

REQUEST FOR PROPOSAL

COPY, PRINTING AND DOCUMENT PROCESSING EQUIPMENT

The Alliance for Aging, Inc. (hereinafter "AFA") is issuing a Request for Proposal (hereinafter an "RFP") seeking responses from interested parties relating to copy, print, scanning, and document processing equipment and services.

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I. INTRODUCTION

The Alliance for Aging, Inc. (“Alliance”), is issuing a Request for Proposal (“RFP”) seeking information from interested parties relating to copy, print, scan, and document processing equipment and services. The intent of this RFP is for the Alliance to gather information from companies that are qualified and experienced in providing such services utilizing new technology, while promoting innovative practices that improve efficiencies relating to copying, printing and managing text data. The goal of this RFP is to enable the Alliance to increase the value received from the funds that it expends on the services and processes listed above.

The “Vendor” shall mean the individual submitting the response to this RFP, such person being the owner or controlling agent of the company described in the RFP response or an individual duly authorized to act on behalf of an entity responding to this RFP.

Please note that this is a Request for Proposal. The Alliance is seeking to accumulate information or proposals which will be used to determine and contract with a vendor. Such determination being that which is in the Alliance’s sole discretion to be in its best interest.

II. BACKGROUND

The information contained in the information or proposal submission will help the Alliance make an informed procurement decision based on the costs and benefits of the feasible alternatives. These alternatives may include the buying or leasing of the different elements of a comprehensive business solution.

The Alliance for Aging Inc. is the designated Area Agency on Aging for Miami-Dade and Monroe Counties. It administers a comprehensive system of elder services comprised of dozens of community based organizations, including senior centers, home care agencies, counseling services and transportation providers. In addition, the Alliance provides information and referral services about aging programs and resource through its Aging and Disability Resource Center. The Alliance also provides health and wellness workshops, health insurance counseling and other types of educational activities throughout the two county area.

In pursuit of its goals, the Alliance has the need for printing, copying and document processing equipment and services. These needs include but are not limited to: copying and printing standard sized office documents (letter, legal, ledger), sending/receiving confidential data via fax, copying/printing documents in a multitude of formats, including color brochures/flyers that may need a wide carriage plotter, scan and store electronic copies of documents, and optical character recognition to process print documents.

III. STATISTICS

Currently the Alliance leases equipment and has service contracts with a vendor which expires September 9, 2017.

The Alliance has 80 users in three separate office suites and there are 48 desktop printers leased, (45 Black & White and three Color) as well as well as six high volume printers (Five Black & White & one color). Below is a table of the printers and the 2016 volume usage for each of the machines.

Description	Model	2016 Usage
Printer	DXB450P	4,882
Printer	DXB450P	3,741
Printer	DXB450P	21,306
Printer	DXB450P	3,121
Printer	DXB450P	5,985
Printer	DXB450P	5,931
Printer	DXB450P	9,154
Printer	DXB450P	3,253
Printer	DXB450P	19,652
Printer	DXB450P	3,532
Printer	DXB450P	3,695
Printer	DXB450P	5,724
Printer	DXB450P	4,718
Printer	DXB450P	8,386
Printer	DXB450P	2,420
Printer	DXB450P	4,104
Printer	DXB450P	3,175
Printer	DXB450P	8,552
Printer	DXB450P	5,459
Printer	DXB450P	19,816
Printer	DXB450P	6,867
Printer	DXB450P	11,391
Printer	DXB450P	3,918
Printer	DXB450P	13,296
Printer	DXB450P	13,317
Printer	DXB450P	19,495
Printer	DXB450P	8,370
Printer	DXB450P	9,775
Printer	DXB450P	8,785
Printer	DXB450P	5,553
Printer	DXB450P	12,502
Printer	DXB450P	402
Printer	DXB450P	6,604
Printer	DXB450P	1,596
Printer	DXB450P	10,746
Printer	DXB450P	7,221
Printer	DXB450P	5,694
Printer	DXB450P	990
Printer	DXB450P	15,455
Printer	DXB450P	9,461
Printer	DXB450P	3,611

Printer	DXB450P	8,282
Printer	DXB450P	6,138
Printer	DXB450P	27,372
Printer	DXB450P	4,673
Printer B/W	MXC400P	1,029
Color		8,053
Printer B/W	MXC400P	2,298
Color		3,862
Printer B/W	MXC400P	56,566
Color		20,405
Printer	MXM354N	99,039
Copier B/W	MX3610N	56,288
Color		92,653
Copier	55100M09927	27,289
Copier	MXB402	7,358
Copier	MXM503N	263,797
Copier	MXM503N	102,094
Copier	MXM354N	22,934
2016 TOTAL Usage		1,131,785

The Alliance has three office suites located on the same floor of an office building that is suitably wired with multiple CAT-5 drops throughout the three suites. It needs to have at least 3 high volume copiers/printers/scanners in each of the two larger suites and another mid capacity copier/printer in the smallest suite. In addition, there is a need for a small workcenter multipurpose machine in one of the larger suites.

The Alliance has three fax machines. These are connected to analog lines. At least one of these machines needs to have 99.999% reliability.

IV. TECHNICAL REQUIREMENTS

The Alliance is interested in receiving information on the best feasible business solution for its copy, print, and document processing needs. Solutions may include leasing, purchasing or a combination of both for either equipment and/or services.

While most of the work is in B&W, each suite needs to have the capability of printing/copying/scanning in color. Further, scanners will preferably be able to use OCR to convert forms to data streams and/or MS Office documents. The ideal solution would allow for the use of the scanners to process documents for electronic archiving and retrieval.

The Alliance needs highly reliable faxing capability that meets HIPAA privacy requirements. Currently reliability is achieved through redundancy (multiple fax machines). While this setup is acceptable, the Alliance is open to other options that would increase system reliability and preserve privacy, such as Fax Server Hosting.

Finally, the Alliance needs to print, on occasion, brochures, flyers, posters and banners that require the

use of a wide carriage plotter. While the Alliance currently does not have a plotter lease, it would like to explore the possibility of adding one as a way to enhance the value of any information or proposal.

The information should be broken down on a category-by-category basis and address whether or not a service is considered by the vendor to be a standard offering, a custom and/or third party offering, or if it is not available.

INFORMATION REQUESTED

Specifically, please provide information that addresses the following copy, fax, scanning, print, and document processing equipment and services-related issues:

A. Equipment leasing

Please describe your company's capabilities to lease equipment. Describe the characteristics and units of equipment that you are proposing and a unit price (for example a monthly fee), for each distinct piece of equipment. Please do not include maintenance, service and/or supplies in this unit price. If you are not in the business of leasing, please indicate so.

B. Equipment selling

Please describe your company's capabilities to sell equipment. Describe the characteristics and units of equipment that you are proposing and a unit price (the purchase price and, if there is a financing option, the down payment and the monthly fee), for each distinct piece of equipment. Please do not include maintenance, service and/or supplies in this unit price. If you are not in the business of selling, please indicate so.

C. Service, maintenance and supplies

Please explain in detail your company's capabilities to service, maintain and provide consumable supplies for the equipment that you are proposing. Propose a price and explain the units (fixed price, variable "per click", free black ink, etc.). Prices can vary depending on the equipment and whether it is color or not, or the options that the vendor is proposing (OCR, Fax Hosting, etc.) Describe your capacity to respond to service calls and time frames.

D. Schedule

Please describe the timeframe or schedule commonly used in your organization to provide the offered services.

E. Term Contract

Please identify the term options for contracts and how these would influence items A through D above.

BEST VALUE RECOMMENDATION

Based upon the technical requirements above, please supply the following information regarding:

- Your best practices, recommendations, etc., related to the services being procured. In this section you can explain your recommendation to the Alliance based on all of the factors listed in items A-E. This recommendation should be based on the best value proposition that the Alliance should consider. Please explain the trade-offs, if any, between the optimal technology solution and cost considerations. In this section you should explain all of the pros and cons of the alternatives that may be available in the market and how these relate to your company's proposed approach.
- Additional information the vendor would like to provide (e.g., options not yet considered, etc.).

V. TIMELINE

Listed below are important dates/times on which actions must be taken or completed. If the Alliance finds it necessary to update any of the dates/times noted, it will be accomplished by an Amendment to the RFP. All times listed below are local time in Miami, Florida.

DATE	TIME	
May 26, 2017		RFP Release.
June 9, 2017	1:00 p.m.	Vendor conference at Alliance for Aging (limit 2 reps per vendor.)
		Questions will be received, but the Alliance will provide answers through its Website by June 16, as listed below.
June 16, 2017	5:00 p.m.	Answers to questions received from Vendors posted on Alliance Website.
July 14, 2017	5:00 p.m.	Written proposals due from Vendors
July 21, 2017	12:00 p.m.	Alliance decision and determination is communicated

Interested vendors are encouraged to submit an expression of interest to the procurement officer listed in section VIII. Vendors that submit an expression of interest will be notified of any change in the dates or other features of this procurement.

VI. AMENDMENTS TO THE RFP

The Alliance will post amendments to this RFP on its Website, if needed. Each Respondent is responsible for monitoring the Website for new or changing information. www.allianceforaging.org *

* (<http://www.allianceforaging.org/whats-happening/funding-opportunities/procurement>)

VII. RFP QUESTIONS

Questions regarding this RFP shall be submitted in writing to the Procurement Officer, either at the bidders conference or by email, identified in Section X as specified in the Timeline or as amended by the Alliance. Questions will not be answered via telephone. The Alliance will post answers to questions received by the due date, on its Website, by the date stated in the Timeline.

Please direct any questions or issues regarding this RFP to the Procurement Officer identified herein.

VIII. VENDOR RESPONSE SUBMISSION

Responses must be in writing and submitted via mail, or e-mail (pdf format), or hand delivered to the Procurement Officer noted below no later than the time and date noted in the Section VI Timeline.

Responses must include the company name, address, telephone number, e-mail address and contact person.

The Respondent shall organize their response submittal contents as follows:

Tab 1 A cover letter with the vendor's representative name, address, telephone number, fax number and e-mail address.

Tab 2 Information requested in Section IV. Technical Requirements, paragraphs A-E.

Tab 3 Additional Information (Bullet points from section IV.)

Tab 4 Sample cost Information for items A-D and any other non-recurring costs not identified in this RFP that may be necessary.

IX. CONFIDENTIAL, PROPRIETARY OR TRADE SECRET MATERIAL

The Alliance is subject to Florida Government in the Sunshine regulations and it takes its public records responsibilities as provided under Chapter 119, Florida Statutes and Article I, Section 24 of the Florida Constitution, very seriously. If Respondent considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, trade secret or otherwise not subject to disclosure pursuant to chapter 119, Florida Statutes, the Florida Constitution or other authority, Respondent must also simultaneously provide the Alliance with a separate redacted copy of its response and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Alliance's solicitation name-- "REQUEST FOR INFORMATION COPY, PRINTING AND DOCUMENT PROCESSING EQUIPMENT, MAY 2017"--and the name of the respondent on the cover, and shall be clearly titled "Redacted Copy."

The Redacted Copy shall be provided to the Alliance at the same time Respondent submits its response to the solicitation and must only exclude or obliterate those exact portions which are claimed confidential, proprietary, or trade secret. The Respondent shall be responsible for defending its Determination that the redacted portions of its response are confidential, trade secret or otherwise not subject to disclosure. Further, Respondent shall protect, defend, and indemnify the Alliance for any and all claims arising from or relating to Respondent's determination that the redacted portions of its response are confidential, proprietary, trade secret or otherwise not subject to disclosure.

If Respondent fails to submit a Redacted Copy with its response, the Alliance is authorized to produce the entire documents, data or records submitted by Respondent in answer to a public records request for these records.

X. CONTACT INFORMATION

VP for Finance / CFO
Alliance for Aging, Inc.
760 NW 107th Ave, Suite 214
Miami, FL 33172-3155
Telephone 305-670-6500
E-mail to: erjavecs@AllianceForAging.org

This contact person is the only authorized individual to respond to RFP comments and questions.