

 REQUEST FOR PROPOSAL

June 8, 2016

THIS IS NOT AN ORDER

**SEALED BIDS ACCEPTED NO LATER THAN:** TO: Robert Baxter

**3:00 PM, Thursday, June 23, 2016** Utah County Auditors Office

 100 East Center, Suite 3600

 Provo, UT 84606 (801) 851-8233

Utah County is requesting sealed bids for purchase of printer toner cartridges for their Hewlett Packer laser printers, along with repair and maintenance for the associated printers. See the attached page for specific models. Bidders should provide a price list of toner cartridges for both new and remanufactured cartridges. Please also include discounts that will be offered for cartridges that are not included on the attached list. Cost of labor for printer repair and maintenance can be included in the toner cartridge price or, alternatively, a separate schedule for the cost of labor should be added to the bid. Please also specify the discount that will be offered for repair parts.

PLEASE DIRECT ALL QUESTIONS TO :

 DEAN RICHINS, INFORMATION SYSTEMS

 DEAN@UTAHCOUNTY.GOV

 801-851-8433

SEALED BIDS SHOULD BE MARKED AS “RFP 2016-10R”

AND MAILED OR HAND DELIVERED TO:

ROBERT BAXTER

UTAH COUNTY PURCHASING MANAGER

100 E. CENTER ST., SUITE 3600

PROVO, UTAH 84606

All bids are due on or before Thursday, June 23, 2016 at 3:00 P.M. Bids will be opened June 23, 2016 at 3:30 P.M. at 100 E. Center St., room 3609.

NO LATE BIDS WILL BE ACCEPTED.

The bids will be evaluated by a weighted average score based on cost of cartridges (40%), cost of parts and labor (30%), delivery time (15%), and response time for repairs (15%).

Utah County reserves the right to reject any or all bids or waive minor irregularities when to do so would be in the best interest of Utah County. Minor irregularities are those which will not have a significant adverse effect on overall competition or performance levels.

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 Robert Baxter

 Utah County Purchasing Manager

|  |  |
| --- | --- |
| **HP Printer Models:** | Price |
|  | New | Remanufactured |
|  |  |  |
| Color LaserJet 2600 |  |  |
| Color LaserJet 3000DN |  |  |
| Color LaserJet 3015 |  |  |
| Color LaserJet 3700 |  |  |
| Color LaserJet 4600 |  |  |
| Color LaserJet 553 |  |  |
| Color LaserJet CM2320fxi MFP |  |  |
| Color LaserJet CP2025dn |  |  |
| Color LaserJet CP3525DN |  |  |
| Color LaserJet CP4025 |  |  |
| Color LaserJet M553X |  |  |
| Color LaserJet M651 |  |  |
| LaserJet 1200 |  |  |
| LaserJet 1300 |  |  |
| LaserJet 1320 |  |  |
| LaserJet 1505n |  |  |
| LaserJet 2100TN |  |  |
| LaserJet 2300 |  |  |
| LaserJet 2600 |  |  |
| LaserJet 2840 |  |  |
| LaserJet 3000 |  |  |
| LaserJet 3015dn |  |  |
| LaserJet 3600 |  |  |
| LaserJet 4000 |  |  |
| LaserJet 4015 |  |  |
| LaserJet 4015dnx |  |  |
| LaserJet 4015x |  |  |
| LaserJet 4050 |  |  |
| LaserJet 4100 |  |  |
| LaserJet 4100 Series |  |  |
| LaserJet 4200 |  |  |
| LaserJet 4240 |  |  |
| LaserJet 4240n |  |  |
| LaserJet 4250 |  |  |
| LaserJet 4250N |  |  |
| LaserJet 4600 dn |  |  |
| LaserJet CP2025 |  |  |
| LaserJet CP3525 |  |  |
| LaserJet M600 |  |  |
| LaserJet M601 |  |  |
| LaserJet M601 MICR |  |  |
| LaserJet M602 |  |  |
| LaserJet M604 |  |  |
| LaserJet P2015 |  |  |
| LaserJet P2055 |  |  |
| LaserJet P3000N |  |  |
| LaserJet P3005 |  |  |
| LaserJet p3015 |  |  |
| LaserJet P3015 MICR |  |  |
| LaserJet P4015 |  |  |
| LaserJet P4240 |  |  |
| LaserJet P4515 |  |  |
| LaserJet Pro M400 |  |  |
| LaserJet Pro M401 |  |  |
| LaserJet Pro M402 |  |  |
| LaserJet Pro MFP M476dn |  |  |

Discount on Toner not on the list \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Labor Cost for Repairs/Maintenance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discount on Printer Parts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delivery Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Response Time for Repairs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluation Criteria (weighted average):

Cost of Toner Cartridges 40%

Cost of Parts and Labor 30%

Response Time for Repairs 15%

Delivery Time 15%

**SIGNATURE SHEET**

I hereby certify that the information submitted by me/my firm in response to this ITB, including the pricing and all written and electronic information in this ITB response is true and accurate.

I understand that Utah County has the right to reject any or all Proposals or to waive minor irregularities when to do so would be in the best interests of Utah County.

Name of Firm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_