

INLAND VALLEY DEVELOPMENT AGENCY

REQUEST FOR PROPOSAL

The Inland Valley Development Agency (IVDA) is hereby soliciting sealed proposals for a copier that meets the Copier General Specifications noted. Proposals are due at IVDA's administrative office located at 294 S. Leland Norton Way, Suite #1, San Bernardino, California, 92408, by 2:00 PM on Friday, August 10, 2007. No proposals will be accepted after 2:00 PM on August 10, 2007, and it is the responsibility of the Bidder to ensure that a proposal sent through the mail or via other delivery service arrives on time. All proposals shall be sealed and shall be made to the attention of the Clerk of the Board and boldly marked "Copier RFP". Proposals submitted via facsimile or via telephone ***will not*** be accepted. The IVDA reserves the right to reject any or all proposals and to waive any informality or possible technical defect in the proposal. Any questions regarding this Request for Proposal shall be directed to Mr. Martin Romeo via email at: mromeo@sbdairport.com, or (909) 382-4100 ext. 240.

TERMS AND CONDITIONS

- 1) Proposals must be submitted via the Pricing Pages and Affidavit of Non-Collusion Page supplied by the IVDA in this packet. All forms must be filled out completely and signed in order to be considered.
- 2) It is ***required*** that the Bidder provide the information on both the "Pricing Page – Purchase" sheet and the "Pricing Page – Lease" sheet supplied with this packet. The price quoted by the Bidder in the space marked *Grand Total Cost* shall include any and all taxes, fees, charges, and any miscellaneous costs involved. In the case of a Purchase, the *Grand Total Cost* will represent the amount that IVDA will pay to take ownership of said copier upon delivery to the Inland Valley Development Agency. Any fees, charges, and/or any miscellaneous costs that are not included in the fully completed Pricing Page – Purchase sheet and/or the Pricing Page – Lease sheet shall be the responsibility of the Bidder and shall not be the responsibility of IVDA.
- 3) All Bidders must be prepared to deliver and assemble the copier to a fully functional state on or before seven (7) business days after official notification of acceptance of the submitted proposal. Delivery and assembly shall occur at the IVDA offices, 294 S. Leland Norton Way, Suite #1, San Bernardino, California. IVDA anticipates notifying the successful bidder after complete review of the bids and approval by the IVDA Board.
- 4) The Bidder's signed proposal and written acceptance by IVDA shall constitute an agreement.

INLAND VALLEY DEVELOPMENT AGENCY
 REQUEST FOR PROPOSALS -- FINANCE OFFICE COPIER
COPIER GENERAL SPECIFICATIONS

Bidders shall provide BOTH a Purchase Proposal and a Lease Proposal based on the Copier General Specifications set forth below.

REQUEST FOR PROPOSAL PART ONE: COPIER SPECIFICATIONS

The copier shall be new and shall meet or exceed the specifications listed below. **At a minimum**, provide 1. Copier Purchase Price, 2. Initial Machine Setup Charges/Fees, 3. Cost of Initial Supplies, 4. Delivery/Shipping Fees, 5. Setup Fees, 6. Taxes.

Digital	Scan once print many			
Copies Per Minute	45 Black and White; 35 Color			
First Copy Out Time (seconds)	4.2 Black and White; 7 Color			
Memory Capacity	80GB Hard Drive			
Image Quality/Resolution	600 x 600 dpi			
Reduction/Enlargement	25% to 400%			
Maximum Original Size	11" x 17"			
Sheet Capacity	2 drawers adjustable to letter, legal and ledger; 1,000 sheet capacity per drawer			
Front Loading Large Capacity Tray	3,000 sheets			
Paper Stock Capacity	Must have heavy stock (card stock) capacity			
Bypass	100 sheets			
Original Document Feeder Capacity	100 sheets			
Finisher	Two-Tray; 1,000 sheet capacity			
Duplex Capacity	50 sheets 20 lb. Stock			
Sort	Offset copies			
Stapling	3 position stapling; 50 sheets 20 lb. Stock			
Hole Punch	Two and Three Hole Punch			
Toner Cartridge Copy Capacity	28,000 copies Black and White; 14,000 Color			
Additional Required Features	<p>Scanning: Minimum 45/35 images per minute scan speed (black and white/color). Minimum scan resolution: 600 dpi. Create TIFF/JPEG/PDF files from hard copies.</p> <p>Networking: Copier must have networking capabilities, including RJ45 network card, 10/100 MB. Communication protocol: FTP (TCP/IP)</p> <p>Faxing: B/W faxing; 100 sheets and a security kit</p>			

REQUEST FOR PROPOSAL PART TWO: MAINTENANCE AGREEMENT SPECIFICATIONS

Based on the Copier Specifications listed above, provide the cost of a Maintenance Agreement with the following specifications. The Maintenance Agreement shall provide full coverage maintenance for equipment as listed above ***including*** toner, staples, developer, drums, and parts & labor. At a minimum, provide: 1. Annual Term, 2. Cost, and 3. Copy Overage Charge

Copies Per Month	8,000			
Service Calls	Unlimited			
Response Time	Guaranteed 4 hours on down equipment, 8 hours on routine calls			

INLAND VALLEY DEVELOPMENT AGENCY

PRICING PAGE - PURCHASE
FINANCE OFFICE COPIER

Responding to a Request for Proposal for a copier for the Inland Valley Development Agency, the undersigned Bidder agrees to furnish and deliver the copier in good order in accordance with the attached Copier General Specifications and within the required time frame.

I/We propose and agree to furnish and deliver the copier in good order and in accordance with the respective Copier General Specifications and Terms and Conditions to the Inland Valley Development Agency and will accept as full payment therefor in the following amount:

Cost for the PURCHASE of one (1) copier as per Copier General Specifications and Terms and Conditions:

Copier Purchase Price----- \$ _____
Initial Machine Setup Charges/Fees----- \$ _____
Cost of Initial Supplies----- \$ _____
Delivery/Shipping----- \$ _____
Setup Costs/Fees----- \$ _____
Taxes----- \$ _____

Grand Total Cost----- \$ _____

Cost for a MAINTENANCE AGREEMENT as per Copier General Specifications:

Term of Agreement ----- _____
Cost ----- \$ _____
Copy Overage Charge (per copy) Black and White ----- \$ _____
Copy Overage Charge (per copy) Color ----- \$ _____

NAME OF BIDDER

ADDRESS

AUTHORIZED SIGNATURE

CITY, STATE, ZIP CODE

WITNESS / ATTEST

TELEPHONE NUMBER

INLAND VALLEY DEVELOPMENT AGENCY

PRICING PAGE - LEASE
FINANCE OFFICE COPIER

Responding to a Request for Proposal for a copier for the Inland Valley Development Agency, the undersigned Bidder agrees to furnish and deliver the copier in good order in accordance with the attached Copier General Specifications and within the required time frame.

I/We propose and agree to furnish and deliver the copier in good order and in accordance with the respective Copier General Specifications and Terms and Conditions to the Inland Valley Development Agency and will accept as full payment therefor in the following amount:

Cost for the LEASE of one (1) copier as per Copier General Specifications and Terms and Conditions. It is acknowledged that the Total Lease Payments listed below includes the cost of a Maintenance Agreement as specified in the Copier General Specifications:

Total Lease Payments (based on 60-month lease) -----	\$ _____
Lease Term -----	_____
Copy Overage Charge (per copy fee once 8,000 limit reached) -----	\$ _____
Initial Machine Setup Charges/Fees-----	\$ _____
Cost of Initial Supplies-----	\$ _____
Delivery/Shipping-----	\$ _____
Setup Costs/Fees-----	\$ _____
Taxes (including property taxes)-----	\$ _____
Costs Incurred at End of Lease Term -----	\$ _____
Buyout Amount -----	\$ _____
Grand Total Cost-----	\$ _____

NAME OF BIDDER

ADDRESS

AUTHORIZED SIGNATURE

CITY, STATE, ZIP CODE

WITNESS / ATTEST

TELEPHONE NUMBER

INLAND VALLEY DEVELOPMENT AGENCY

AFFIDAVIT OF NON-COLLUSION PAGE
FOR
FINANCE OFFICE COPIER

STATE OF _____)
) SS.
COUNTY OF _____)

_____, being first duly sworn, deposes

that he/she is _____ of _____ ,
(insert "Sole Owner", "Partner", or other title) (insert name of Bidder)

who submits herewith to the Inland Valley Development Agency, a proposal;

That all statements of fact in such proposal are true;

That such proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association or corporation;

That such proposal is genuine and not collusive or a sham;

That such Bidder has not, directly or indirectly, by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the Inland Valley Development Agency, or of any other Bidder or anyone else interested in the proposed contract; and further,

That prior to the public opening and reading of the proposal, said Bidder:

- a. Did not, directly or indirectly, induce or solicit anyone else to submit a false or sham proposal.
- b. Did not, directly indirectly, collude, conspire, connive or agree with anyone else that said Bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposal.
- c. Did not, in any manner, directly or indirectly, seek by agreements, communications, or conference with anyone to raise or fix any overhead, profit, or cost element of this proposal price, or that of anyone else.

- d. Did not, directly or indirectly, submit the proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to the Inland Valley Development Agency or to any person or persons who have a partnership or other financial interest with said Bidder in his/her business.

Subscribed and sworn to before me this

_____ day of _____, 2004

(Notary Public in and for said County and State)

By _____

Title

(SEAL)