



COUNTY OF LEHIGH
Office of Procurement

George M. Nader, Jr., CPPO
Chief Procurement Officer

March 17, 2022

To: Prospective Vendor
From: Rose Panetta
Re: Request for Quotation, Digital Copiers

Request For Quotation Package contains the following:

- Cover Memo
- General Specifications/Scope of Work
- Quote Sheet
- No Quote Reply Form

Questions: See Section **15.0** for contact information and procedures.

Quotation Due Date: On or before 4:00 PM, Local Time, March 31, 2022

To Submit a Quote: Please review the entire Request For Quotation package, then complete either the Quote Sheet or the No Quote Reply Form.

E-mail, Fax or Mail to:

Rose Panetta, Buyer II
County of Lehigh
17 South Seventh Street
Allentown, PA 18101-2401
Phone: (610) 782-3030
Fax: (610) 820-2013
E-mail: rosepanetta@lehighcounty.org
R.F.Q. 005-22

NOTE: THE ENTIRE PACKET NEED NOT BE RETURNED.

Insurance: Proof of insurance will be required from the successful vendor prior to issuance of Purchase Order.

*Government Center
17 South Seventh Street
Allentown, Pennsylvania 18101-2401
Phone: 610-782-3030
Fax: 610-820-2013*

**DIGITAL COPIERS
GENERAL SPECIFICATIONS / SCOPE OF WORK**

Date: March 17, 2022

RFQ 005-22

1.0 GENERAL:

1.1 The County of Lehigh is soliciting quotes from firms to furnish and deliver nine (9) Digital, Networkable Copy Machines to the following locations.

1.1.1 Units #1 to #8:
Lehigh County Courthouse
455 W. Hamilton Street
Allentown, PA 18101
Judge's Chambers 2B, 2C, 2D, 4B, 5A, 5B, 5C and 8

1.1.2 Unit #9:
Lehigh County Emergency Management
640 West Hamilton Street, 10th floor
Allentown, PA 18101

1.2 Any information offered that is not already specifically included in this packet is considered unofficial unless received in the form of a written Addendum. Verbal instructions are not binding on either the County or Vendor.

1.3 The County is able to purchase off of contracts coordinated by, or in junction with, the following entities, unless restricted by the specific contract. As such, Vendors are encouraged to offer pricing within the format of this Request for Quote (RFQ), while following the guidelines and discounts of these contracts, if applicable, and favorable to the County:

- 1.3.1 BuyBoard National Purchasing Cooperative
- 1.3.2 Federal GSA Schedules 70 and 84
- 1.3.3 National Association of State Procurement Officials (NASPO ValuePoint)
- 1.3.4 National Cooperative Purchasing Alliance (NCPA)
- 1.3.5 Omnia Partners
- 1.3.6 Pennsylvania Department of General Services, including COSTARS
- 1.3.7 PEPPM
- 1.3.8 Sourcewell

2.0 DESCRIPTION:

2.1 The County is soliciting pricing for an outright purchase with a 36-month fixed rate Cost per Copy (CPC) Maintenance Plan

2.2 The successful vendor(s) will be responsible for all costs associated with furnishing the new equipment, including but not limited to all labor, equipment, materials, installation, transportation, freight and operational training.

2.3 All copy per month usages listed are estimates only, and may be increased or decreased in accordance with actual requirements. **There are no guaranteed minimums.**

2.4 A three (3) month supply of all consumables (except paper) shall accompany the delivery of each copier. These items should be included as part of your cost per copy maintenance plan.

2.5 **The County will not consider Quotes for either remanufactured models, or models introduced prior to 2006.**

- 2.6 This Quote request will result in a Purchase Order for the initial purchase of the copier, and a separate Blanket for maintenance once the 90 day warranty has expired issued by the County Purchasing Office.
- 2.7 Your Quote must include a detailed schedule comparing the features listed below with those of the units being offered, including a breakdown of the paper sources.
- 2.8 Vendors must supply complete and descriptive literature for their product if they are quoting an “or approved equal”. This is to include all packaging and/or technical data, so that fair and impartial consideration may be granted. The discretion of what constitutes an equal will remain with the County, and such a decision will be final.
- 2.9 All quantities listed are estimates only, and may be increased or decreased in accordance with actual requirements. **There are no guaranteed minimums.**

3.0 SPECIFICATIONS:

- 3.1 The County is soliciting units as network printing/scanning capable digital stand-alone devices with the ability to connect to the network described in this Request for Quote with this purchase. Pricing for networking features shall be listed as a **standard** cost.
- 3.2 The following minimum network related requirements apply to all requested machines, unless otherwise instructed:
 - 3.2.1 Device must be capable of functioning on a Windows 2000 / 2003 / 2008 / 2008 R2 network with PC clients running Windows 2000 Professional / XP / Windows 7 / Windows 10 32 and 64 bit and Office 97 / 2000 / 2003 / 2007 / 2010.
 - 3.2.2 Must contain software for management (drivers, etc.).
 - 3.2.3 Must be able to “cold reset” the network card.
 - 3.2.4 Network card must use RJ45 connector.
 - 3.2.5 Must support 10 / 100 BaseT Ethernet.
 - 3.2.6 Must support TCP / IP.
 - 3.2.7 Must support TCP/IP printing from County’s HP OpenVms Systems.
 - 3.2.8 Mailboxes for separating print jobs.
- 3.3 Network connectivity to include basic features / capabilities as follows:
 - 3.3.1 Software that allows users to combine, remove and reorder pages with drag and drop functionality.
 - 3.3.2 Create a single, compact and universal PDF document from multiple word-processing, spreadsheet files and scanned images.
 - 3.3.3 Instant retrieval of Microsoft Office documents, PDF files and scanned documents based on keywords or words and phrases in the documents / full text OCR capabilities.
 - 3.3.4 Drag and drop connectivity to email.
- 3.4 Please list separate connectivity costs for network printing as well as for network scanning to include all hardware components such as boards, cabling, output trays, etc. as well as required software when requested at time of purchase or if added during first 12 months.

4.0 STANDARD AND OPTIONAL EQUIPMENT DESCRIPTION:

- 4.1 **Units #'s 1 thru 8 – Lehigh County Courthouse:** The information below is the absolute minimum requirement for these units.

- 4.1.1 30 pages per minute.
- 4.1.2 Accepts on glass originals up to 11" x 17".
- 4.1.3 Reduction and enlargement range of 25-400%, with 1% increments.
- 4.1.4 Paper Supply:
 - 4.1.4.1 Two (2) – 500 sheet automatic paper source, adjustable.
- 4.1.5 Reversing Automatic Document Feeder.
- 4.1.6 Automatic Duplexing Stackless 11 X 17.
- 4.1.7 Copy Standard; Print Standard.
- 4.1.8 Scan one/print many.
- 4.1.9 Network Print/Scan Function to be listed as **standard**.
- 4.1.10 Network Print/Scan Function, B&W, and Color scanning. Up to 1200 X 1200 dpi.
- 4.1.11 Storage cabinet/stand must be included if copier offered is not free standing.
- 4.1.12 Proposal for Unit #1 to #8 (Lehigh County Courthouse) shall include a cost per copy maintenance plan, including all service and supplies (except paper and staples) based on 3,000 copies per month for a three (3) year period. **This calculation is required for comparative purpose only. The County will pay based on actual monthly volume used, billed quarterly in arrears.**
- 4.1.13 Any available special warranty offerings may be stated on the Quote Form.
- 4.2 Options – Please provide separate optional add on costs for:
 - 4.2.1 Staple/Sorter Finisher.
 - 4.2.2 Fax.
 - 4.2.3 All available additional automatic paper supplies.
 - 4.2.4 All available finishers.
 - 4.2.5 All necessary hardware/boards/cabling/output trays, etc.
- 4.3 **Unit #9 Lehigh County Emergency Management:** The information below is the absolute minimum requirement for these units.
 - 4.3.1 25 pages per minute.
 - 4.3.2 Accepts on glass originals up to 11" x 17".
 - 4.3.3 Reduction and enlargement range of 25-400%, with 1% increments.
 - 4.3.4 Paper Supply:
 - 4.3.4.1 Two (2) – 500 sheet automatic paper source, adjustable.
 - 4.3.4.2 Additional 500 sheet paper tray
 - 4.3.5 Reversing Automatic Document Feeder.
 - 4.3.6 Automatic Duplexing Stackless 11 X 17.

- 4.3.7 Copy Standard; Print Standard.
- 4.3.8 Scan one/print many.
- 4.3.9 Network Print/Scan Function to be listed as **standard**.
- 4.3.10 Network Print/Scan Function, B&W, and Color scanning. Up to 1200 X 1200 dpi.
- 4.3.11 Storage cabinet/stand must be included if copier offered is not free standing.
- 4.3.12 Proposal for Unit #9 (Lehigh County Emergency Management) shall include a cost per copy maintenance plan, including all service and supplies (except paper and staples) based on 2,000 copies per month for a three (3) year period. **This calculation is required for comparative purpose only. The County will pay based on actual monthly volume used, billed quarterly in arrears.**
- 4.3.13 Any available special warranty offerings may be stated on the Quote Form.
- 4.4 Options – Please provide separate optional add on costs for:
 - 4.4.1 Staple/Sorter Finisher.
 - 4.4.2 Fax.
 - 4.4.3 All available additional automatic paper supplies.
 - 4.4.4 All available finishers.
- 4.5 All necessary hardware/boards/cabling/output trays, etc.

5.0 PRICING & DELIVERY:

- 5.1 Using the enclosed Quote Form, vendors must provide fixed rates for the materials listed. This price shall include fuel surcharges, all licenses, fees and/or expenses normally incurred with this type of purchase.
- 5.2 Discrepancies on the Quote Form between:
 - 5.2.1 The multiplication of quantities requested and unit prices will be resolved in favor of the unit prices.
 - 5.2.2 The indicated sum of any column of figures and the correct sum will be resolved in favor of the correct sum.
 - 5.2.3 Words and figures will be resolved in favor of the words.
- 5.3 All prices quoted shall be “F.O.B. Destination”, and shall include all costs to furnish all labor, equipment and supplies necessary to deliver, set in place, start up, and train employees on the new copier.
- 5.4 Your Quote **must include a breakdown indicating the base unit price, the add-on cost for each requested option, the optional trade-in credits, if any, and the three (3) year cost per copy maintenance plan.** The County may not trade in the existing units.
 - 5.4.1 All appointments for delivery and training shall be made with the requesting department. Contact information will be listed on the Purchase Order.
 - 5.4.2 It shall be the responsibility of the vendor to provide packing slips for all deliveries.

6.0 TRIAL PERIOD:

6.1 Upon issuance of a Purchase Order the selected vendor(s) **will be required to deliver and install a new unit on-site for a two (2) week trial period.** If the County is satisfied with the performance, the vendor(s) will be notified in writing that the trial period has been successfully completed. If the County is not satisfied with the performance, the vendor(s) will immediately remove the unit, the Purchase Order will be cancelled and there will be no further obligation on the part of the County. **All costs associated with the two (2) week trial period shall be borne by the vendor(s), with the exception of paper.**

7.0 COST PER COPY MAINTENANCE PLAN:

7.1 Vendors shall address all maintenance costs for years 1, 2 and 3, after installation, based on a cost per copy plan. Vendors shall clearly indicate the method of calculating these costs. Said maintenance/copy charges quoted shall remain firm for a period of three (3) years from date of installation. **Cost per copy plan shall be billed quarterly, in arrears, based on actual monthly usage. The County will not pay invoices that list estimated usage.**

7.2 Vendors are to respond same day for repairs. There shall be no over the phone repairs.

7.3 An estimated monthly usage volume is supplied under each unit as information to assist in preparing your quote, actual usage will always be used to calculate the quarterly cost per copy billing for each billable quarter.

8.0 PAYMENTS AND INVOICING:

8.1 All invoices shall be submitted directly to:

Lehigh County Government Center
17 S. Seventh Street
Allentown, PA 18101-2401
Attn: Office of Procurement

8.2 Payments shall be made to the vendor within 30 days after receipt of the invoice and satisfactory completion of the installation.

8.3 Any costs incurred by proposer in preparing or submitting offers are the proposer's sole responsibility. The County will not reimburse any proposer for any costs incurred prior to award.

8.4 Only products received in new and good condition will be accepted.

9.0 INSURANCE:

9.1 **Please be advised that requests to change any of the following insurance requirements must be made in accordance with the question and answer procedures outlined in Section 15. Requests for changes made outside of these procedures or after a contract is awarded will be denied.**

9.2 The selected firm shall, at its sole cost and expense, procure and maintain in full force and effect covering the performance of the services rendered under this agreement, insurance in the types and limits specified below. In addition to the insurance coverage and limits listed herein, the selected firm shall obtain any other insurance coverage as may be required by law.

9.2.1 General Liability Insurance:

9.2.1.1 Limits of Liability: \$1,000,000 in the aggregate and per occurrence.

9.2.1.2 Coverage: Premise operations, blanket contractual liability, personal injury liability (employee exclusion deleted), products and completed operations, independent contractors, employees and volunteers as additional insureds, joint liability, and broad form property damage (including completed operations).

9.2.2 Workers' Compensation and Employers' Liability Insurance:

9.2.2.1 Limits of Liability: Workers' Compensation – Statutory Limits. Employers' Liability – Statutory Limits.

9.2.2.2 Other States' coverage and Pennsylvania endorsement.

9.2.3 Automobile Liability:

9.2.3.1 Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.

9.2.3.2 Coverage: Owner, non-owned and hired vehicles.

9.2.4 Umbrella Excess Liability:

9.2.4.1 Limit of Liability: \$5,000,000 in the aggregate and per occurrence.

9.2.4.2 Coverage: Shall be over auto liability, general liability, and professional liability.

9.2.5 Abuse/Sexual Molestation and Corporal Punishment Liability Insurance:

9.2.5.1 Limit of Liability: \$1,000,000 per occurrence; \$3,000,000 in the aggregate.

9.3 All insurance provided for in this section shall be obtained under valid and enforceable policies issued by insurers of recognized responsibility which are licensed to do business in the Commonwealth of Pennsylvania. The County requires that Certificates of Insurance evidencing the existence of such insurance shall be submitted to the County at least 10 calendar days before work is begun. If the term of this contract coincides with the term of the selected firm's insurance coverage, a Certificate from the expiring policy will be accepted, but a Certificate evidencing renewed coverage of a new policy must be presented to the County no later than 30 days after the effective date of the policy.

9.4 With the exception of the Professional Liability Insurance Policy and Automobile Insurance Policy, each policy and Certificate of Insurance shall contain an endorsement naming the County as additional insured party thereunder; and a provision that at least 30 calendar days prior written notice be given to the County in the event coverage is canceled or non-renewed or coverage reduced.

9.5 If the selected firm desires to self insure any or all of the coverage's listed in this section, it shall provide to the County documentation that such self insurance has received all the approvals required by law or regulations, as well as the most recent audited financial statement of the selected firm's insurance. Any coverage which is self insured shall provide the same coverage limits and benefits as the coverage's listed in this section.

9.6 The County reserves the right to review categories and levels of insurance coverage held by the selected firm in an ongoing program of risk management. The selected firm will be notified, in writing, of coverage requirements as determined by this review and the firm agrees to secure such requested coverage.

9.7 If the selected firm fails to obtain or maintain the required insurance, the County shall have the right to treat such failure as a material breach of the contract and to exercise all appropriate rights and remedies.

9.8 The selected firm shall include all subcontractors as insured's under its policies or shall furnish separate Certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all of the requirements stated in this agreement.

10.0 HOLD HARMLESS CLAUSE:

10.1 Vendor shall be an independent contractor in respect to its performance under the contract, and shall assume all risks and responsibilities for losses of every description in connection with the service that can be attributed either directly or indirectly to the Vendor. The Vendor agrees to indemnify, defend and hold harmless the County, its agents and employees for or on account of any damages, loss or injury including the cost of litigation or legal counsel resulting from, but not limited to, the actions of the Vendor or Vendor's employees, volunteers or contractors, in fulfilling the terms of the Contract.

11.0 FEDERAL EXCISE AND PA SALES TAX:

11.1 The County of Lehigh is exempt from Federal Excise Taxes and Pennsylvania Sales Taxes, as a political subdivision of the Commonwealth of Pennsylvania. Prices shown in the quote shall exclude such Federal and State Tax amounts.

12.0 NON-DISCRIMINATION CLAUSE:

12.1 In carrying out the terms of this contract, both parties agree not to discriminate against any employee or client or other person on account of race, color, religion, gender, national origin, age, marital status, political affiliation, sexual orientation, gender identity or expression, or physical or mental disabilities as set forth in the Americans With Disabilities Act of 1990. The Bidder and County shall comply with the Contract Compliance Regulations of the Pennsylvania Human Relations Commission, any pertinent Executive Order of the Governor and with all laws prohibiting discrimination in hiring or employment opportunities.

12.2 The provisions of this section must also be included in any sub-contract Vendor enters into to perform the scope of this contract.

13.0 EXCEPTIONS:

13.1 **Any exceptions to terms, conditions, or other requirements in any part of this RFQ must be clearly pointed out. Otherwise, the County will consider that all items offered are in strict compliance with this RFQ, and the successful vendor will be responsible for compliance.**

13.2 The Chief Procurement Officer or his designee shall be the sole judge of which, if any, exceptions are acceptable and such a decision will be final.

14.0 AWARD:

14.1 The Office of Procurement will grant due consideration to any features of Specifications submitted by the vendors, and does hereby reserve the right to choose any vendor which, in our judgment is best suited for the intended purposes. The Office of Procurement does also reserve the right to reject any or all quotes, and the right to waive all informalities in awarding a contract in the best interests of the County.

14.2 Award will be made to the lowest priced responsive and responsible vendor quoting to the specifications. Vendors must include all costs, shipping, etc. in their quote. **It is the intention of the County to award to one (1) vendor.**

14.3 Any vendor who has demonstrated poor performance during either a current or previous agreement with the County may be considered as an unqualified source and their quote may be rejected. The County reserves the right to exercise this option as is deemed proper and/or necessary.

14.4 This Quote request will result in a Purchase Order issued by the County Procurement Office.

14.4.1 This is the only document that will be used for the resulting contract. **The County will neither review nor consider signing any additional documentation requested by the successful vendor.**

14.5 The contract for the Maintenance Plan shall commence after the warranty period has expired and upon issuance of a County purchase order(s) it shall continue uninterrupted for the requested three year term.

14.6 The County of Lehigh reserves the right to extend the contract period for three (3) additional one (1) year terms, if the vendor agrees to hold the prevailing prices. Said renewal(s) shall be agreed to by the parties and shall be in writing.

14.7 The County of Lehigh reserves the right to cancel this contract at any time for unsatisfactory service or noncompliance of any part of these specifications.

15.0 QUESTIONS / CLARIFICATIONS:

15.1 Any questions and/or clarifications shall be directed to the person noted below, on or before 4:00 P.M., Thursday, March 24, 2022. Questions raised after this cut-off will remain unanswered.

15.1.1 Rose Panetta
Phone: (610) 782-3030
Email: rosepanetta@lehighcounty.org

15.2 Questions answered outside of the parameters described above are neither valid, nor binding upon the County.

16.0 QUOTE WITHDRAWAL:

16.1 If, within twenty-four (24) hours after the quotes are due, any Vendor that advises there was a material and substantial mistake in the preparation of its quote, that vendor will be permitted to modify or withdraw its quote.

17.0 NO QUOTE REPLY:

17.1 To assist in obtaining good competition on RFQ's, each firm who has received a request, but does not wish to quote, is asked to complete and return the attached No Quote Reply Form. This information will not preclude receipt of future requests unless you either request removal from the Vendors List or do not return either this form, or a bonafide quote.

18.0 COOPERATIVE PURCHASING PROGRAMS:

18.1 **Lehigh Valley Cooperative Purchasing Council (LVCPC):**

18.1.1 The County of Lehigh is a member of the Lehigh Valley Cooperative Purchasing Council (LVCPC), which presently consists of **54 municipalities** (authorities, boroughs, cities, counties, townships, etc.) located within the boundaries of Lehigh and Northampton Counties. Members of the LVCPC may, at their discretion, avail themselves of contracts awarded by the Lehigh County Procurement Office provided the vendor agrees.

18.2 **Southeastern Pennsylvania Counties Cooperative Purchasing Board (SPCCPB):**

18.2.1 The County of Lehigh is a member of the Southeastern Pennsylvania Counties Cooperative Purchasing Board (SPCCPB), which presently consists of the following **nine (9) counties** - Berks, Bradford, Bucks, Chester, Delaware, Lancaster, Lehigh, Montgomery and Northampton. Members of the SPCCPB may, at their discretion, avail themselves of contracts awarded by the Lehigh County Procurement Office provided the vendor agrees.

18.3 **Intergovernmental Cooperative Purchasing:**

18.3.1 Pursuant to Section 1902 of Act 57 of May 15, 1998, as amended, (Title 62 PA C.S. 1902), known as the "Commonwealth of Pennsylvania Procurement Code", local public procurement units, local municipalities, and authorities are permitted to participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, services, or construction with one (1) or more public procurement units or external procurement activities in accordance with an agreement entered into between the participants. Such a local public procurement (LPP) unit is defined as: a political subdivision, public authority, tax-exempt, nonprofit educational or public health institution or organization, nonprofit fire company, nonprofit rescue company, nonprofit ambulance company and, to the extent provided by law, any other entity, including a council of governments or an area government, which expends public funds for the procurement of supplies, services and construction. LPP units located within the Commonwealth of Pennsylvania, or as otherwise approved by the County and the vendor may, at their discretion, avail themselves of contracts awarded by the County of Lehigh, provided the vendor agrees.

18.4 The terms and conditions of the resulting Agreement apply in full, except that unless identified in the RFQ, quantities of items listed herein do not include any requirements for LVCPC members, SPCCPB members or LPP units. Their requirements, if any, will be identified by each member or unit through direct communications with the vendor. All orders, invoices, payments and related transactions will be made

directly between the vendor and the individual LVCPC member. SPCCPB member or LPP unit.

18.5 All vendors are asked to complete and return the enclosed Cooperative Purchasing Program form.

--End General Specifications / Scope of Work--

**QUOTE FORM
RFQ 005-22
DIGITAL COPIERS**

COUNTY OF LEHIGH

We, _____, on this the ____ day of _____, 2022 hereby:
(Vendor's Name)

- Provide and agree to furnish and deliver Digital Networkable Copy Machines as referenced in the General Specifications/Scope of Work for the County of Lehigh, in accordance with this "Request for Quotation", for a total sum of _____ Dollars (_____).

The total is broken down as:

UNIT # 1 thru #8– One (1) model _____ copier, as manufactured by _____ shall be provided for the total purchase price of _____ Dollars (\$_____).

This price **includes** a calculated credit of _____ Dollars (\$_____) for trade in of one (1) Sharp ARM 277 and (1) Ricoh Lanier LD425 Special warranties, if any as noted under section 4.3.13 are as follows: _____

Manufacturer's recommended monthly volume _____

Hard Drive in unit: Yes ____ No ____

Please provide information on how the data is either encrypted or removed: _____

- Pricing offered on this Request for Quotation will be guaranteed for _____ months from time of Quote submission.

- Dollars (\$_____) Cost to remove hard drive if any from one (1) Sharp ARM 277 and (1) Ricoh Lanier LD425. **Hard Drive must be given to County for destruction.**
- Cost Per Copy Fees: The cost per copy maintenance plan for each of the unit shall remain firm for a period of three (3) years from the date of installation. The cost per copy plan shall be billed quarterly, in arrears, based on actual monthly usage.

Cost Per Copy \$ 0. Cents

- Options: Please provide separate optional add on costs.

- Fax Kit _____
- Staple Sorter Finisher _____
- All available additional automatic paper supplies _____

- All available finishers _____

Staples for 1 stapling position finisher \$ _____ per carton of _____ staples.

Staples for multi-position stapling finisher \$ _____ per carton of _____ staples. (Price(s) to hold for the three (3) year period of this contact.).

Copier will be delivered within _____ calendar days of receipt of order.

UNIT # 9 – One (1) model _____ copier, as manufactured by _____ shall be provided for the total purchase price of _____ Dollars (\$ _____).

This price **includes** a calculated credit of _____ Dollars (\$ _____) for trade in of one (1) E-Studio 256.

Special warranties, if any as noted under section 4.3.13 are as follows: _____

Manufacturer’s recommended monthly volume _____

Hard Drive in unit: Yes _____ No _____

Please provide information on how the data is either encrypted or removed: _____

- Pricing offered on this Request for Quotation will be guaranteed for _____ months from time of Quote submission.

- Dollars (\$ _____) Cost to remove hard drive if any from one (1) E-Studio 256. **Hard Drive must be given to County for destruction.**

- Cost Per Copy Fees: The cost per copy maintenance plan for each of the unit shall remain firm for a period of three (3) years from the date of installation. The cost per copy plan shall be billed quarterly, in arrears, based on actual monthly usage.

Cost Per Copy \$ 0. _____ Cents

- Options: Please provide separate optional add on costs.

- Fax Kit _____
- Staple Sorter Finisher _____
- Additional 500 Sheet Paper Tray _____
- All available additional automatic paper supplies _____
- All available finishers _____

Staples for 1 stapling position finisher \$ _____ per carton of _____ staples.

Staples for multi-position stapling finisher \$ _____ per carton of _____ staples. (Price(s) to hold for the three (3) year period of this contact.).

Copier will be delivered within _____ calendar days of receipt of order.

- The County will not accept any fees not listed above.

➤ Have prepared this quotation in accordance with the requirements of the following contract and/or entity (check one if applicable):

- _____ BuyBoard National Purchasing Cooperative – Contract number _____
- _____ Federal GSA Schedule 70 or 84 – Contract number _____
- _____ National Association of State Procurement Officials (NASPO ValuePoint) – Contract number _____
- _____ National Cooperative Purchasing Alliance (NCPA) – Contract number _____
- _____ Omnia Partners – Contract number _____
- _____ Pennsylvania Department of General Services / COSTARS – Contract number _____
- _____ PEPPM Contract number _____
- _____ Sourcewell – Contract number _____

➤ Have received and reviewed the following Addenda (if applicable):

1. _____, dated _____.
2. _____, dated _____.

Vendor Information:

Vendor's Signature: _____ Date: _____

Print Name: _____ Title: _____

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Federal ID# : _____

Phone number: _____ Fax number: _____

E-mail address: _____

**COOPERATIVE PURCHASING PROGRAMS FORM
RFQ 005-22
DIGITAL COPIERS**

COUNTY OF LEHIGH

During the term of the Agreement resulting from the above referenced Request for Quotation, the County of Lehigh would like to afford the same prices, terms and conditions to any current or future member of the Lehigh Valley Cooperative Purchasing Council (LVCPC); the Southeastern Pennsylvania Counties Cooperative Purchasing Board (SPCCPB); and any Local Public Procurement (LPP) unit located within the Commonwealth of Pennsylvania, or as otherwise approved by the County and the vendor, even though their requirements are not included in the quantities listed herein.

Vendors must check one (1) of the following options under each category below. A non-affirmative response will in no way have a negative impact on the County's evaluation of your Quote.

LVCPC

_____ I will extend the quoted prices, terms and conditions to all authorized members of the LVCPC, until the earlier of the contract termination date (if applicable), or _____.

_____ I will not extend the quoted prices, terms and conditions to all authorized members of the LVCPC.

SPCCPB

_____ I will extend the quoted prices, terms and conditions to all authorized members of the SPCCPB, until the earlier of the contract termination date (if applicable), or _____.

_____ I will not extend the quoted prices, terms and conditions to all authorized members of the SPCCPB.

PENNSYLVANIA LOCAL PUBLIC PROCUREMENT UNITS

_____ I will extend the quoted prices, terms and conditions to any LPP unit located within the Commonwealth of Pennsylvania, or as otherwise approved by the County and the vendor, until the earlier of the contract termination date (if applicable), or _____.

_____ I will not extend the quoted prices, terms and conditions to any LPP unit located within the Commonwealth of Pennsylvania, or as otherwise approved by the County and the vendor.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____

NAME (PRINTED): _____

TITLE: _____

DATE: _____

**NO QUOTE REPLY FORM
RFQ 005-22
DIGITAL COPIERS**

COUNTY OF LEHIGH

To assist us in obtaining good competition on our Request for Quotation, we ask that each firm who has received a Request, **but does not wish to quote**, state their reason(s) below and **return this form to the COUNTY OF LEHIGH, 17 S. Seventh Street, Allentown, PA 18101-2401, Attn: Procurement Office, or fax to 610-820-2013**. This information will not preclude receipt of future invitations unless you either request removal from the Vendors List by indicating below, or do not return either this form, or a bonafide quote.

Unfortunately, we must offer A "No Quote" at this time because:

- _____ 1. We do not wish to participate in the quote process.

- _____ 2. We do not wish to quote under the terms and conditions of the Request for Quote document.
Our objections are:

- _____ 3. We do not feel we can be competitive.

- _____ 4. We cannot submit a Quote because of the marketing or franchising policies of the manufacturing company.

- _____ 5. We do not wish to sell to the County of Lehigh. Our objections are:

- _____ 6. We do not sell the items/services on which Quotes are requested.

- _____ 7. Other: _____

FIRM NAME

WEBSITE (IF APPLICABLE)

STREET ADDRESS

CITY STATE ZIP

TELEPHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

SIGNATURE

SIGNATORY'S NAME AND TITLE (PRINTED)

_____ We wish to remain on the Bidders' List.

_____ We wish to be deleted from the Bidders' List.