

**REQUEST FOR PROPOSALS**  
**MULTI-FUNCTIONAL PRINTER & MAINTENANCE SERVICES RFP**

**Deadline:** 3:00 p.m., Friday June 2<sup>nd</sup>, 2023

**Agency:** Union County Community Action, Inc. (UCCA)

**Contact:** Austin Parker, Contract Administrator

**Cell:** 980-699-9115

**Telephone:** 704-283-7583 x. 0227

**Fax:** 704-283-1964

**Email Address:** [Austin.Parker@uccainc.org](mailto:Austin.Parker@uccainc.org)

**Website:** <http://www.uccainc.org>

**Location(s):** Union, Anson, & Richmond counties

**Scope:** This Request for Proposals (RFP) shall cover procurement and maintenance services for fourteen (14) Multi-Functional Printers for use at six (6) UCCA locations across Union, Anson, and Richmond counties.

**READ THIS REQUEST CAREFULLY**

***This bid proposal and all exhibits/appendices shall be made a part of the contract awarded to the successful bidder.***

## **I. GENERAL INFORMATION**

### **1.1 PURPOSE**

This Request for Proposals (RFP) shall cover the procurement and maintenance services for fourteen (14) Multi-Functional Printers for use at six (6) UCCA locations across Union, Anson, and Richmond counties.

### **1.2 CONTRACT TERMS**

Contract terms associated with this procurement will run coterminous with the selected lease and maintenance agreement term length.

### **1.3 OVERVIEW OF UCCA**

Union County Community Action, Inc. (UCCA) is a private, non-profit corporation structured to administer federal, state and private grants to provide services to low-income families. UCCA has been determined to be exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code. UCCA is governed by a 15-member, volunteer Board of Directors. The administrative office is located at 1401-H West Roosevelt Boulevard, Monroe, North Carolina.

UCCA operates four primary grant funded programs through the US Department of Health and Human Services, the Administration for Children and Families, the NC Department of Health and Human Services, and the division of Social Services Office of Economic Opportunity. These programs include: Head Start, Early Head Start, North Carolina Pre-Kindergarten, and the Community Services Block Grant.

### **1.4 BID SUBMISSION**

Completed proposals may be submitted by mail or delivered in person. No faxed or emailed proposals will be accepted. Proposals must be received by UCCA by **3:00 p.m. on Friday, June 2<sup>nd</sup>, 2023**. It is the sole responsibility of the Bidder to ensure all proposals are received by the closing date and time; late proposals will not be considered. The Contractor's name or company name must be clearly marked on the outside of each sealed envelope. Bidders must submit three (3) hard copies of their proposals to:

#### **US Postal Service**

Union County Community Action, Inc.  
Attn: Commercial Insurance Broker RFP  
PO Box 1029  
Monroe, NC 28111

#### **Hand/Ground Delivered**

Union County Community Action, Inc.  
Attn: Commercial Insurance Broker RFP  
1401 West Roosevelt Blvd., Suite H  
Monroe, NC 28110

## **II. CONDITIONS TO BIDDING**

### **2.1 DEBARMENT/SUSPENSION FROM FEDERAL, STATE, OR LOCAL FUNDS**

All Bidders providing a proposal in response to this RFP certify that the entity represented is not debarred from federal, state, or local contracts and thus ineligible to receive federal, state, or local dollars as compensation for work completed in relation to the services included in the RFP.

### **2.2 INQUIRIES**

All inquiries regarding this request for proposal shall be submitted via email to Austin Parker, Contract Administrator, at [Austin.Parker@uccainc.org](mailto:Austin.Parker@uccainc.org) by **5:00 p.m., Monday, May 22<sup>nd</sup>, 2023**.

### **2.3 AMENDMENTS**

All amendments issued by UCCA regarding the terms and conditions, desired services, or requirements of the bid will be posted at [www.uccainc.org](http://www.uccainc.org). It is the responsibility of all Bidders to check the website for any amendments, even if the proposal was sent to you via email or postal mail.

### **2.4 ADVERTISING**

In submitting a proposal to UCCA, the Bidder agrees not to use the results of their proposal as a part of any commercial advertising without prior approval of UCCA.

### **2.5 CONFIDENTIALITY**

In submitting a proposal, the Bidder agrees not to discuss or otherwise reveal the contents of the proposal to any outside source until after the award. Bidders not in compliance with this provision may be excluded from the proposal. Only discussion authorized by UCCA is exempt from this provision.

### **2.6 INSURANCE & LICENSING**

The Contractor shall maintain General Liability Insurance from an insurance company to cover bodily injury and/or property damage directly due to the negligence of the Contractor, his agents or his employees. The Contractor shall also maintain Worker's Compensation Insurance, as required by the laws of North Carolina.

### **2.7 CONTRACTUAL OBLIGATION(S)**

This RFP, including the terms and conditions set forth within, will be considered a contractual agreement between UCCA and the awarded Contractor(s) once the successful proposal is offered by UCCA, and accepted by the awarded Contractor(s). At the discretion of UCCA, the awarded Contractor(s) may be required to enter an additional contractual agreement for the services proposed in this RFP.

### **2.8 COST OF PREPARING BIDS**

All costs associated with the preparation of this bid, including the costs of determining the nature of the engagement, preparing the bid, submitting the bid, negotiating for the contract and any other costs associated with responding to this Request for Proposal are the sole responsibility of the Bidder and UCCA will not reimburse any costs incurred in preparation of this proposal. All responses will become the property of UCCA once submitted in response to this RFP.

### **2.9 EVALUATION CRITERIA**

The Bid award shall be made in the best interest of UCCA, as determined by UCCA. Considerations are focused toward, but not limited to:

**1. Adequacy and Completeness:**

The submitted Bid Packet *must* contain a completed Signature Sheet, Certification Sheet, and pricing proposal.

**2. Compliance with Terms and Conditions:**

The bidder must review all terms and conditions set forth in this RFP and must certify the ability to meet those terms and conditions for the bid to be considered.

**3. Pricing:**

Bidders are required to submit pricing proposals in accordance with specifications listed in Section IV.

**NOTE:** bidders are expected to provide three (3) pricing proposals— one for lease agreements, one for outright purchase agreements, and one for maintenance agreements.

**4. Customer Service Record and Equipment Reliability Ratings**

Bidders must provide a *minimum* of three (3) professional references, which must include two current customers and one former customer. See Section IV for additional details.

**2.10 NEGOTIATION**

UCCA reserves the right to negotiate with potential Bidders to acquire the appropriate services for UCCA's needs.

**2.11 ACCEPTANCE OR REJECTION**

UCCA reserves the right to accept or reject any or all bids, part of a bid; to waive any informalities or technicalities; clarify any ambiguities in bids; modify any criteria in the RFP; and unless otherwise specified, to accept any item in a bid.

**2.12 REVIEW PROCESS**

UCCA may, at its discretion, request meetings with any or all Bidders to clarify or negotiate modifications to the Bidders' proposals. Answers to any questions submitted to one Bidder will be furnished in writing to all Bidders. UCCA reserves the right to make an award without further discussion of the proposals submitted; therefore, proposals should be initially submitted on the most favorable term, from both technical and price standpoints, which the Bidder can propose.

**2.13 NOTIFICATION OF AWARD**

It is expected a decision selecting the successful Bidder will be made within thirty (30) days after the closing date for receipt of proposals. Upon conclusion of final negotiations with the successful Bidder, all Bidders will be informed in writing as to whether they have been selected.

**2.14 POST-AWARD DEBARMENT**

The awarded Contractor shall notify UCCA immediately should the awarded contractor become barred or suspended from eligibility to receive compensation under federal, state, or local contracts.

### **III. SCOPE OF SERVICES**

#### **3.1 DESCRIPTION OF REQUESTED SERVICES**

UCCA plans the procurement and maintenance services for fourteen (14) Multi-Functional Printers for use at six (6) UCCA locations across Union, Anson, and Richmond counties. Bidders should provide proposals that include equipment and software with features equivalent to the equipment and software currently in use by UCCA.

#### **3.2 CURRENT INVENTORY**

UCCA is currently using a total of thirteen (13) Multi-Functional Printers with PaperCut print management software and would like to procure an additional Multi-Functional Printer for site use.

See Attachment 1 for specific details on each Multi-Functional Printer and software currently in UCCA's inventory. **NOTE:** UCCA is not brand specific; the chart listed on Attachment 1 is a reference only and is not meant to specify any particular brand or model.

#### **3.3 LEASE AGREEMENTS**

Lease agreements should extend four (4) to five (5) years. Bidders are required to provide separate pricing for two (2) different lease terms (see section IV for additional details). Lease agreements and pricing must cover all copier system features, such as: print management software, network cards, fax boards, and finishers (where applicable).

#### **3.4 MAINTENANCE AGREEMENTS**

Maintenance agreements must include all routine maintenance, repairs, toner, and toner delivery for each piece of equipment. Pricing should be based on actual number of copies made per month.

## **IV. PROPOSAL FORMAT**

### **4.1 PRICING PROPOSAL**

Bidders must submit three (3) separate pricing proposals: one for lease agreements, one for outright purchase agreements, and one for maintenance agreements.

#### **4.1.1 Lease Agreement Pricing Proposal**

Bidders should list pricing separately for each piece of equipment included in the proposal. Pricing must include all copier features, such as: print management software, network cards, fax boards, and finishers (where applicable).

Bidders must provide pricing for two (2) individual lease terms: four (4) years and five (5) years.

B/W and color should be billed monthly on a print per page basis.

Lease must include set up, installation, and licensing for print management software.

All lease proposals should include a monthly lease payment.

#### **4.1.2 Outright Purchase Agreement Pricing Proposals**

Bidders should list pricing separately for each piece of equipment included in the proposal. Pricing must include all copier features, such as: network cards, fax boards, finishers (where applicable).

Agreement must include set up, installation, and licensing for print management software.

Pricing should include all fees and costs associated with the purchase, delivery, and installation of each piece of equipment.

#### **4.1.3 Maintenance Agreement Pricing Proposal**

Maintenance agreement must include all routine maintenance, repairs, toner and toner delivery.

Pricing should be based on the actual number of copies made per month.

Pricing should be provided for maintenance agreements to cover four (4) and five (5) year lease agreement terms.

Any/all price increases for the maintenance agreement bid for this proposal must be disclosed and explained in the pricing proposal. This must include how often the cost of the maintenance agreement will increase, and what the associated percentage/amount increase will be for each price increase.

### **4.2 REFERENCES**

Bidders must provide a *minimum* of three (3) professional references, two of which should be former customers/clients. References *will* be checked during proposal review. For each reference, please include:

1. Contact name, title, phone number, and email address
2. Type of business
3. Length of business relationship

## **V. GENERAL PROVISIONS**

### **5.1 AVAILABILITY OF FUNDS**

All payments to the Contractor shall be deemed binding only to the extent of the continued availability of funds from the relevant federal funding sources for the general purpose set forth in this proposal.

### **5.2 FUNDING REGULATIONS**

Union County Community Action, Inc. is required to adhere to all regulations set forth by our funding agencies. Specifically, Head Start Program Performance Standards (HSPPS) and regulations set by the North Carolina Division of Child Development and Early Education (NC DCDEE). All Contractors and subcontractors performing services related to this RFP shall adhere to the regulations set forth by UCCA funding agencies and will be accountable for any infractions which result from noncompliance.

### **5.3 SUB-CONTRACTING**

The Bidder agrees to disclose, in the bid submission, any services bid which will be sub-contracted.

### **5.4 GENERAL INDEMNITY**

The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify UCCA assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by officials (including the Executive Director, the Board of Directors, as well as employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outline above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self- insurance maintained by or for the use and benefit of the Contractor.

### **5.5 INDEPENDENT CONTRACTING**

Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agency of one party shall not be construed to be the employees or agency of the other party for any purpose, whatsoever.

### **5.6 NORTH CAROLINA CHARITABLE SOLICITATION**

Financial information about Union County Community Action, Inc. and a copy of our Charitable Solicitation License are available from the State Solicitation Licensing Branch at (919) 807-2000. This license is not an endorsement by the State.

**5.7 TERMINATION**

Either party reserves the right to terminate the awarded contract with or without cause by notifying the other in writing 30 days prior to the termination date.

Written notice of termination must be sent via certified U. S. mail to the last known address of the recipient.



**VENDOR PROFILE & CERTIFICATION**

**Item: Multi-Functional Printer & Maintenance Services RFP**

**Agency: Union County Community Action, Inc.**

**Deadline: 3:00 p.m., Friday, June 2<sup>nd</sup>, 2023**

We submit a proposal to furnish requirements in accordance with the specifications listed herein. I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process. I (we) further certify that the entity represented in this submitted proposal is not barred from receiving federal funds.

Legal Name of Person/Entity Represented:

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Telephone:

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Fax:

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Email:

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Mailing Address:

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Physical Address:

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Social Security/Federal Employer Identification Number:

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DUNS Number:

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Authorized Signature:

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Date:

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Typed or Printed Name:

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Title:

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**CERTIFICATION STATEMENT**

By submitting this bid, the potential Contractor certifies the following:

- The proposal is signed by an authorized representative of the entity.
- All costs, direct and indirect, have been determined and are included in the pricing proposal.
- No substantial conflict of interest exists which influenced the submitted bid.
- The Bidder is not debarred or suspended from receiving compensation under federal, state, or local contracts.
- The bidder has read and understands the terms, conditions, and requirements set forth in this Request for Proposal and agrees to them with no exceptions. If exceptions exist, those exceptions must be certified and attached to this bid, and noted below.
- The contractor understands Davis-Bacon requirements and will pay laborers assigned to this job no less than the minimum prevailing wage and fringe benefits required by the Department of Labor (reference Attachment A for more information).
- Do you have any exceptions to this bid? If so, describe below:

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*Therefore, in accordance to this RFP and subject to all conditions here in, the undersigned offers and agrees to perform the services in accordance with the specifications and conditions of this RFP at the prices quoted providing this RFP is accepted within 60 days from the date of submission.*

**Individual/Entity Represented:** \_\_\_\_\_

By: \_\_\_\_\_

**Signature**

\_\_\_\_\_

**Typed or printed name**

\_\_\_\_\_

**Title**

\_\_\_\_\_

**Date**

## ATTACHMENT 1

**Please note: the following chart represents UCCA's current copier inventory and details the type of equipment, equipment features, and software our agency is interested in procuring. This chart should be used as a reference only and is not meant to specify model or brand.**

	LOCATION	MODEL	NETWORK SCANNING	FAX CAPABILITY	COLOR	BASE FEATURES	SPECIAL FEATURES
<b>1</b>	1401 W. Roosevelt Blvd., Suite H, Monroe, NC 28110 (Admin Break Room)	MX-5071	YES	YES	YES	Accepts ledger paper, color copies, fax board, network card for scanning, duplex printing & scanning, PaperCut software	Booklet finisher w/folding capability and saddle-stitch capability; 1,2, & 3-hole punch; stapling; collates
<b>2</b>	1401 W. Roosevelt Blvd., Suite H, Monroe, NC 28110 (Admin Bonus Room)	MX-3571	YES	YES	YES	Accepts ledger paper, color copies, fax board, network card for scanning, duplex printing & scanning, PaperCut software	Booklet finisher w/folding capability and saddle-stitch capability; 1,2, & 3-hole punch; stapling; collates
<b>3</b>	1112 Fairley Ave., Monroe, NC 28110 (WN – Monthly's Office)	MX-5071	YES	YES	YES	Accepts ledger paper, color copies, fax board, network card for scanning, duplex printing & scanning, PaperCut software	Booklet finisher w/folding capability and saddle-stitch capability; 1,2, & 3-hole punch; stapling; collates
<b>4</b>	1108 Fairley Ave., Monroe, NC 28110 (WN – 3 Y/O Building)	MX-3571	YES	YES	YES	Accepts ledger paper, color copies, fax board, network card for scanning, duplex printing & scanning, PaperCut software	N/A
<b>5</b>	1101 Fairley Ave., Monroe, NC 28110 (WN – 4 Y/O Building)	MX-3571	YES	YES	YES	Accepts ledger paper, color copies, fax board, network card for scanning, duplex printing & scanning, PaperCut software	N/A
<b>6</b>	1112 Fairley Ave., Monroe, NC 28110 (WN – EHS)	MX-3571	YES	YES	YES	Accepts ledger paper, color copies, fax board, network card for scanning, duplex printing & scanning, PaperCut software	N/A
<b>7</b>	351 White Store Rd., Wadesboro, NC 28170 (CN 1)	MX-3571	YES	YES	YES	Accepts ledger paper, color copies, fax board, network card for scanning, duplex printing & scanning, PaperCut software	N/A
<b>8</b>	351 White Store Rd., Wadesboro, NC 28170 (CN 2)	MX-3571	YES	YES	YES	Accepts ledger paper, color copies, fax board, network card for scanning, duplex printing & scanning, PaperCut software	N/A

<b>9</b>	205 Thomas St., Hamlet, NC 28345 (SH Site)	MX-3571	YES	YES	YES	Accepts ledger paper, color copies, fax board, network card for scanning, duplex printing & scanning, PaperCut software	N/A
<b>10</b>	205 Thomas St., Hamlet, NC 28345 (SH Case)	MX-3571	YES	YES	YES	Accepts ledger paper, color copies, fax board, network card for scanning, duplex printing & scanning, PaperCut software	N/A
<b>11</b>	105 Fayetteville St., Hamlet, NC 28345 (Fay St)	MX-3571	YES	YES	YES	Accepts ledger paper, color copies, fax board, network card for scanning, duplex printing & scanning, PaperCut software	N/A

<b>12</b>	905 S. Main St., Wadesboro, NC 28170 (Faison)	MX-2651	YES	YES	YES	Accepts ledger paper, color copies, fax board, network card for scanning, duplex printing & scanning, PaperCut software	N/A
<b>13</b>	1401 W. Roosevelt Blvd., Suite J/K, Monroe, NC 28110 (CSBG)	MX-2651	YES	YES	YES	Accepts ledger paper, color copies, fax board, network card for scanning, duplex printing & scanning, PaperCut software	N/A
<b>14</b>	1102 Fairley Ave., Monroe, NC 28110 (WN - Ceramics Building)	MX-2651	YES	YES	YES	Accepts ledger paper, color copies, fax board, network card for scanning, duplex printing & scanning, PaperCut software	N/A