



REQUEST FOR QUOTES

Multi-Function Digital Document System
Machines
2022-024

**BUTLER COUNTY REGIONAL
TRANSIT AUTHORITY**
3045 MOSER COURT, HAMILTON, OH 45011

COVER PAGE

Request for Quotes Issue Date: May 31st, 2022

Request for Quotes Title: Multi-Function Digital Document System Machines

Request for Quotes Number: 2022-024

Issuing & Using Agency:

Butler County Regional Transit Authority

Attn: Procurement

3045 Moser Court

Hamilton, OH 45011

purchasing@butlercountyrta.com

Quotes for Furnishing the Product(s)/Service(s) Described Herein Will Be Received Until:

July 5th, 2022 at 5:00 PM (EST)

All Questions Should Be Directed To: ISSUING & USING AGENCY

SECTION 1 – SCOPE OF WORK

The Butler County Regional Transit Authority requests quotes for Multi-Function Digital Document System machines. Quotes should provide a brief outline of their capabilities as they relate to this project and submit a firm, fixed price for the services described.

This project will require the successful bidder to provide the following equipment and services:

- **Two (2) Multi-Function Digital Document System machines**
 - **Machine #1:**
 - Full Color Multi-Function Digital Document System Machine
 - Printer/Copier/Scanner/Facsimile
 - 30 ppm
 - Automatic Duplexing
 - Staple Finisher
 - Network
 - Windows 7
 - VPN/Public network integration capability
 - Security Code User Setup (Capable of identifying user and project quantities)
 - Medium sized hard drive capacity
 - 4 drawer sizes (8"x11" portrait, 8"x11" landscape, 8"x14", 11"x17")
 - **Machine #2:**
 - Full Color Multi-Function Digital Document System Machine
 - Printer/Copier/Scanner/Facsimile
 - 45 ppm
 - Automatic Duplexing
 - Staple Finisher
 - Hole Punch
 - Network
 - Windows 7
 - VPN/Public network integration capability
 - Security Code User Setup (Capable of identifying user and project quantities)
 - Large sized hard drive capacity
 - 4 drawer sizes (8"x11" portrait, 8"x11" landscape, 8"x14", 11"x17")
 - Large Capacity Side Paper Tray
- **Maintenance Agreement**
- **Overage cost per page agreement for Black and White and Color**
- **Equipment and software User Manuals**
 - Successful bidder will provide two (2) hard copies and make available electronic copies of all system user guides, administrator guides, maintenance/troubleshooting information, and installation instructions
- **Delivery and Installation of all Equipment and Materials**
- **Equipment and software training**
 - Successful bidder will provide in-person, telephone and web assistance on the proper use of the Multi-Function Digital Document System machine and its software
- **Schedule for ongoing service and maintenance and Contact information for scheduling service as incidents occur**

SECTION 2 –SUBMISSION

A. General Information

The Butler County Regional Transit Authority (BCRTA) is a public transit agency that services Butler County, Ohio with fixed, curb-to-curb on-demand, and paratransit operations. BCRTA is headquartered in Hamilton, Ohio with hubs in Oxford and Middletown, Ohio.

B. Terminology

“Quote” refers to the document drafted and offered by the Submitter(s) which provides a quoted price for the services outlined in this Request.

“Submitter” refers to the entity submitting the Quote.

“Butler County Regional Transit Authority” (also referred to as “BCRTA”, “RTA”, “Authority”, “Contractor”, “Buyer” or “Purchaser”) is the government entity who is soliciting Quotes with the Request for Quotes.

“Request for Quotes” or “Request” refers to the document prepared by BCRTA which is used to solicit Quotes for this project.

C. Solicitation Registration

All interested bidders are **required** to register for this solicitation via the link provided on the solicitation page: [2022-024 Vendor Registration](#)

Only Proposers who register for the solicitation will receive copies of questions and answers and/or any addenda.

D. Quote Submission

The Quote must be submitted in PDF format via email to purchasing@butlercountyrta.com **no later than July 5th, 2022 at 5:00 PM**, and must include the completed Attachments (A-C). Additional information regarding the machines and their operation may also be included for reference.

Quotes received by BCRTA after that date and time will not be considered. If documents or information are missing, BCRTA will reach out to notify the bidder of the error and request the documents or information. If the bidder does not comply with the request or is non-responsive, the quote will not be considered.

E. Procurement Schedule

Request for Quotes Posted:	May 31st, 2022
Deadline for Questions/Clarifications/Approved Equals:	June 17th, 2022
Deadline for Responses to Questions/Clarifications and Approved Equals:	June 24th, 2022
Quotes Due:	July 5th, 2022
Decision on Quote Made:	No Later Than July 8th, 2022

F. Postponement or Cancellation of Request

BCRTA reserves the right to cancel, amend, or re-issue this Request at any time, or change the date and time for submitting proposals, by announcing same prior to the date and time established for submittal.

G. Questions or Requests for Clarification

All questions and requests for clarification should be directed to the Procurement department at BCRTA prior to the Submission Deadline via email at purchasing@butlercountyrta.com.

H. Compliance with Solicitation Terms and Attachments

BCRTA intends to award a Contract based on the terms, conditions, and attachments contained in this Request for Quotes. Bidders are strongly advised to not take any exceptions. Bidders shall submit Quotes which respond to the requirements of the solicitation. An exception is not a response to a requirement. If an exception is taken, it must be identified in Attachment B and an alternative provided.

Bidders are cautioned that exceptions to the terms, conditions, and attachments may result in rejection of the Quote.

I. Pricing, Taxes, and Effective Date

The price provided in any Quote will include all items of labor, materials, tools, equipment, delivery and other costs necessary to fully meet the requirements of BCRTA. Any items omitted, which are clearly necessary for the completion of this project, will be considered a portion of such specifications, although not directly specified.

BCRTA is exempt from payment of Federal Sales, Excise and Transportation Tax, and the Ohio Sales, Excise and Use Tax. As such, proposers will not include these taxes in their price(s). All other government taxes, duties, fees, licenses, permits, royalties, assessments, and charges shall be included in the proposed price.

In the event of a discrepancy between the unit price and the extended amount for a required item, the unit price will govern. The price quoted by the proposing firms will not change for a period of ninety (90) days, beginning from the date the Quote is opened.

SECTION 3 –QUOTE EVALUATION AND PROJECT AWARD

A. Process for Evaluation of Quotes and Eligibility for Award

For a Bidder to be eligible for award, Bidders must be deemed **responsive** and **responsible**:

1. **Responsive Quotes** are those complying in all material aspects of the solicitation, both as to the method and timeliness of submission and whether the specifications of the multi-function digital document system machines provided by the bidder conform to the specifications requested by BCRTA in Attachment B.
 - a. Quotes that do not comply with all the terms and conditions of the solicitation may be rejected as non-responsive.
2. **Responsible Bidders** are those prospective submitters who, at a minimum, must:
 - a. Have adequate financial resources, as required during performance of the Contract.
 - b. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing business commitments.
 - c. Have a satisfactory record of past performance.
 - d. Have necessary technical capability to perform.
 - e. Certify that they are not on the U.S. Comptroller General's list of ineligible Proposers.

- f. Are qualified as a manufacturer or regular provider of the equipment being offered.
- g. Are otherwise qualified and eligible to receive an award under applicable laws and regulations.

Once the Bidder and the Quote have been reviewed for responsiveness and responsibility, BCRTA's Procurement Specialist will compare pricing provided in the Quote to determine which submission has the lowest price. The Contract will then be awarded to the most responsive, responsible Bidder who submitted the lowest price.

B. Single Quote

BCRTA may award a contract to a single bidder provided that an analysis can be completed which documents the price is fair and reasonable. Price analysis will be used when price reasonableness cannot be established based on catalog or market price of a commercial product sold in quantity or set by law or regulation. A cost analysis is required in all other cases of single Proposal evaluation.

FTA Circular 4220.1F specifies that single Quotes must be considered as non-competitive negotiations and negotiated procurement procedures must be followed.

C. Terms and Conditions and Finalization of Award

The successful bidder shall negotiate and sign a Maintenance Agreement for the service portion of the solicitation. Upon receipt by BCRTA of the signed final Maintenance Agreement and all required documentation by the successful bidder, the procurement will be considered completed and the machines can be delivered and installed.

ATTACHMENT A – QUOTE

Company Name: _____

Name of Company's Representative: _____

Title of Company's Representative: _____

Signature of Company's Representative: _____

Company Address: _____

Company Phone Number: _____

Email Address: _____

Item	Cost Per Item	Notes on Cost
Machine #1 (including all required specifications)		
Machine #2 (including all required specifications)		
Overage Cost for Black and White/Color (per page)		
Equipment and Software User Manual		
Delivery and Installation of Machines		
Equipment and Software Training		
Fee for Service Calls		
Other Ongoing Service Fees (if applicable)		

PLEASE NOTE: Proprietary pricing sheets will not be evaluated.

ATTACHMENT B – SPECIFICATIONS CHECKLIST

Confirm that the provided machines comply with BCRTA’s requested requirements by indicating yes or no next to each specification. If any aspect of the machine does not comply/does not exist, please provide an explanation in the third column and provide an alternative, if any.

Multi-Function Digital Document System Machines Specifications			
Machine #1	Specification	Included (Yes or No)	Explanation of Specification (if missing)
	Full-Color functionality		
	Printing, Copying, Scanning & Facsimile capability		
	30 ppm		
	Automatic Duplexing		
	Staple Finisher		
	Network (Windows 7, VPN/Public Network integration capability)		
	Security Code User Setup (capable of identifying user and project quantities)		
	Medium Sized Hard Drive capacity		
	4 drawers sizes (8x11 portrait, 8x11 landscape, 8x14, 11x17)		

Machine #2	Specification	Included (Yes or No)	Explanation of Specification (if missing)
	Full-Color functionality		
	Printing, Copying, Scanning & Facsimile capability		
	45 ppm		
	Automatic Duplexing		
	Staple Finisher		
	Hole Punch capability		
	Network (Windows 7, VPN/Public Network integration capability)		
	Security Code User Setup (capable of identifying user and project quantities)		
	Medium Sized Hard Drive capacity		
	4 drawers sizes (8x11 portrait, 8x11 landscape, 8x14, 11x17)		
	Large Capacity Side Paper Tray		

ATTACHMENT C – REFERENCES

Please provide three (3) references that we are permitted to contact in the event your Quote is selected.

Reference Name	Company/Project	Phone Number	Email Address