" with Follow-me printing
- All printers must be included in "PaperCut Licenses" 500 users with mobility print
- All copiers must be HID compliant with key fobs and/or badges
- All printers must be HID compliant with key fobs and/or badges or pin capable
- All printers must have network capability
- All printers may be same model

Provide a Service/Maintenance Agreement for any new copiers and new printers; include the number of clicks allowed and the cost per click for both Black and White and Color Copies/Prints. Please note the additional requirements regarding service. Must cover:

- All replacement parts for both copiers and printers
- All repair cost including labor and travel on both copiers and printers
- Providing all Genuine Ink Cartridges for all copiers and printers
- District to stock multiple of each toner needed to help with demand

We look forward to receiving your proposal and will be in touch shortly after the February 11th opening.