

Section 6250). IVC will notify the VENDOR of any public request for disclosure of such documents.

VENDOR shall use the forms and formats used in the appendices and described herein. The use of other forms may be cause for rejection of proposals. Every effort has been made to make the entry of this information as straightforward as possible, but in a format that can be fairly evaluated for inclusion in the RFP and in the order presented in this RFP. It is the intent of this RFP and the appendices to ascertain full and complete disclosure of all costs related to the successful implementation of the products and services requested. If there are additional costs or requirements which are not covered in the RFP and appendices it is the VENDOR's responsibility to present that information during the RFP Window (the time following RFP release and the date the RFP Responses are due). Failure to disclose any of these costs in the RFP Response may constitute disqualification.

No additional directions necessary. This standard form is self-explanatory.

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This is the official signature page for the RFP Response and where pertinent information is identified.

Please furnish financial information that accurately describes the financial stability of VENDOR.

cause a proposal to be rejected as non-responsive. Vendors may propose alternate and additional language to the terms provided, but are subject to negotiation and acceptance by IVC

The IVC Evaluation Committee will review proposals and determine those that are responsive. The Evaluation Criteria include, but are not limited to, the following:

A. Responsive & Responsible

- a. Compliance with Required Forms, Certificates, and format,
- b. Completion of the RFP Response Forms,
- c. Acceptance of IVC's Professional Services Agreement or alternatives proposed;

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor for the professional services needed for the implementation/deployment of the managed print and copier program:

1. Vendor's cost, including unit prices, labor rates, travel/trip charges, etc. (30%)
2. Proposal preparation, thoroughness and responsiveness to this request for proposal. (10%)
3. Vendor's experience, overall installation, integration and maintenance capabilities

ten (10) working days after the Agreement has been mailed or otherwise delivered to VENDOR. No Agreement shall be considered as in effect until it has been fully executed by all of the parties thereto. Failure to execute the Agreement within ten (10) working days after the Agreement has been mailed or otherwise delivered to the successful VENDOR shall be just cause for the cancellation of the award. Award may then be made to an alternative VENDOR (selected by the Loss Control Committee), or the proposal may be re-advertised as IVC may decide.

VENDOR agrees to indemnify, defend and hold harmless IVC and its Governing Board, officers, employees, agents and volunteers from and against any and all liabilities, costs, penalties, fines, forfeitures, demands, claims, causes of action, suits, and costs and expenses related thereto (including reasonable attorney's fees) which any or all of them may thereafter suffer, incur, be responsible for or pay out as a result of bodily injuries (including death) to any person or damage to any property (public or private), alleged to be caused by or arising from: (a) the negligent acts, errors, or omissions of VENDOR or VENDOR's subcontractor, agents or employees; (b) any violations of federal, state, or local statutes or regulations arising out of or resulting from any negligent act, error or omission of VENDOR or its employees, agents, or subcontractors; (c) the use of any copyrighted materials or patented inventions; or (d) VENDOR breach of its warranties or obligations under this Agreement.

The rights and obligations created by this indemnification provision shall survive termination or expiration of this Agreement.

The VENDOR shall give IVC immediate notice of any suit or action filed or prompt notice of any claim made against IVC arising out of the performance of this contract. The VENDOR shall furnish immediately to IVC copies of all pertinent papers received by the VENDOR. If the amount of the liability claimed exceeds the amount of insurance coverage, the VENDOR shall authorize representatives of IVC to collaborate with counsel for the insurance carrier, if any, in setting or defending such claim.

No Board member, officer, or employee of the Imperial Valley College or of a local Public Body during his/her tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. If any such interest comes to the knowledge of any party at any time, a full and complete disclosure of all such information will be made in writing to the other parties, even if such interest would not be considered a conflict of interest under Article 4 of Chapter 1 of Division 4 of Title 1 (Sections 1090-1097) of the Government code of the State of California.

The following documents are considered part of the final agreement, in order of precedence:

- A. The final agreement between IVC and the VENDOR(s);
- B. All schedules, implementation plans, service descriptions, and the like developed during the proposal evaluation phase for inclusion in the Final agreement;
- C. The VENDOR proposal in total, including all addenda and attachments;
- D. This RFP as originally released, with Appendixes, Exhibits, and any addenda released prior to proposal opening;

E. RFP Response and any addenda released prior to proposal opening.

IVC may terminate any resulting Agreement(s) for convenience at any time by giving the VENDOR written notice thereof. Upon termination, IVC shall pay the VENDOR his allowable cost incurred to date of termination, and those costs deemed reasonably necessary by IVC to affect such termination. The effective date of termination shall be the date of Notice of Termination.

The anticipated timeline, subject to change, for the complete process is as follows:

RFP Release – Response Window Opens	05/10/2021
Job Walk Imperial Valley College	05/20/2021
Technical Questions Due	05/25/2021
Response to	

Imperial Valley 9.6 (L)-2.7 (E)/P (ey9.6l)13np

- Manager including description of qualifications, professional certifications, job functions, and office location.
- G. Identify the key personnel that would be assigned to IVC account. Include brief resumes of key personnel including description of individual qualifications, professional certifications, job functions, and office locations. Furnish an organizational chart for key personnel assigned to IVC account.

GENERAL OVERVIEW:

Imperial Community College District (IVC) desires to develop a strong partnership with a professional copier and printer managed services provider that will assist in achieving the following objectives:

- Reduce IVC's total cost of ownership in regards to output fleet throughout IVC's Departments
- Add new features and capabilities to the output fleet now available with newer technology
- Improve customer service

Current Environment - Copiers

IVC currently has lease agreements with Konica Minolta for copiers and a service agreement to provide all consumables including toner, repair and parts as necessary 9 Tc -0.sdo0.009 Td[(w ()7(on)21.5 (eg

The successful proposer must provide ongoing telephone support regarding the use of the equipment to end-users' departments and the Technology Services Department. Successful bidder(s) shall provide contact person(s) names(s) and telephone number(s) for the telephone support, sales support, service support and field service technicians. Online portal for support and tutorial information is a bonus but does not substitute for telephone support.

The price analysis per device shall include but not be limited to cost per copy, lease prude

noted. Note if a feature is standard, optional or not available; include additional pages if necessary.

[2] Copier and Printer Managed Services - Describe the methodology you intend to use to evaluate the current copier and printer program and describe any and all costs related to the program.

The bulk of our devices on campus are our Lexmark M3150 devices, of which we have approximately 163.

Overall, each month altogether these devices are averaging a volume of about 37,000 pages.

Additionally, we have some Xerox B&W devices that were on campus prior to the current agreement that are spread out in various locations on campus (in some cases, these devices were deemed to be purchased by “categorical” funds and were therefore excluded from the contract).

Our replacement units should be able to print at 40 pages per minute or faster, be able to print out its first page in 10 seconds or less, provide duplex printing, have a tray capacity of at least 500 sheets and include network connectivity.

ar_m3150_01	9989	208
ar_m3150_02	6001	125
ar_m3150_03	5506	115
ar_m3150_04	15921	332
ar_m3150_05	9733	203
ar_m3150_06	21385	446
ar_m3150_07	9540	199
ar_xm3150	40	1
as_m3150	585	12
bs_m3150_1	11860	247
bs_m3150_2	37142	774
bs_m3150_3	25995	542
bs_m3150_4	21586	450

coun_m3150_03	56172	1170
coun_m3150_04	6074	127
coun_m3150_05	4618	96
coun_m3150_06	13915	290
coun_m3150_08	7164	149
coun_m3150_09	13542	282
coun_m3150_10	16801	350
coun_m3150_11	13414	279
coun_m3150_12	26404	550
coun_m3150_13	2242	47
coun_m3150_14	21604	450
coun_m3150_15	9236	192
coun_m3150_16	9778	204
coun_m3150_17	12088	252
coun_m3150_18	17618	367
coun_m3150_19	7680	160
coun_m3150_6	0	0
dsps_m3150_01	14438	301
dsps_m3150_02	6397	133
dsps_m3150_03	5361	112
dsps_m3150_04	4545	95
dsps_m3150_05	21425	446
dsps_m3150_06_lab	2	0
dsps_m3150_07	1070	22
dsps_m3150_09	3684	77
eng_hallway_m3150_01	35477	739
eng_hallway_m3150_02	53414	1113
eng_m3150_01	12336	257
eops_m3150_01	13785	287
eops_m3150_02	58371	1216
eops_m3150_03	60986	1271
eops_m3150_04	22777	475
eops_m3150_05	5023	105
eops_m3150_06	16582	345
eops_m3150_07	41686	868
eops_m3150_08	6969	145
eops_m3150_09	12974	270
ewd_m3150_1	6249	130
fa_m3150_1	15761	328

pe_m3150_07	3152	66
pe_m3150_09	4704	98
post_m3150_01	46281	964
pres_m3150_1	20207	421
pres_m3150_2	11959	249
purch_m3150	16088	335
rm1604a_m3150	6211	129
rm1604b_m3150	499	10
rm1604e_m3150	3371	70
rm1604h_m3150	13292	277
rm1710_m3150	7065	147
rm1711_m3150	37	1
rm1712_m3150	166	3
rm1713_m3150	1531	32
rm1716_m3150	5804	121
rm206_m3150	513	11
rm207_m3150	539	11
rm301_m3150	726	15
rm302_m3150	1589	33
rm306_m3150	36869	768
rm307_m3150	2646	55
rm3109_m3150	6625	138
rm3114_m3150	4192	87
rm3121_m3150	8276	172
rm3124_m3150	1	0
rm314c_m3150	3062	64
rm314d_m3150	1963	41
rm316_m3150	47063	980
rm406_m3150	0	0
rm410_m3150	3016	63
rm802b_m3150	0	0
rm802c_m3150	1281	27
rm805_m3150	355	7
rm807_m3150	3654	76
rm807_m3150_01	0	0
rm807a_m3150	6034	126
rm807b_m3150	2	0
rm807c_m3150	6058	126
rm807f_m3150	37	1

rm808_m3150	6788	141
rm811_m3150	8404	175
rm812_m3150	1865	39
rm813_m3150	2353	49
rm901_m3150	2042	43
rwlabs_m3150_1	14676	306
rwlabs_m3150_2	54	1
rwlabs_m3150_3	4932	103
sa_m3150_1	5590	116
shc_m3150_1		

For individual offices that are located on the perimeter of our existing buildings and do not open to a common shared area, the staff member in the office will have the option for a low-volume black and white printer to be placed in the office to be used for occasional printing (100 pages/month or less).

To help maintain the desired low printing volume on these devices print management software

For this reason, color printers will generally be strategically placed to provide a nearby color option for the majority of staff where possible.

For staff that have a specific job function that requires a lot of color printing, a color printer will be considered for their location.

A few areas on campus have the need for confidential printing.

In these situations we have two available options:

Secure Print Release – This option would allow a confidential print job to be sent to a common printer and then released manually at the device (that way you can be there when it prints out and grab it immediately)

The undersigned declares:

I am the _____ of _____, the party
(Title) (CONTRACTOR Name)
making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or that of any other bidder. All statements

CONTRACTOR Name: _____

DUE NO LATER THAN 3:30pm Wednesday June 04th, 202

**AGREEMENT FOR
PROFESSIONAL SERVICES
BETWEEN
IMPERIAL COMMUNITY COLLEGE DISTRICT
AND
[INSERT NAME]**

Parties and Date.

_____ day of _____, 2021

~~djEM0002 Tc 001 IMPERIAL COMMUNITY COLLEGE DISTRICT~~

Fees and Payments.

DISTRICT:

IMPERIAL COMMUNITY COLLEGE DISTRICT

[INSERT NAME OF AUTHORIZED REP.]

IN WITNESS WHEREOF

**IMPERIAL COMMUNITY COLLEGE
DISTRICT**

[INSERT NAME OF CONSULTANT]