



The Library Network

Libraries Working Together

41365 Vincent Court, Novi, MI 48375
Phone: (248) 536-3100 Fax: (248) 536-3098
Online: <http://tln.lib.mi.us>

The Library Network

Request for Proposal [RFP]

Copier

February 2018

Proposals due March 23, 2018 4:30 p.m. EDT

Table of Contents

A. General Information.....	p. 3
B. Service Required.....	p. 3
C. Warranty/Maintenance.....	p. 4
D. Project Schedule.....	p. 4
E. Official Contact.....	p. 4
F. Procedure for Submission of Proposal.....	p. 5
G. Submission Rules.....	p. 5

A. General Information

The Library Network (tln.org) is the largest library cooperative in the State of Michigan, serving residents throughout Wayne, Washtenaw, Oakland, Livingston, and St. Clair Counties. TLN's 75 member libraries serve a population of 2.4 million – one-quarter of Michigan's population.

We are headquartered in Novi, MI

B. Service Required

Qualified vendors who will provide lease information on black & white Photo Copier machines; cost of supplies; maintenance, etc. Our monthly copies average 7,000.

Features we need are:

Pricing for minimum speed 50/55 copies per minute copier; and pricing for a minimum of 35/45 copies per minute copier.

Plus, the following features:

- pricing based on 3 year lease
- sorting
- scanning
- stapling
- copying from one sided to two; two sided to one, etc.
- reduce, enlarge
- lighten or darken copies
- hole punching
- large paper capacity to hold 8-1/2 x 11 size paper
- paper trays for more than one size paper
- capability to have security codes for each department, for security reasons, as well as for copy usage to be tracked by department
- network printing via Ethernet connection (Cat5e or Cat6, 10/100/1000)
- The space to house the copier is limited **lengthwise**, so dimensions are of concern. The longest the copier can be is 54" including the sorter. Depth can be up to 32" and height is comfortable at 45")

We are a non-profit, government entity and are a participant in the State of Michigan Extended Purchasing Program. Please submit your responses to this RFP with any discounts noted.

C. Warranty/Maintenance

Responses should provide information about the equipment warranty and costs for maintenance contracts. Information should be provided for both depot and on-site maintenance contracts if necessary.

D. Project Schedule

The Library Network anticipates the following key project dates:

- RFP released February 7, 2018
- Proposals due at TLN March 23, 2018
- Opening of proposals March 26, 2018
- Contract signed April 20, 2018
- Lease begins May 1, 2018

E. Official Contact

The official contact for this Request for Proposal:

Judith Kozakowski
The Library Network
41365 Vincenti Ct.
Novi, MI 48375
(248) 536-3100 ext. 103

jkozakowski@tln.lib.mi.us (email)

In order to maintain a fair and impartial selection process, contact with other TLN staff or staff at member libraries about this RFP is prohibited. Failure to abide by this policy may result in disqualification of proposal. Suspected errors in the solicitation should be immediately reported in writing to the official contact.

F. Procedure for Submission of Proposals

Submit two print copies and one electronic (PDF) copy of your proposal. All proposals must be enclosed in a sealed envelope or appropriate packaging with "Proposal" clearly marked on the outside. Mailed or hand-delivered proposals should be addressed and delivered to:

The Library Network
Attn: Judith Kozakowski
41365 Vincenti Ct.
Novi, MI 48375

An electronic (PDF) copy of your proposal should be sent as an email attachment to:

jkozakowski@tln.lib.mi.us

Any proposal received after the hour and date specified (4:30 p.m. on March 23, 2018) will not be considered. Any modification of a proposal received after the closing date and time of the RFP will likewise not be considered. Bidder is solely responsible for the delivery and drop-off of its proposal to the correct location during business hours before the date and hour set for the opening proposal.

G. Submission Rules

Issuing Agency. This Request for Proposal (RFP) is issued by The Library Network (TLN). TLN is the sole point of contact with regard to all procurement and contractual matters relating to the services described within this RFP.

References. Respondents are required to submit a list of references, including contact information, of like organizations currently using its services.

Proposal Modifications. TLN reserves the right to contact a respondent for clarification of information submitted and/or to negotiate modifications of proposed specifications and prescribed terms and requirements during the selection process. TLN is the only agency authorized to change or clarify the specifications and conditions of the RFP.

Proposal Submission. Each respondent must submit their proposal to The Library Network, Attention: Judith Kozakowski, 41365 Vincenti Ct., Novi, MI 48375. **Proposals must be received no later than 4:30 p.m. on March 23, 2018.** Proposals which are received after the specified due date cannot be considered.

Selection Process. Proposals will be evaluated by TLN staff. Proposals will be evaluated based on technical specifications, vendor reliability and cost. The respondent selected will be chosen on the basis of the greatest benefit to TLN and its members, not necessarily on the basis of the lowest price. Any or all bids may be rejected due to failure to respond adequately to the RFP. TLN reserves the right to contact parties that have used the respondent's previous services and use any other information that would assist in the evaluation. TLN reserves the right to interview respondents to clarify proposals.

When the decision has been made, all respondents submitting a proposal will be notified in writing.

Non Discrimination Clause. The accepted respondent agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status or handicap.

Governing Law. Michigan law and rule govern this RFP and any resulting contract. Bidder must bring any action relating to this RFP or any resulting contract in the appropriate courts in Michigan.

Terms and Conditions. The following Terms and Conditions are in addition to those that will be contained in the signed contract. To the extent there are any conflicts between this RFP and the signed contract, the Terms and Conditions in the signed contract will prevail.

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the proposal process that are submitted to TLN as part of the proposal or otherwise shall become the property of TLN and may be considered public information under applicable law.

Public Records and Requests for Confidentiality. All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the proposal process that are submitted to TLN as part of the proposal or otherwise shall be the property of TLN and may be considered public information under applicable laws. However, TLN will consider requests for confidential treatment under Michigan Freedom of Information ACT (FOIA) (MCL 15.231). A request for confidential treatment will not supersede TLN's legal obligations under FOIA. TLN will not honor requests to keep entire responses confidential. Bidders must show the specific grounds in FOIA or other law or rule that support application of confidential treatment. Regardless, TLN will disclose the successful bidder's name, the substance of the response, and the price. If bidder requests confidential treatment, bidder must submit an additional copy of the response with the proposed confidential information redacted. This redacted copy must tell the general nature of the material removed and shall retain as much of the original response as possible. Bidder shall list the provisions, identified by section number, for which it seeks confidential treatment and identify the statutory basis under Michigan or other applicable law and include a detailed justification for exempting the information from public disclosure. Bidder will hold harmless and indemnify TLN for all costs or damages associated with TLN honoring bidder's request for confidential treatment. Bidder agrees that TLN may copy the response to facilitate evaluation, or to respond to requests for public records. Bidder warrants that such copying will not violate the rights of any third party.

Rejection of Proposal. TLN, in its sole discretion and authority, may determine that it is in the best interest of TLN to reject any or all proposals submitted in response to this RFP. TLN, in its sole discretion and authority, may disregard or waive any informality in the proposals or bidding process

Bid Protests. The bidder shall submit any protests or claims regarding this RFP to:

Judith Kozakowski
The Library Network
41365 Vincenti Ct.
Novi, MI 48375

A pre-bid protest must be filed no later than five calendar days before the proposal opening date, a pre-award protest must be filed no later than ten calendar days after the proposal opening date, and a post-award protest must be filed no later than ten calendar days after the award of the contract. Awards are not final until all protests are resolved.

All protests or claim must set forth the name and address of the protester, the specification number, the grounds for the protest or claim, and the course of action that the protesting party desires.

Reservations

Bidder must read and understand the solicitation and tailor the proposal and all activities to ensure compliance. TLN reserves the right to amend the solicitation; reject any or all of the proposals; and waive minor defects. TLN may request a clarification, inspect bidder's premises, interview staff, request a presentation, or otherwise verify the contents of the proposal, including information about subcontractors and suppliers. TLN may request best and final offers where appropriate. TLN will make all decisions on compliance, evaluation, terms and conditions, and shall make decisions in the best interests of TLN. Failure of a bidder to comply with requests for information or cooperate may result in the proposal being deemed non-responsive to the solicitation. Submitting a proposal does not entitle a bidder to an award or contract. TLN is not responsible for and will not pay any costs associated with the preparation and submission of any proposal. Awarded bidder shall not commence, and will not be paid for, any billable work prior to the date all parties execute the contract.