



INVITATION FOR BID NUMBER AEPA IFB #005.1 A
DIGITAL COPIERS AND RELATED EQUIPMENT
PART B - SPECIFICATIONS

PART B - TABLE OF CONTENTS

1. **General Requirements**.....1
2. **Equipment**2
3. **Service and Coverage**2
4. **Billing and Management Reports**.....2
5. **Technical/Customer Support Requirements**.....3

SCOPE OF BID

AEPA agencies are seeking a contract for the purchase and/or lease of Digital Copiers and Related Accessories, Service and Supplies. The successful copier company will provide discount pricing on a range of sizes of digital copiers with multiple functions, service contracts and related supplies and equipment. The diversity of participating public agencies requires a broad choice of options. Manufacturers are requested to offer their entire catalog of available product at a discount from the current published schedule for public agencies.

Specifications

The following section provides a description of the technical requirements for the products being solicited and the requirements of the contract.

SPECIFICATIONS

1. General Requirements

- a. The successful vendor must give AEPA members the benefit of all general price reductions extended to its other customers at any time during the period of this contract or any extension thereof. Written notice will be made to AEPA members in the event of a decrease in the prevailing contract price and will become effective immediately.
- b. The successful vendor must abide by all applicable federal, state, and local laws, codes, and ordinances governing any area(s) in which any service is rendered and must have all required permits, licenses, agreements, tariffs, bonding and insurance required by same. No claims for additional payment will be approved for changes required to comply with any such requirements.
- c. Responses must clearly identify all charges and components necessary for performance of the contract even if such are not specifically addressed in any paragraph or sup-paragraph or form that is a part of this request.
- d. Optional services must be identified separately, and must include clear descriptions of proposed services.

- e. Vendors must provide a product or mix of products in a manner that will allow contract
- f. participants to migrate to emerging technologies/services and between legacy technologies with no penalty charge associated with maintaining the most appropriate selections of goods and services throughout the life of the contract.

2. Equipment

- a. All equipment will be new and warranted by the manufacturer. The vendor must list and describe the types of digital copiers available. All equipment must be of the best quality, workmanship and material of their respective kind. All copiers are to be new, plain paper copiers. Remanufactured or newly remanufactured equipment will be considered; however, all remanufactured equipment that is quoted must be clearly labeled as such in the bid package. Copiers will be required to run recycled paper. Models and makes specified are for descriptive purposes only. Copiers of equivalent or superior quality and functionality will be given equal consideration. However, in addition to specifying the machine you are bidding on the bid form, you must enclose descriptive literature on machines you bid. Such literature must include at a minimum the specifications regarding copy speed, reduction/enlargement, document feeder, account or auditron receptivity, sorter and bins, stapling, finishing, electrical requirements and energy consumption. Also, the number of copies recommended per month by the manufacturer and expected life of each machine must be included in the bid.
- b. All copier equipment will be bid as a separate item from service.
- c. The vendor will warrant all equipment for the term of the contract, against defects in materials or workmanship and will replace at no cost to the purchaser any equipment that is defective. The replacement will be made within one (1) working day from the date of the notification of trouble.
- d. All machines, if required, must be capable of account assignment, which tracks the copy count usage of each account number assigned.
- e. Bid price shall include all equipment cost, delivery, installation, removal, emergency and scheduled preventative maintenance repairs, all parts, all supplies (except paper and staples) and proper training to key personnel. All equipment shall equal or exceed, in all respects, the requested specifications provided in the schedule. Pricing shall not include taxes. Contractor shall make clear that any taxes not initially identified, that might occur in the future, are the responsibility of the Contractor.

3. Service and Coverage

- a. After being notified by the using agency, arrival of a repair technician shall not exceed four (4) working hours. Working hours are defined by the individual district, excluding individual district holidays, and will be supplied to the contractor upon request. Machines shall be kept in good working order so that work delays and copy problems will be minimized. In the event that a copier exhibits continuing breakdowns or poor copy quality for one month or five (5) emergency breakdown calls, the individual district reserves the right to reject the copier. The contractor will, at the district's option, replace the copier with an acceptable copier for the duration of the contract.
- b. The successful contractor must provide loaner equipment whenever service cannot be completed in a reasonable period of time.
- c. The successful contractor will train one individual for each copier in the machine location as a key operator and will train replacement key operators as required. Arrangements for training shall be coordinated by the contractor with each district in which copiers are located.
- d. Bid responders should provide any service and warranty that will be provided but not otherwise listed in this Bid.

4. Billing and Management Reports

- a. Bid responders must describe billing method(s) and charges in a clear, straightforward fashion so that a true and accurate price may be derived, tested and used in the evaluation of invoices rendered as the result of any contract entered into as a result of this bid.

- b. No recurring or like service charges may be applied to later invoices if omitted from the invoice on which the charge should have appeared.
- c. Bid responders must agree to provide quarterly utilization reports to the contract administrator based upon AEPA pricing agreement.
- d. One monthly invoice will be submitted to each district. The contractor must be capable of summary invoicing. Contractor must submit with the invoice an itemization showing at minimum the location of each machine, I.D. number, and the number of copies run during the billing cycle.

5. Technical/Customer Support Requirements

Throughout the life of the contract and any extension thereof, the successful vendor will provide a service force to effect appropriate account management, maintenance, and customer service activities. Account managers to oversee activities undertaken by employees, subcontractors, and others providing services pursuant to the contract resulting from this bid. Billing specialists to assist in resolution of difficulties with invoices rendered by the successful vendor or its agents. Customer service specialists to assist users with device operation and supported peripherals.

(End of Part B)