



Request for Quote (RFQ):

5-year lease on a Large Wide Format Plotter/Printer/Copier/Scanner MFP

RFQ Issued	August 29, 2022
Deadline for Vendor Questions	September 14, 2022
RFQ Submission Deadline	September 09, 2022
Review	September 15, 2022
Anticipated Start of Contract	TBD
Amendment of RFQ	
Date	Description of Amendment

MCWD Contact for the RFQ:
Teo Espero, IT Administrator
tespero@mcwd.org

1.0 INTRODUCTION AND BACKGROUND

The Marina Coast Water District (MCWD) invites responsible parties (Respondents) to submit a proposal to provide a 5-year lease on a Large Wide Format Plotter/Printer/Copier/Scanner MFP (up to 48-inches wide). Interested parties may bid both together and/or separately, as long as all the RFQ requirements are satisfied.

This service should include:

- A wide format printer that will fulfill the district's requirements
- Install, setup, and support

2.0 OBJECTIVE – DEFINING THE SCOPE

The Marina Coast Water District (MCWD) Engineering Department will primarily use this large-wide-format plotter/printer/scanner MFP. The printer will be installed and used at 920 2nd Avenue, Suite A, Marina, CA 93933.

The request for quotation (RFQ) is to lease one (1) large-wide-format printer (up to forty-eight inches wide) large-wide-format plotter/printer/scanner MFP. Provide proposals for a 5-year lease and support agreement for break/fix, including the supplies needed by the printer.

The RFQ should have the following information:

- Printer model for one (1) large-wide-format printer (up to forty-eight inches wide) large-wide-format plotter/printer/scanner MFP
- support for multi-colored printing
- network-ready (ethernet)
- 5-year lease cost
- 5-year support agreement for break/fix (define: per usage, flat fee, or time and material)
- Cost of supplies, e.g., ink/toner cartridges, etc.
- Print/Copy usage: Metrics for measuring usage (by square feet), typical use would be building plans, architecture plans, and site plans (36"x48").
- Scanning capabilities (Supports access to network drives)

MCWD will award the scope of work as it deems in its best interest. Requirements and the total cost will be the main consideration with the vendor's ability to perform the scope of work in a timely fashion to be considered while awarding the contract.

3.0 SCOPE OF WORK – EQUIPMENT PROVISIONING

The selected respondent will provide all installation, configuration, and documentation to meet the requirements of section 2 of this RFQ. Any additional costs not included or outlined in the proposal will be the sole responsibility of the vendor.

4.0 SCOPE OF WORK – EQUIPMENT INSTALLATION

Under the general supervision of the IT Administrator and Operations staff, the selected respondent will install and configure the printer as specified in section 2 of the RFQ.

MCWD will provide the prospective vendor with the following:

- Physical access to the building on MCWD’s schedule for proposal preparation tasks, access granted by a formal request.
- MCWD staff may or may not be onsite to aid with building access and to provide general supervision of vendor staff.
- List network drives that the printer will need access to.
- Credentials needed by the printer to access the network.
- List of IP addresses that can be used.
- List of any custom configurations that are required at the time of installation.

The vendor will perform and complete the following Installation Tasks before completion using a vendor-supplied laptop or computer system:

- Registration of all units for warranty coverage and provide information and general terms of installation and product details.
- Affix MCWD inventory tag and document serial number, MAC address, and any associated IP addresses in a deliverable preferably in Excel Spreadsheet file format.
- Provide a knowledge transfer session to ensure MCWD IT staff can operate systems successfully upon handoff.
- Physically test all systems before handoff and be approved by punch list.

5.0 Installation Schedule

The selected vendor is expected to complete the physical installation of equipment within one calendar month under the phasing schedule provided by the general contractor. MCWD inspection and testing will follow one week after installation and configuration.

6.0 RFQ Timeline

This section provides a schedule of the critical RFQ events and dates. Vendors should carefully examine and make certain they have a clear understanding of the requirements of the specified project milestones and the associated dates. Note that MCWD reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

Date	Event
RFQ Issued	September XX, 2022
Proposals Due	September 09, 2022

7.0 RFQ PROCESS CONDITIONS

The vendor agrees to adhere to and accept the following conditions:

- a) MCWD reserves the right to qualify, accept or reject any or all vendors as deemed to be in the best interest of MCWD.

- b) MCWD reserves the right to accept or reject any or all proposals and to waive any irregularities or technicalities in the RFQ and any proposal as deemed to be in the best interests of the MCWD.
- c) MCWD reserves the right to negotiate any alterations to bid specifications due to oversight or error.
- d) MCWD reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of this RFQ.
- e) MCWD reserves the right to seek clarification, in writing, from vendors about areas of their RFQ response during the evaluation process.
- f) MCWD will not pay for any information requested herein, nor will it be liable for any costs incurred by the vendor in preparing a proposal.
- g) MCWD reserves the right to contract for a project that is not the lowest in price provided that, in the sole judgment of MCWD, the project offered under the higher bid has additional value or function which justifies the price difference.
- h) All proposals should be considered confidential and will become the sole property of MCWD and will not be returned to the vendor.

8.0 Proposal Requirements

Each vendor responding to this request shall submit a cover letter signed by a person with authority to bind your vendor along with a copy of this RFQ document with detailed answers to all questions required.

- A cover letter signed by an official authorized to commit your organization.
- Quote including ALL fees, prices, and terms of service listed in this RFQ.
- Sample Contract
- Provide detailed solution information, qualifications, certifications, and proof of insurance regarding your ability to complete the requested engagement.
- All required submission deliverables are included- Vendor questions in Section 10.
- Estimated timeline for delivery upon signing the lease agreement.

9.0 PROPOSAL SUBMISSION

An electronic copy in Adobe Portable Document Format in an email using the subject line: "RFQ RESPONSE- MCWD Large Format Plotter RFQ Proposal ENCLOSED". The proposal, accompanied by your cover and transmittal letter, are due at the email address specified below not later than Noon (Pacific Time), on September 09, 2022.

The proposal and letter shall be addressed and shall be delivered or mailed to:

Teo Espero
TEspero@mcwd.org

MCWD will not be responsible to accept late proposals. Do not send a copy of your response or questions to any other MCWD employee.

Likewise, the information in this RFQ should not be discussed or shared with any other business, firm, professional, or personal contacts. Failure to comply with this request can result in the automatic termination of your invitation to submit your RFQ response.

10.0 VENDOR QUESTIONS

- What is the legal name of your business?
- How is your business organized (corporation, LLC, etc.)?
- Which related certifications do your business or employees hold?
- Will you be subcontracting any of the proposed scopes of work? If yes, which items, and to whom?
- Provide three customer references for projects similar to the proposed scope of work. Include the name of the customer, name/phone/email of contact of the customer, brief description of the project.

11.0 SELECTION PROCESS

All proposals will be reviewed, evaluated, and ranked by a duly authorized committee of qualified personnel from MCWD. After an initial review of all submitted proposals, some respondents may be invited for interviews to clarify their proposals. MCWD will use a combination of factors to determine which proposal provides the services that most closely meet the production needs.

12.0 PROPOSAL EVALUATION CRITERIA:

RFQ Evaluation

In evaluating qualified bids, the following considerations will be scored:

- Overall price of the proposal
- Product features and technical requirements
- Technical support
- Vendor references

13.0 TECHNICAL SPECIFICATIONS

Function	Print, copy, scan (easy media loading)
Supports Color Printer	Yes
Document Delivery	Organized Document Delivery/Storage & Stackable
DPI	Up to 600 x 600 DPI Grayscale/Color Scanning
Eco-friendly	Power Features/Ink/Toner
Internal Storage	Minimum of 300 GB
Network	Gigabit Ethernet Support
Operating System	Secure/Supported/Updated OS
Paper/Roll Size	Up to forty-six" wide; auto cutting
Power	Must have energy-saving features; instant warm-up

Scan	Full-color scan support, network drive, email, USB
Scan file type	JPEG, TIFF, PDF (single, multi-page)
Second roll	Includes second roll