

INVITATION FOR BID

BID DUE DATE: March 22, 2021, 4:00 p.m. MDST

DESCRIPTION: Multi-Function Walk Up and Desktop Black & White
& Color Copiers
BID NO: 21-02-2426LE

CONTACT: Michael Joe, Senior Information Systems Technician
Records Management Department
Division of General Service
Navajo Nation
Email: michaeljoe@navajo-nsn.gov
Telephone No: (505) 371-5114

RETURN ALL RESPONSE TO:

DELIVER TO: Records Management Department
Tse Bonito Business Park, Suite 1575A
Tse Bonito, NM
ATTN: Michael Joe, Senior Information Systems Technician
BID NO: 21-02-2426LE

OR

MAIL TO: THE NAVAJO NATION
Records Management Department
PO Box 9000
Window Rock, AZ 86515
ATNN: Michael Joe, Senior Information Systems Technician
BID NO: 21-02-2426LE

(Must identify BID# and Company Name on the outside of all sealed packages/envelope)

PLEASE SUBMIT AN ORIGINAL & TWO (2) COPIES OF THE SEALED BID.
Thank you

Request for Proposal

Proposal BID Number: 21-02-2426LE

Navajo Nation Records Management Department

Multi-Function Walk Up and Desktop Black & White & Color Copiers

The Records Management Department (RMD) is accepting bids from quality vendors to furnish Quantity total (82) Multi-Function Walk Up and Desktop Black & White & Color Copiers. The system must be network ready and capable of receiving digital input from and processing digital output on one or more PC workstations through file transfer server and local area networks (LAN) as well as, provide coping and scanning functions.

The Records Management Department is soliciting Request for Proposal to purchase or lease the equipment listed above. The duty cycle for the 45 page per minute black and white unit is 200,000 pages per month. The duty cycle for the 40 page per minute full color, black and white copiers is 100,000 pages per month. The 1200 x 1200 dpi x 8-bit color resolution minimum (1200 x 3600 equivalent).

Responders will be responsible for proving labor, supervision, material, equipment, transportation, service, and perform a high quality of installation and maintenance services. The Records Management Department intends to award the contract to the responder that can best provide the RMD with the highest services as further described in this Request for Proposal.

The proposal format shall include: (1) production and services, (2) experience, (3) credentials, (4) project budget including RMD analysis of existing equipment financial obligation, (5) installation plan and schedule, (6) quality references within our geographic area not to exceed 75 miles.

Evaluation Criteria:

Points:

Production and services	30
Experience	15
Credentials	10
Cost budget including RMD analysis of existing equipment financial obligation	25
Installation plan and schedule	10
Quality references within our geographic area not to exceed 75 miles.	5
Navajo Preference	5

Total 100 points

Interested parties should contact Michael Joe, Senior Information Systems Technician at michaeljoe@navajo-nsn.gov for bid package requirements, scope of work and copier specification(s).

The Navajo Nation reserves the right to reject any and all proposals not within projected budget and may elect to award the contract not solely on bid amount but the bidder's qualification. Prospective contract awards shall be subject to the availability of funds.

The deadline for bid proposals is **March 22, 2021 at 4:00 p.m. MDST**. Any bids received after this deadline will not be considered and returned to the sender. No facsimile or email copies will be accepted.

Schedule of Activities:

Issue Request for Proposals	February 22, 2021
Send RFP to prospective bidders	February 22, 2021
Last Day for questions from bidders	March 4 2021, 4 p.m. MDST
Responses to questions	March 5, 2021, 4 p.m. MDST
Bid Submission deadline	March 22, 2021, 4 p.m. MDST
Bid Opening	March 24, 2021
Selection of winning bidder	March 29, 2021
Award contract (Upon completions of internal approval review)	May 01, 2021

BID NO: 21-02-2426LE

Navajo Nation Records Management Department
Multi-Function Walk Up and Desktop Black & White & Color Copiers

SCOPE OF WORK:

The Navajo Records Management Department is seeking Multi-Function Walk Up and Desktop Black & White & Color Copiers for the Navajo Nation Government.

The general multifunction Copier/Printer/Scanner/Fax equipment requirements: All equipment proposed shall meet or exceed the minimum performance requirements set forth below. In addition:

The Vendor shall maintain and service the following equipment and keep the equipment in good working order.

All equipment shall perform in accordance with the manufacturer's specification sheets. The equipment shall provide printed products (copies, etc.) of acceptable quality on the various types of papers normally used for photocopying purposes in an office environment. At a minimum, all units shall produce a letter, legal and tabloid photocopies, shall be equipped with the letter, legal and tabloid size paper trays, and shall be capable of photocopying the letter, legal and tabloid size documents without removing or replacing trays.

RESPONDENT REQUIREMENTS:

The attached specifications shall be constructed as minimum. Should a manufacture's published specifications for the Multi-Function Walk Up and Desktop Black & White & Color Copiers. The following criteria shall be considered in making an award:

- 1) Overall cash cost or total cost based on the term of the Multi-Function Walk Up and Desktop Black & White & Color Copiers with a maintenance and service agreement
- 2) Lease cost must be fixed for 5 years and not changed
- 3) Conformity to list specifications
- 4) Delivery and Installation of the Multi-Function Walk Up and Desktop Black & White & Color Copiers within the time schedule
- 5) Service and warranty provided as well as local factory Technicians
- 6) The following items must be included in the bid price:
 - a) All responses include brand name, model number and market introduction date
 - b) Vendor shall make a complete inspection and perform pre-delivery service and adjustments before the system and delivered to the office locations
 - c) Instructions and training to personnel concerning operation of equipment on a mutually acceptable date as agreed
 - d) Maintenance of the Multi-Function Walk Up and Desktop Black & White & Color Copiers in good working conditions, including OEM replacement of parts and

accessories. Bidders must indicate annual cost of maintenance and supplies (excluding paper) on a cost per copy basis

- 7) Meter Reading and Copy Allowance must have email notifications of copy counts, service issues and supply usage
- 8) The bidder shall provide the RMD with written requirements for installation of the equipment. It is the responsibility of the bidder to profile the requirements of the site. It is RMD responsibility to assist on the electrical and site preparation. The bidder shall provide surge suppressors as required
- 9) The bidder shall be required to perform all maintenance and repairs necessary to maintain the Multi-Function Walk Up and Desktop Black & White & Color Copiers. Qualified maintenance personnel shall perform equipment maintenance and repairs during regular office hours 8:00 a.m. to 5:00 p.m., Monday through Friday. The maintenance and repairs must be performed within 24 hours of request for service. The maximum allowable downtime for the equipment is 48 hours. Excluded from the requirements are the delays resulting from regularly schedule preventive maintenance, acts of God, accidents, extreme weather conditions, strikes or similar causes. The intention is that necessary repairs are completed timely
- 10)*** The bidder's billing system on the Multi-Function Walk Up and Desktop Black & White & Color Copiers that reflects the Serial Numbers to be procured and in-good standing relationship will be on a separate billing system from any other Navajo Nation Government Offices that has a new or existing contract. This will alleviate on any delays, or no contract effect for supply and service requesting to our Multi-Function Walk Up and Desktop Black & White & Color Copiers. ***
- 11) Taxes all work performed and services provided within the territorial jurisdiction of the Navajo Nation is subject to the six-percent (6%) Navajo Sales Tax (24 N.N.C § 601 et seq.) or upon official notification from the Office of the Navajo Tax Commission.

Equipment Specifications 45 PPM Multifunction Walk Up Copier Quantity: 68

- 45 Page Per Minute Multifunction Black & White and Color Copier / Printers
- Must include fax, network fax, print, scan, staple and punch
- Dual Scan Automatic Document Feeder on a single-pass
- 200,000 Minimum Monthly Duty Cycle
- Scanning Full Color up to 160 ipm
- Less than 25 seconds wake up
- Zoom Range: 25%-400%
- Account Track, Auto Duplex, Auto Tray Switching
- Super G3 Capability Advanced Frequency Modulation screening process
- Up to 11x17 scanning and copying, up to 12 x 18 full bleed printing
- Minimum 3650 Paper Capacity with option to Maximum 6650
- 2/3 Hole Punch and Stapling finishing capability
- Hard Drive Security and Encryption
- 50 Sheet Finisher
- Minimum 4 GB System Memory, 250 GB Hard Disk Drive
- Ability to print on media up to 300 gsm

- OCR Software
- Machine must have the ability to send email notifications with meter reads and place service calls
- Machine without accessories must weigh at least minimum 220 lbs.
- Comes standard with PCL, PostScript (for PDFs) and XPS (to be ready for new version for Windows) print drivers standard
- ISO15408 and IEEE2600.1 data security certification for entire system, not just hard drive
- Automatic hard drive overwrites standard
- Hard drive sanitizes standard
- On-site Professional training and Network printing/Scanning users configuration included
- Manufacturer certified, owned and operated sales and service team – no dealers
- Hard drive lock password protection standard
- Network user authentication standard
- IP filtering standard
- Encrypted PDF scanning standard
- Email encryption and digital signature standard
- No charge recycling for all consumables, not just toner cartridges
- Biomass based toner
- 8 bits pixel imaging
- OEM Parts and Service
- All non-software items must be installed and / or serviced and / or supported by the manufacturer with tiered support

Equipment Specifications 40 PPM Multifunction Desktop Copier Quantity: 14

- Fast Print / Copy output 40 PPM Black & White and Color Copier / Printers
- Standard Dual Scan Document Feeder
- Standard wireless connectivity
- Mobile printing Support
- Standard Web Browser
- 100,000 Minimum Monthly Duty Cycle
- Scanning up to 100 ipm duplex
- Less than 37 seconds wake up, 1st copy 8.5 seconds or less
- Zoom Range: 25%-400%
- Account Track, Auto Duplex, Auto Tray Switching
- Super G3 Capability Advanced Frequency Modulation screening process
- Up to 8.5 x 14 printing and copying
- Minimum 800 Paper Capacity with option to Maximum 2300
- Minimum toner life of 25000 pages
- Image unit lifetime 60,000 pages
- Hard Drive Security and Encryption
- Minimum 4 GB System Memory, 250 GB Hard Disk Drive
- Ability to print on up to 216 gsm
- OCR Software
- Machine must have the ability to send email notifications with meter reads and service calls

- Machine without accessories must weigh at least minimum 50 lbs.
- Comes standard with PCL, PostScript (for PDFs) and XPS (to be ready for new version for Windows) print drivers standard
- ISO15408 and IEEE2600.1 data security certification for entire system, not just hard drive
- Automatic hard drive overwrites standard
- Hard drive sanitizes standard
- On-site Professional training and Network printing/Scanning users configuration included
- Manufacturer certified, owned and operated sales and service team – no dealers
- Hard drive lock password protection standard
- Network user authentication standard
- IP filtering standard
- Encrypted PDF scanning standard
- Email encryption and digital signature standard
- No charge recycling for all consumables, not just toner cartridges
- Biomass based toner
- OEM Parts and Service
- All non-software items must be installed and / or serviced and / or supported by the manufacturer with tiered support

Bidder shall include trade options for NNRMD current equipment comprising Twenty-Five (25) Konica Minolta Business Solution Model C35 Desktop, and Eight (8) Konica Minolta Business Solution Model 363as trade-in for new equipment. The current models are located on the Navajo Nation, State of Arizona, State of New Mexico, State of Utah, and the surrounding border towns. Vendor will be responsible for pick-up of current equipment if trade-in is available.

WARRANTY

Specifications regarding warranties on equipment should be included in the bid. Bidder's must include cash price, monthly lease payment and service/supply cost.

PROJECT SCHEDULE:

Event	To Be Completed By
Award the Contract to Vendor. Begin the assembly and build the Multifunction Copier/Printer/Scanner/Fax equipment.	May 01, 2021
The Vendor to install and configure the Multifunction Copier/Printer/Scan/Fax equipment at all the Navajo Nation Government office locations. This will include basic to advance network printing and scanning function.	June 30, 2021
The Vendor will train office personnel the capabilities of the Multifunction Copier/Printer/Scan/Fax equipment at the Navajo Nation Government office locations.	August 31, 2021