

Candler County Request for Proposals  
Multi-Function Printing Equipment  
RFP #2022-2

## 1.0 General

### 1.1 Purpose of Procurement

The Candler County Board of Commissioners, hereafter referred to as the “County”, is requesting proposals for multifunction copiers.

### 1.2 Proposal Requirements

The County is requesting sealed, competitive bids. The successful bid may be awarded to the bidder at or below Georgia State Contract pricing, subject to the Candler County Purchasing Policy and any local bidder preference.

**Respondents shall complete and deliver the required documents in a sealed envelope by 3:00 pm EST on Wednesday, December 1, 2021. The Respondent shall clearly mark the response envelope as Proposal – Candler County Multifunction Copiers RFP. Proposals shall be submitted to:**

**Candler County Board of Commissioners  
Proposal RFP – Candler County Multifunction Copiers  
1075 E Hiawatha St, Suite A  
Metter, GA 30439**

The respondent shall deliver one (1) hard copy proposal and one (1) electronic copy of the proposal on a USB flash drive.

The County shall not accept any proposal submitted after the required deadline.

It is the sole responsibility of the Respondent to ensure that its proposal is delivered in accordance with the date, time and place requirements specified in the RFP. Any proposal received contrary to these requirements will not be accepted.

### 1.2 Schedule

11/1/2021	Release of RFP
11/15/2021	Deadline for questions
12/1/2021	Proposals Due
12/6/2021	Selection of successful bidder

### 1.3 Restrictions on Communications with Staff

All questions shall be submitted in writing in the following format, by email to [baasheim@candlerco-ga.gov](mailto:baasheim@candlerco-ga.gov):

Company Name

1. Question  
Citation of the relevant section

From the issue date of this RFP until a successful bidder is selected and the selection announced, vendors are prohibited from communication with County staff except the County Administrator, or as

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provided by an existing contract or agreement. The County reserves the right to reject the proposal of any offeror violating this provision.

Candler County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Vendors should not rely on any representations, states or explanations other than those made in this RFP and any addenda to this RFP.

Addenda will be published at [www.metter-candlercounty.com](http://www.metter-candlercounty.com) under the "Request for Proposals" header. Vendors are encouraged to check this site regularly for immediate access to issued addenda.

#### 1.4 Contract Terms

##### 1.4.1 Contract Length

The initial contract term is one (1) year, or less, from the contract award through December 31, 2022 and will automatically renew annually for a period not to exceed five (5) years (60 months) unless cancelled.

##### 1.4.2 Contract Type

Bidders shall present proposals as follows:

1. Fair Market Purchase
2. Lease Option with Fair Market Purchase at lease end including copies and maintenance costs
3. Lease-Purchase Option with \$1 residual purchase at lease end including copies and maintenance costs

Bidders shall include monthly per copy overage charges to be assessed above monthly standard copy allowance for each type (color, B&W).

##### 1.4.3 Standard Terms and Conditions

- Respondent shall deliver to County all goods and/or services described herein
- Delivery shall be made to the addresses listed on the RFP/Purchase Order/Contract and within the time specified
- Risk of loss shall remain with the Respondent until acceptance by the County
- The County will reserve the right to inspect equipment at the time and place of delivery
- No right or interest in the contract shall be assigned by the Respondent without written permission, and no delegation of any obligation owed or of the performance of any obligation by Respondent shall be made without written permission
- Prices stated shall be F.O.B. destination. No further allowances or charges shall be made for freight and delivery charges
- The County reserves the right in its sole and complete discretion to reject any or all responses/proposals and to waive technicalities and informalities. The County anticipates that the contract shall be awarded to the most responsive and responsible Respondent who provides the proposal meets the requirements and criteria set forth in this RFP
- The County assumes no responsibility or obligation to the Respondents and will make no payment for any costs associated with the preparation or submission of a proposal

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- Standard terms for payment shall be Net 30 days from the date of delivery of goods or services, or the date of receipt of a correct invoice, whichever is later. All payments will be made in accordance with the County's policies and procedures
- All bids submitted shall not be withdrawn for a period of 90 days from the date of specified receipt of the proposals
- **Anti-Discrimination:** By submitting a response to this RFP, all perspective contractors certify they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended. In every contract of over \$10,000 the provisions below shall apply:
  - During the performance of this contract, the contractor agrees as follows:
    - i. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
    - ii. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
    - iii. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
  - The contractor will include the provisions of the above in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.
- **Illegal Immigration Reform and Enforcement Act of 2011:** Vendors submitting a response to this RFP must complete the Contractor Affidavit under O.C.G.A. § 13-10-91 (b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.
  - The form must be signed by an authorized officer of the contractor or their authorized agent.
  - The form must be notarized.
  - The contractor will be required to have all subcontractors who are engaged to complete physical performance of services under the final contract to complete the appropriate affidavits and return them to the owner a minimum of five (5) days prior to any work being done by the subcontractor.

#### 1.4.4 Insurance Requirements

All required insurance shall be documented by certificates submitted with the Respondent's proposal.

#### **General Liability Insurance Policy**

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Respondent shall procure and maintain a Commercial General Liability Insurance Policy, including products and completed operations liability, and contractual liability coverage in an amount not less than \$1,000,000 per occurrence.

## **Worker's Compensation**

Respondent shall procure and maintain Worker's Compensation Coverage to the limits required by Georgia law.

## 1.5 Reservations

The County reserves the right to accept or reject any and all proposals, in part or in total, as deemed to be in the best interest of the residents of Candler County. The County reserves the right to purchase from any source to include existing or future state or federal contracts, cooperatives or from any submitted proposals.

## 2.0 Proposal Minimum Requirements and Qualifications

### 2.1 Minimum Qualifications of respondent

- Registered for business in the State of Georgia
- Must submit completed E-Verify, Security and Immigration Compliance Act forms and Contractor Affidavit and Agreement forms as required
- Must have been in business for not less than five (5) years and have a consistent history of providing the required materials and services
- Must be able to deliver and install all equipment prior to January 30, 2022.

### 2.1 Existing Inventory to be replaced

Model	Install Location	B/W - Color
ICMF419DW	1075 E HIAWATHA ST STE A,,,METTER, CANDLER, GA - 30439-3962	BW
IRADV400IF	610 W PINE ST,,,METTER, CANDLER, GA - 30439-3962	BW
IRADV400IF	1065 E HIAWATHA ST,EMS,,,METTER, CANDLER, GA - 30439-3928	BW
IRADV400IF	842 LANDFILL RD,PUBLIC WORKS,,,METTER, CANDLER, GA - 30439-8427	BW
IRADV400IF	1075 E HIAWATHA ST STE A,EMS,,,METTER, CANDLER, GA - 30439-3962	BW
IRADV400IF	35 SW BROAD ST STE D,TAX COMMISH,,,METTER, CANDLER, GA - 30439-4435	BW
IRADV4535I	1075 E HIAWATHA ST,MAGISTRATE COURT,,,METTER, CANDLER, GA - 30439-3962	BW
IRADV4535I	35 SW BROAD ST STE B,PROBATE COURT,,,METTER, CANDLER, GA - 30439-4435	BW
IRADV4535I	35 SW BROAD ST STE C,CLERK,,,METTER, CANDLER, GA - 30439-4435	BW
IRADV4535I	25 W DANIEL ST,,,METTER, CANDLER, GA - 30439-3762	BW
IRADV4535I	35 SW BROAD ST STE C,CLERK,,,METTER, CANDLER, GA - 30439-4435	BW
IRADV4551I	25 W DANIEL ST,,,METTER, CANDLER, GA - 30439-3762	BW
IRADVC5535I	1075 E HIAWATHA ST STE B,COUNTY AGENT,,,METTER, CANDLER, GA - 30439-4435	Color
IRADVC5550I	1075 E HIAWATHA ST STE A,,,METTER, CANDLER, GA - 30439-3962	Color

County requires each unit to be replaced with a new unit of same or better capability, quality and performance. This requirement includes, but is not limited to, finishing, capacity, paper types, ppm, BW/Color capability, networking and security measures.

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IRADVC5535I and IRADVC5550I require add on finisher modules with sort, collate, staple, hole punch, etc.

Contract pricing shall be for not less than 25,000 monthly B&W impressions

## 2.2 Additional Required Information

- Respondent shall provide not less than three (3) references utilizing equipment similar to proposed who may be contacted by the County; Reference shall include: Name of company, address, contact, title, phone number and email address
- Respondent shall provide examples of monthly up time and repair times from references experience
- All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia. All such materials shall remain the property of the owner and shall not be returned to the respondent