



**Yuba-Sutter Transit Authority
Multifunction Copier Request for Proposals 04-18**

Released: March 28, 2018 Proposals Due: April 18, 2018 at 4:00 pm

Yuba-Sutter Transit Authority is now accepting proposals from qualified providers for a five year (60 month) lease of two new digital copy machines for use in our facility at 2100 B Street in Marysville, CA, 95901. The machines shall meet or exceed the specifications listed below. Any deviation from the specifications listed below must be called out in the proposal.

<u>UNIT A</u>	<u>UNIT B</u>
60 pages per minute b/w and color	50 pages per minute b/w and color
1,200 DPI printing	1,200 DPI printing
Dual scan document feeder	Dual scan document feeder
Automatic duplexing	Automatic duplexing
Network print interface	Network print interface
Network scan interface- folder or email	Network scan interface- folder or email
3,000 sheet multi-position finisher	
Stapler Finisher- up to 65 sheets	
150 sheet bypass tray	150 sheet bypass tray
Up to 140 lb index paper stock	Up to 140 lb index paper stock
Dual 1,500 sheet paper decks	Dual 1,500 sheet paper decks
Dual 500 sheet paper drawers	Dual 500 sheet paper drawers
Min. 120 GB Hard Drive	Min. 120 GB Hard Drive
Min. 6 GB RAM	Min. 4 GB RAM
A power filter device	A power filter device
	Copy/print Management up to 50 accounts-ability to restrict color copy/prints

Proposals shall include:

1. A fixed lease price for the term of the lease with no escalation or maintenance embedded in the lease payment for two new machines generally meeting or exceeding the minimum specifications provided herein.
2. The per page cost for maintenance, service and supplies (excluding paper) for Unit A; 8,000 black and white pages and 2,000 color pages a month and for Unit B; 11,000 black and white and 2,000 color. Maintenance costs will be billed monthly per proposed cost per copy with no minimum base charges and no escalation during term of the lease.

3. Language that denotes that maintenance shall include training of office staff and support for the various functions the machine provides by addressing issues/staff inquiries remotely, through phone support or onsite as needed.
4. Proposal must guarantee equipment and offer replacement of a faulty or defective machine.
5. Acknowledgement that proposer is responsible for all costs and activities associated with returning existing equipment to the leasing company. Proposals are to include any costs associated with the buyout or extension of the current lease expiring on May 29, 2018 on two existing machines.
6. Background information on the vendor such as history, size and type of business.
7. Technical specifications on the proposed machines.
8. A copy of the proposed lease agreement with end of lease terms clearly spelled out.
9. Three customer references with similar equipment.

Proposals must be clearly marked “Multifunction Copier RFP 04-18” and submitted by mail or hand delivered to Yuba-Sutter Transit at 2100 B St. Marysville, CA 95901 by 4:00 p.m. on Wednesday April 18, 2018. Proposals shall be valid for a minimum of 60 days from the submittal due date.

Yuba-Sutter Transit reserves the sole and exclusive right to postpone, accept or reject any or all proposals in whole or in part; to waive any variances in the proposals; and, to select other than the low bidder based on a combination of price, performance, features and customer references that in the sole determination of Yuba-Sutter Transit represents the best overall value.

For more information, please contact Adam Hansen at (530) 634-6880 or adam@yubasuttertransit.com.

Print Quantities from December 2016 to November 2017

	Unit A		Unit B
	B&W	Color	B&W
December	5,789	2,483	10,412
January	11,742	3,647	9,694
February	7,503	1,827	10,296
March	6,800	1,111	11,771
April	8,441	616	10,727
May	9,306	3,208	10,239
June	9,306	2,069	13,117
July	5,264	1,405	10,494
August	10,915	1,818	10,778
September	8,893	2,249	11,602
October	3,201	963	10,068
November	6,242	1,206	11,180
Total	93,402	22,602	130,378