**Attachment 2**

**Scope, Specs and other Requirements**

**Section I. Introduction and Scope**

The purpose of this Request for Quote (RFQ) is to purchase two high volume digital black and white production presses, with related maintenance services and supplies, for use by the Judicial Council of California.

The Judicial Council Print Shop needs to replace its two aged, technologically obsolete digital print equipment with two brand new high speed digital production presses. Specifically, the Judicial Council has one Xerox 6135 High Volume Digital Production Printer and one Xerox 6115 High volume digital Production Printer. The Judicial Council also uses Xerox Freeflow Makeready in its document production workflow.

The Judicial Council Print Shop is responsible for printing the majority of documents utilized by the Judicial Council of California. As a state printer, the print shop also provides printing services to various courts, the Department of Industrial Relations, the California Highway Patrol and other state of California agencies. They are additionally responsible for processing all outgoing mail and in many cases print and mail work orders in a seamless process.

The main goals of this RFQ are to:

1. Select and purchase two high-speed digital production printers which will utilize modern technology in an effective and efficient manner.

2. Purchase durable, future facing equipment - equipment expecting to be replaced in three years is not as desirable as equipment lasting ten years.

3. Provide for a lower operating cost.

4. Utilize new equipment that complements our existing operational model as well as works within the Judicial Council Print Shop’s layout

5. Leverage State of California purchasing power for “competitive price and best value”

6. Utilize equipment solutions that are green and environmentally friendly

The lowest purchase price will not necessarily be the determining factor. A more important factor will be the lowest total cost of operation for the equipment over subsequent years, inclusive document management, equipment service, consumables and cost per copy.

The vendor selected must prepare a timetable for delivery / installation of all equipment.

Any purchase made as a result of this IFB shall include lifetime operator training on the new equipment, It shall include advanced key operator training on the equipment. It shall also include – but listed separately, service and maintenance agreements agreed to in one-year increments – able to be renewed for up to an additional nine years in one year options which the Judicial Council may exercise in its sole absolute discretion based upon performance, cost and compliance with Judicial Council needs.

#### All service and maintenance invoices will be billed in arrears on a quarterly basis. The agreement shall become effective on the date that the equipment is installed and certified operational. The State Controller however will encumber the purchase funds prior to June 30, 2016.

# Section II. Minimum Specifications

#### The minimum specifications outline the minimum requirements and general functional areas of what the Judicial Council’s print shop needs. These requirements are not necessarily all inclusive. The Judicial Council is open to proposals with new features, functions, and ideas using digital production Black & White Printers production printers. However, the specifications written are the minimum specifications.

#### 

#### Quotes using less than the minimum specifications will be deemed noncompliant and disqualified.

#### The Judicial Council reserves the right to withdraw this proposal at any time.

#### If a vendor proposes any change that could be advantageous to the Judicial Council Print Shop’s workflow, processes, or technologies in use, this proposal should be clearly identified in an Exhibit B-1 “other” item with optional pricing for information only.

#### A. The Judicial Council desires to purchase TWO Digital Black &White high volume production printers that utilize a common user interface (Document Management System), meet or exceed the specifications listed below, and are reliable, economical, and have environmental accreditation.

#### 

#### B. The two machines must be new (not used, reconditioned, refurbished, or remanufactured) digital black & white high volume production printers that are currently actively marketed.

#### C. Vendors shall provide for delivery, installation, and key operator training of said equipment that meets with the Judicial Council Print Shop’s timetable and needs.

#### D. Vendor agrees to remove printer hard drives prior to disposal of the existing Docutech equipment and provide the hard drive to the Judicial Council so that we may erase any data that resides on them.

#### E. Equipment bid should not support wireless printing. If included it must be disabled.

F. Vendors must have a service network and technical staff that will provide a superior level of maintenance and support on the vendor’s entire equipment purchased by the Judicial Council.

G. Vendor service is a critical component and California government in-plant references for similarly placed equipment will be required. Subcontracting for service by the vendor will not be acceptable.

H. Vendors shall provide products and services that support the production environment in the efficient creation, management, production and distribution of documents for the life of the equipment. This includes analysis and recommendations for maximizing the reproduction efficiencies using cross platform software (either proprietary or not) throughout Judicial Council’s printing operation.

I. Vendor must bid two machines. The award will not split between two vendors. Both machines must be digital high volume black and white production printers. Machines do NOT need to be the same model, although that is acceptable. Both machines must be factory new. Reconditioned or refurbished machines are – will be considered noncompliant.

J. Both machines MUST be considered/ marketed as high volume digital production presses (printers). Equipment marketed as copier/printer machines will be considered noncompliant. Equipment marketed as copiers will NOT be accepted. Multi-function devices and/ or devices that include color will be considered non-compliant.

K. Equipment with built in scanners and/ or automatic document handlers are non-compliant with our requirements, and should not be specified in a bid.

L. Both machines must be toner based. Both machines must be monochrome.

M. The minimum duty cycle for each machine should exceed a minimum of 1,500,000 impressions per month. Preferably in excess of 4,000,000 impressions per month.

N. Bids will be evaluated on the configuration set forth below, on how well the equipment meets the attached specifications, on the logistics and installation timetable, electrical requirements and ability to seamlessly integrate – but upgrade our current workflow, and the vendor’s ability to service the proposed equipment.

O. Vendors may suggest web-secure based technologies that will improve processes and make workflow more accessible by enhancing existing technological capabilities, such as on-line meter reading, on-line invoice reconciliation, on-line supply ordering, on-line service requesting, and maintenance notification.

P. Vendors may provide management software enabling on-line reporting, in real time that includes the ability to run a variety of tracking, usage, performance reports.

Q. A Document Management System must be included in the quote. The document management solution must be similar to Freeflow Makeready 9.0. Setting up jobs at the machine level solutions will be considered non-compliant.

R. Systems that are bid must be compatible and be able to print .rdo files as well as integrate a pdf workflow with/ using WebCRD. The ability to print previously printed (saved) .rdo files is mandatory.

S. The Document Management system proposed must easily integrate within our current workflow while being able to process and run both an .rdo workflow and pdf workflow. The Judicial Council Print shop is interested in streamlining and making better use of technology. Adding an additional workflow would complicate our integration with WebCRD and adds complexity to a workflow we want to streamline.

T. Proposed Document Management System must integrate ALL JCPS equipment (listed below), not just quoted pieces.

U. Equipment bid response must include detailed electrical specs, equipment footprint and computer requirements of proposed equipment. Proposal must include an equipment configuration map.

V. Vendor sealed bid proposals must include one (1) original and (1) copy of the non-cost information as well as one (1) original and (1) copy of the cost information. See original IFB document for details of BID submission in section 5.0 titled SUBMISSION OF BIDS. Faxes and emails will be non-compliant.

**Section III Minimum Equipment Configuration**

Currently the Judicial Council Print Shop includes one Xerox 6135 High Volume Digital Production Printer and one Xerox 6115 High Volume digital Production Printer, one Xerox D 125, a Canon C7000 Imagepress, an Oce TDS 700 and a Xante Impressia envelope printer.

This solicitation is seeking to replace both the Xerox 6135 High Volume Digital Production Printer and the Xerox 6115 High volume digital Production Printer.

Currently the two printers combined are rated to print 250 impressions per minute. The Judicial Council Print Shop will favorably consider equipment that adds capacity. A proposed equipment configuration that lessens our ability to print 250 impressions per minute will not be compliant. Machines can be, but do not need to be the same model (such as a quote for two 166 impressions per minute machines, versus separate devices that have complementary features

The rated speed of the equipment quoted/ proposed does not need to be identical. However, both pieces of equipment MUST meet the minimum configuration specifications below, in addition to being high volume production printers as discussed above. No single machine should be rated to print less than 135 impressions per minute. Quotes will be considered non-compliant if one machine of the bid does not meet the minimum specs as detailed below.

The lowest purchase price will not necessarily be the determining factor. Rather, and more importantly, the lowest total cost of operation for the equipment over subsequent years, inclusive document management, equipment service, consumables and cost per copy will be used as a determining factor.

The equipment proposed must be the equivalent or greater than the equipment it is replacing.

**SPECIFICATIONS:** Provide two new production printers better than the Docutech 135 Production Printer, in accordance with the specifications as detailed below. **Each printer proposed must have at a minimum:**

* 8,000 sheet paper supply, minimum four paper trays. Both machines should have a minimum of four paper trays, with EACH paper tray being able to handle stock of 60 gsm to 300 gsm.
* 6,000 sheet finisher/ high capacity stacker with 100 sheet stapler.
* Printing Speed 135-ppm letter.
* Max Paper Size: 12.6” x 19.2”.
* Media Weights from 60 gsm to 300 gsm.
* Duty cycle must exceed 4.5 million images per month.
* Internal/ automatic duplex.
* A minimum output resolution of 600 x 600 dpi.
* Ability to print on cover and text stock, pre-cut tabs, drilled stock, ncr, recycled stock and more.
* Must have an automatic front-to-back registration tolerance of no greater than +/- 0.5 mm.
* Windows 7 and Windows 10 compatible.
* Xerox .rdo print capability/ support.
* Web CRD pdf print capability/ support.

It is not the intent of these specifications to be closed. Any brand names shown are illustrative, and are not necessarily the specific products being solicited.. The name of a certain brand, make, or manufacturer does not restrict bids to the specific brand, make or manufacturer named. Exceptions/alternates to any specification must be thoroughly detailed and listed in the response. The Judicial Council will at its sole discretion determine whether any proposal meets the needed technological criteria and is constructed equally or better than the current equipment.

All equipment should be sheet fed.

Each machine should have a minimum of four (4) paper trays.

A bypass tray will **not** be considered a paper tray.

Combined capacity of all paper trays may not be less than 8,000 sheets (of 80 gsm 8.5” x 11”).

All paper trays should be able to run all digital cut sheet sizes between

8” x 8” up to 12.6” x 19.2” **without operator re-tooling the paper trays at any time.**

At least one tray must be able to run standard 5 bank tabs.

It is preferable that printer can print on coated, uncoated, textured and matte stock.

Printer should be able to run NCR.

It is not necessary the equipment print envelopes.

An interposer is not needed.

**Each machine MUST be able to print and integrate in a single print run a 300 gsm cover, 90 gsm text, 210 gsm tab and 90 gsm insert collated and output offset into stacker tray. Paper trays must also be able to be set for a continuous run.**

Insertion of various stocks may NOT slow the machine in an appreciable fashion.

Each machine must be able to duplex in a single pass up to its largest running sheet size.

Each machine must have its own dedicated controller – which must be included in the quote.

Proposed Document Management System MUST integrate not only with quoted machines, but it must integrate with the other print shop equipment.

Both machines must provide stapling as its only mandatory finishing capability.

Stitching function must be able to stitch landscape, portrait and book; letter, legal, and ledger sizes – one and two staples between 2 sheets and up to at least 100 sheets. Output of stitched jobs should go into the high capacity stacker in addition to any alternate location.

Both machines must have a high capacity stacker/ finisher which holds 8” x 8” up to 12.6” x 19.2” paper.

**Minimum Stitcher Specs:**

Stitcher must staple up to at least 100 sheets in all positions.

Stitcher must be able to staple up to ledger size sheets.

Stitcher must be able to staple 2 staples on the side (book staple); upper right corner, upper left corner, for portrait and landscape prints.

Stitcher output MUST flow into high capacity stacker.

**Minimum Stacker specs**:

High capacity stacker must hold at least 6,000 sheets.

**If stacker has a removable cart, quote must include two removable carts – per machine.**

High capacity stacker must offset collated books with tabs in addition to 12” x 19” sheet size.

High capacity stacker must accept and offset collated books with tabs, covers and inserts.

No other finishing options are needed. (No folding, no tape binding, no saddle stitching etc...).

The Judicial Council may entertain proposals which include an in-line – at speed - high volume coil and three-hole punch – capable of excessive amounts of cover, text and tab stock punching.

#### If a vendor proposes any additional feature that could be advantageous to the Judicial Council Print Shop’s workflow, processes, or technologies in use, this feature should be clearly identified in an Exhibit B-1 “other” item with optional pricing for information only.

Each machine must come with its own easy to use GUI from which to manage the print queue.

Both machines must support and automatically print postscript level 3, PDF, PCL6.

**Document workflow proposed MUST be able to convert and print previously saved .rdo files.**

**Document Workflow MUST include a book creation module - page merging, tab creation, blank page insertion, page numbering, page editing, media assignments, and finishing ability for compiling and programming book creation, as well the ability to provide for imposition capabilities.**

Document Workflow may include an archiving solution.

**Section IV Maintenance and Billing**

The Judicial Council prefers a cost per copy billing structure with both machines pooled quarterly and billed in arrears. Ledger clicks once.

Vendor’s quote should clearly and specifically indicate what this cost per copy rate will be.

Vendor’s quote should also clearly indicate any additional charges for consumables including (if applicable) toner, staples, developer/ starter (if needed), toner waste containers, operator replaced items (such as a drum, heat roller, loop, fuser web) etc...

Vendor’s quote should clearly identify any additional software or maintenance charges that may be incurred due to document management software licensing, renewals, upgrades, etc... in subsequent years.

See table in bid format section.

Service coverage required is Monday through Friday – 8 am until 5 pm.

No night or weekend service required.

Vendor must have a service network and technical staff in the Greater Bay Area (San Francisco County, Alameda County, Contra Costa County, Marin County, San Mateo County or Santa Clara County) that will provide a superior level of maintenance and support for the Judicial Council’s equipment.

Include the following information in the quote:

Number of same pieces of equipment vendor has placed in Greater Bay Area

Number of service staff trained, authorized and regularly scheduled to work on the same equipment as proposed in the quote in the Greater Bay Area.

Number of dedicated IT Experts who can identify, troubleshoot and resolve interface issues between document management systems, scanners, printers and the Judicial Council’s IT infrastructure.

Any certifications that technicians have acquired.

Proposed vendor response time for service, maintenance and IT calls.

**Section V Technology**

The Vendor shall be responsible for providing the most recent versions of all operating firmware, software, print drivers, spoolers, and print languages including PCL and Adobe® PostScript®. The Vendor is responsible for providing ongoing software upgrades, certified network and technical support while ensuring compatibility with the Judicial Council’s technology systems, network protocols, and operating procedures.

Proposed Document Management system must be compatible with our current Documate scanners. Document Management system must be to handle job preparation, with imposition, typesetting tabs and programming their insertion, [color management](http://www.xerox.com/digital-printing/confident-color-management/enus.html), pagination, inserting images and text, signatures, shifting images, resizing, set up of paper stocks, accepting input from scanners, clean up of images, despeckling and deskewing scanned pages.

Setting jobs up cannot be at machine level. Equipment with this option are unacceptable. Solutions that involve setting up jobs at the machine level be considered non-compliant.

Licensing that facilitates two concurrent user is required, along with annual maintenance and support of these licenses. Software MUST include ability to print previously saved .rdo files. Proposals that do not have the ability to process .rdo files are non-compliant.

The proposed document management system must integrate and be able to print/ communicate with not only the two new proposed printers, but also with the Xerox D 125 and our Canon ImagePress C7000VP. Integration with our Oce TDS 700 and Xante Impressia is extremely useful but not mandatory.

Document Management System must interface with Web CRD.

Any hardware required by the proposed document management should either be included in the quote, or called out as needing to be provided by the Judicial Council.

Proposed print equipment and Document Management System must be compatible with the Judicial Council’s existing systems and network architecture. **Purchase can/will be voided if the solution does not meet these requirements.** These include, but are not limited to, failure to seamlessly connect and provide print output between all printers in the Judicial Council Print shop – (including the D125 and Canon C7000). In addition, failure to connect with WebCRD and recognize output from, inability to gather electronic print information from all potential users, and other compatibility issues. Vendor will be asked to demonstrate network compatibility and cross-platform performance before the final purchase is completed.

**CURRENT TECHNICAL ENVIRONMENT:** The proposed solution(s) must effectively

function within the following Judicial Council technical infrastructure:

* Network Connectivity: 100BASE-T Wired Ethernet Connection
* Directory Services: Microsoft Active Directory
* Personal Computers:
  + Windows 7
  + Windows 10
* Personal Computer Web Browser:
  + Internet Explorer (supported)
  + Google Chrome – current version (permitted)
  + Firefox – current version (permitted)
* Internet Access: Proxied
* Anti-Virus Software: Microsoft Endpoint
* End Users Have Local Administrative Privileges: No

**Section VI Electrical, Installation and Equipment Footprint**

The Judicial Council Print Shop is currently located on the first floor of the Hiram Johnson Building at 455 Golden Gate Avenue. We do not expect to relocate.

Our shop location currently has enough power and outlets for the Xerox 6135 High Volume Digital Production Printer and one Xerox 6115 High volume digital Production Printer that are being replaced.

Obtaining additional power will be problematic. It will be necessary prior to the award to ensure that the current electrical configuration can power the new equipment.

Detailed electrical specs, along with outlet and power locations should be provided as well as any specific equipment dimensions, placement requirements (such as one foot away from a wall, etc...) will be necessary.

Suggestions for alternate shop workflows and changes in current equipment position may be provided.

A detailed installation calendar should be provided by the vendor outlining their plan for simultaneously replacing the Xerox 6135 High Volume Digital Production Printer and one Xerox 6115 High volume digital Production Printer and their subsequent removal. This logistical plan must meet with the Judicial Council’s approval and be tailored to meet their needs. It should include a delivery schedule, installation schedule, printer set-up and network installation/ configuration schedule.

# Section VII. Requirements for Submittal

# Proposers should submit 2 copies of the non-cost information and 2 copies of the cost information as detailed in section 5.0 of the original IFB on pages 5-9. In addition to the submission and content requirements of sections 5.0 and 6.0 of the IFB, proposals must also adhere to the following requirements:

All proposals should be bound. Use numbered tabs in the sequence below within the document to separate sections of your response. Number the pages of your proposal in a single sequence.

The Judicial Council reserves the right to make a determination without further clarifications of proposals received.

Proposers should submit a cover letter signed by an authorized representative of the company.

Quotes should be numbered and tabbed in the sequence below.

## Tab 1. Introduction and Executive Summary/ Resumes

Include an introductory letter.

Your letter should identify the name, address, telephone number, email of the primary contact person for this proposal, a brief description of your organization and any other pertinent information

Include resumes or a narrative of representatives who would service the Judicial Council’s account.

The introductory letter should be signed by the authorized person agreeing to the Judicial Council’s terms and conditions.

#### **Tab 2. Equipment Proposed**

Vendor should specifically and succinctly identify what pieces of equipment the quote is for. Include the specific technical specifications for each machine. Make sure to clearly indicate what configuration options are included and what their technical specifications are.

**Include ONLY the options proposed**. The Judicial Council does not want to see technical specs for options they are not receiving.

Each Proposer should provide a completed copy of the Technical Requirements Matrix as shown in Exhibit B of this RFP for each piece of equipment.

Add any other additional capabilities in the section of Exhibit B labeled “Other”.

A picture of a complete machine (along with its specific – total footprint) should be included in this section.

## Tab 3. Service Network and Technical Staff

#### Vendor must have a service network and technical staff in the Greater Bay Area (San Francisco County, Alameda County, Contra Costa County, Marin County, San Mateo County or Santa Clara County) that will provide a superior level of onsite maintenance and support for the Judicial Council’s equipment.

#### Include the following:

#### Number of service staff trained, authorized and regularly scheduled to work on the same equipment as proposed in the quote in the Greater Bay Area.

#### Number of dedicated IT Experts who can identify, troubleshoot and solve interface issues between document management systems, scanners, printers and government IT infrastructure in Northern California.

#### Number of same pieces of equipment vendor has placed in Greater Bay Area

#### Any certifications that both equipment and IT technicians have acquired.

#### Proposed vendor response time for service, maintenance and IT calls.

## Tab 4. References

#### **References of at least three Northern California Government In-Plant operations** (city, state or local) **in which similar models have been placed**. References must include contact name and information, equipment at location and number of years. If no Government In-Plant operations are available, then use commercial printers.

#### **Tab 5. Technological**

Vendor’s proposal must comply with all Judicial Council technological infrastructure requirements.

Vendor must indicate what Document Management System they propose to replace Freeflow Makeready 9.0.

Vendor must indicate technological requirements/ network requirements of proposed equipment and software. Vendor must indicate if additional hardware is needed.

Vendor must complete the table below with a checkmark and include the response in the tab. Do not write N/A. A blank will be construed as a “no”.

|  |  |  |
| --- | --- | --- |
| Proposed Software: |  | |
|  | YES | NO |
| Is Hardware provided? If NO, indicate what hardware is needed. |  |  |
| Color Management capability |  |  |
| Imposition capability |  |  |
| Compatible with Documate Scanners |  |  |
| Two Full Licenses |  |  |
| Two Full Versions |  |  |
| Ability to manage paper stocks |  |  |
| Ability to connect with D125 |  |  |
| Ability to connect with Canon C7000 |  |  |
| Ability to connect with Oce 700 |  |  |
| Ability to connect with Xante |  |  |
| Ability to despeckle |  |  |
| Ability to deskew |  |  |
| Ability to add pagination |  |  |
| Ability to insert images and text |  |  |
| Ability to import and print native word files or other non-pdf’s |  |  |
| Ability to insert images and text |  |  |
| Ability to preview composed book |  |  |
| Ability to print on and insert tabs |  |  |
| Ability to shift images |  |  |
| Compatible with WebCRD |  |  |
| Ability to create VDP |  |  |
| Ability to reformat documents |  |  |
| Ability to delete and re-insert pages/ images |  |  |
| WYSIWYG |  |  |
| Ability to resize images |  |  |
| Recognize pdf portfolio set up |  |  |
| Ability to import and print rdo files accurately |  |  |
| Ability to compose books with tabs, inserts pages and covers |  |  |
| Ability to archive files |  |  |

**Tab 6. Environmental**

Vendor MUST include all MSDS sheets for products used by equipment.

Vendor should indicate decibel level of running machine versus resting machine, how much heat is output, whether venting is suggested (or necessary). Vendor should indicate amount of energy used by equipment.

Vendor may include additional environmental information in this section such as energy star compliance or other areas.

Vendor must warrant that the proposed equipment are not prohibited from printing on recycled stock.

## Tab 7. Billing

#### Vendors should offer their best pricing that they offer to Government customers.

#### 2. The term of the service and maintenance contract will be for one (1) year, with additional options to renew for up to nine (9) one year (1) extensions at the Judicial Council’s discretion and review of previous years’ service.

3. A completed copy of the Pricing Matrix (see below) will be used to evaluate the pricing of each Proposal.

The Judicial Council prefers a strict cost per copy billing structure. Both machines if possible should be pooled quarterly and billed in arrears. Ledger clicks once.

Vendor’s quote should clearly and specifically indicate what this cost per copy rate will be.

Vendor’s quote should also clearly indicate any additional charges for consumables including (if applicable) toner, staples, developer/ starter (if needed), toner waste containers, operator replaced items (such as a drum, heat roller, loop, fuser web) etc...

Vendor’s quote should clearly identify any additional software or maintenance charges that may be incurred due to document management software licensing, renewals, upgrades, etc... in subsequent years.

#### 3. Purchase price shall include delivery, installation (of both printers and document management hardware/ software) and key operator/ advanced operator training.

#### 4. All consumables including staples, all analyst and customer support services, electronic billing and other reporting, end-user training , including data security and removal, etc.. should appear on the pricing matrix – if applicable.

#### 5. Any future cost per copy or consumable price increase must be indicated on the price matrix in Appendix B.

#### **Tab 8 Pricing**

Pricing tab should consist of at least two sections:

Purchase price of equipment quoted (including tax and delivery) and,

Ongoing maintenance of equipment quoted for a twelve-month period beginning on operational date.

Purchase and service pricing must appear on different pages using the following format:

Indicate via a headline the purchase quote or service quote.

For equipment purchase – specifically identify equipment configuration for each machine. Writing “TWO” if quoting two of something is not acceptable. There should be two separate machines listed – even if identical.

Indicate Total purchase price of each individually configured machine – separately.

Indicate specific components making up each machine, ensuring that the equipment meets the minimum specs as outlined earlier. (Make sure to identify the components and their function if not clear).

Include the specific model of the equipment, duty cycle of the proposed equipment, along with impressions per minute (8.5” x 11” single sided and duplexed print speed).

The Judicial Council expects that a significant amount of equipment and software training will be INCLUDED in the purchase price. This amount of training should be indicated in terms of hours.

The page must indicate the TOTAL purchase price of both machines.

Vendor should break out any additional charges including delivery, installation, training and tax.

Tax should be on a separate line.

The last line should be the total cost of the quote for two machines.

The second section of the pricing schedule should be the ongoing service/ maintenance portion.

As discussed earlier, the Judicial Council prefers a strict cost per copy billing structure with both machines pooled quarterly and billed in arrears. Ledger clicks once.

Vendor should include the table below – completely filled out as the second component of the price tab.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | FY 16-17 | FY 17-18 | FY 18-19 | FY 19-20 | FY 20-21 |
| Cost per Copy |  |  |  |  |  |

Vendor may propose an alternative pricing structure as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | FY 16-17 | FY 17-18 | FY 18-19 | FY 19-20 | FY 20-21 |
| Monthly Charge per machine with 300,000 base monthly impressions |  |  |  |  |  |
| Overage rate |  |  |  |  |  |

Ancillary charges. Indicate what ancillary charges there may be, such as yearly software licensing, IT assistance, training costs, base monthly fees or any other fee. Vendor MUST indicate if charge is a monthly charge or only when purchased.

|  |  |
| --- | --- |
| ITEM | CHARGE |
| Base Monthly Maintenance Charge (if any) |  |
| Additional, advanced, Key Operator Training (hourly) |  |
| Additional Advanced Technological Assistance (hourly) |  |
| IT support charges (hourly) |  |
| Annual software license cost |  |
|  |  |

If there are additional costs, vendor must indicate below. Do not write n/a if included above. Rather indicate that the cost is included in the above monthly cost per copy matrix.

|  |  |
| --- | --- |
| ITEM | CHARGE WHEN PURCHASED |
| Staples |  |
| Toner |  |
| Developer |  |
| Belts |  |
| Loops |  |
| Fuser Web (or equivalent) |  |
| Waste container |  |
|  |  |

**Section VIII. Selection and Evaluation**

Quotes will be evaluated in two stages:

#### Stage One: Minimum Qualifications: Pass/Fail

#### Stage Two: Proposals: Scored

#### Stage One; Minimum Qualifications Determination: Minimum Qualifications will be evaluated on a Pass/Fail basis. Proposers who do not meet the Minimum Qualifications will be deemed non -responsive and will not be eligible to proceed to Stage Two. Quotes that meet the Minimum Qualifications will have their Proposals evaluated in Stage Two. All vendors who fail to meet the Minimum Qualifications shall be informed in writing. All judgements as to whether proposed equipment meets the minimum qualifications are at the sole discretion of the Judicial Council.

#### Stage Two; Written Proposals Scoring: Written Proposals will be scored on the evaluation criteria set forth on a scale of 100 total possible points. Judicial Council staff with relevant experience and expertise will evaluate the Proposals.

#### Any false, incomplete, misleading or otherwise unresponsive statements in connection with a quote or any documentation or other information supplied to the Judicial Council by a vendor may be cause for rejection by the Judicial Council of the proposal or disqualification of the vendor, at the Judicial Council’s sole discretion. Any judgment as to the significance of any falsity, incompleteness, or unresponsiveness shall be the prerogative of the Judicial Council and its judgment shall be final.

The evaluation criteria will include the following (but are not limited to):

1. Equipment proposed meeting specifications as outlined above.

2. Evaluation of the lowest total cost of operation for the equipment over subsequent years,

inclusive document management, equipment service, consumables and cost per copy.

3. Performance of equipment in printing Judicial Council materials. Operator comfort with equipment

4. Competitive purchase price of the equipment

5. Quality of service/ responsiveness. Prior experience.

Number of same units serviced at government in-plants. References. Downtime.

6. Evaluation of technical ability to interface with existing print shop workflow.

7. Electrical and equipment footprint

8. The logistics timetable for replacement/ installation and removal of all equipment, ability to meet judicial council’s installation time table and logistics

9. The durability of equipment.

10. Any Exceptions to the Judicial Council’s terms and conditions (additions, deletions, or other modifications) by the vendor.

Bid awarded on a highest scored basis – on above criteria.