



Solicitation Information
23 Dec 03

RFP #: B03253
TITLE: **COPIER EQUIPMENT AND SERVICES**

Submission Deadline: January 21st, 2004 @ 3:15PM EST

PRE-BID/ PROPOSAL CONFERENCE: Yes

Date: January 8th, 2004

Time: 2:15PM EST

Mandatory : No

Location: Rhode Island College, Roberts Hall Auditorium, 600 Mount Pleasant Avenue,
Providence, RI

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than 11:30AM EST, 05 January 2004.

Please reference RFP#B03253 on all correspondence. Any questions received will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Bidders must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO BIDDERS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A STATE CERTIFICATION RIVIP COVER FORM

TABLE OF CONTENTS

I. OVERVIEW OF RFP PROCESS.....	3
A. STATEMENT OF PURPOSE.....	3
B. PROPOSAL FORMAT	3
C. RFP DEFINITIONS	3
D. SCOPE OF PROPOSAL	4
E. PROCESS FOR EVALUATING PROPOSALS	4
F. RFP PROCESS, TIMING AND CHECKLIST OF KEY DATES	5
G. SUBMITTING QUESTIONS	6
H. TERMS AND CONDITIONS GOVERNING RESPONSES TO THIS RFP	6
II. INSTRUCTIONS FOR RESPONDING TO THIS PROPOSAL	9
A. INTRODUCTION AND OVERVIEW	9
B. VENDOR ONLINE REGISTRATION.....	9
C. PROCEDURAL FORMS REQUIRED FOR PROPOSALS	9
D. EXECUTIVE SUMMARY	11
E. TECHNICAL PROPOSAL.....	11
F. COST PROPOSAL	12
G. OBTAINING ELECTRONIC BID FORMS.....	12
H. COPIER SPECIFICATION DOCUMENTATION	13
I. SUBMITTING COMPLETED PROPOSALS TO RHODE ISLAND.....	13
III. TECHNICAL PROPOSAL REQUIREMENTS.....	15
IV. COST PROPOSAL REQUIREMENTS.....	21
A. TERMS AND CONDITIONS GOVERNING PRICING.....	21
B. INTRODUCTION TO PRICING GRIDS	22
C. EXHIBIT 1 - RHODE ISLAND COPIER FLEET PROFILE.....	22
D. EXHIBIT 2 – COPIER SPECIFICATIONS	22
E. PRICING GRID 1 – BASE MODEL PRICING	23
F. PRICING GRID 2A & 2B – PURCHASED EQUIPMENT FEATURES	24
G. PRICING GRID 3A & 3B – LEASED EQUIPMENT FEATURES	25
H. PRICING GRID 4 – INCENTIVES, DISCOUNTS AND REBATES	26

I. OVERVIEW OF RFP PROCESS

A. STATEMENT OF PURPOSE

The State of Rhode Island would like to invite your company to respond to this Request For Proposal(s) (RFP) to supply the State's various departments, agencies and institutions of higher education with Copier Equipment and Services.

In accordance with the State's General Terms and Conditions, this RFP is being initiated as part of a larger cost reduction initiative to fully leverage Rhode Island's spending and best purchasing practices to institute relationships with vendors that optimize quality, service and pricing to the State. This initiative should also result in more disciplined contract purchasing on the part of all Rhode Island departments, agencies and institutions of higher education, with adherence to the vendors and products selected during the course of this process.

B. PROPOSAL FORMAT

The Rhode Island Department of Administration (DOA), Division of Purchases on behalf of all Rhode Island departments, agencies, and institutions of higher education, is soliciting proposals from qualified firms to provide Copier Equipment and Services under a Statewide Master Price Agreement, as described elsewhere herein, and in accordance with the terms of this RFP and the State's General Conditions of Purchase, which is available on the internet at www.purchasing.ri.gov. This is a Request for Proposal(s) (RFP), not an Invitation for Bid. In addition to price, responses will be evaluated on the basis of the relative merits of the proposal. There will be no public opening and reading of responses received pursuant to this RFP, other than to name those Bidders who have submitted proposals.

C. RFP DEFINITIONS

Whenever the following terms are used in this document, the definitions below should be used for interpretation:

C.1 "THE STATE" or "RHODE ISLAND": The State of Rhode Island and Providence Plantations, and all associated departments, agencies and institutions of higher education unless otherwise explicitly listed as included or excluded. The issuing agency, the Division of Purchases within the Department of Administration (DOA), will administer the contract on behalf of all contract users in the State.

C.2 "BIDDER": Any individual, company, or corporation formally submitting a proposal for the products or services being requested, acting directly or through a duly authorized representative.

C.3 "CONTRACT": Any written agreement between a bidder and the State for the purchase of a product or service, including any Master Purchasing Agreements (MPAs) issued at the conclusion of this RFP process.

C.4 “CONTRACTOR”: Any individual, company, or corporation that has been awarded a contract by the State of Rhode Island following this RFP process.

C.5 “CONTRACT USERS”: All State departments, agencies, institutions of higher education, other designated public bodies and other entities (e.g., municipalities and school districts) authorized to utilize State of Rhode Island MPA contract pricing.

C.6 “PROPOSAL”: The complete response of the Bidder(s) submitted on the approved forms offering prices and service levels for performing the work or supplying the material or equipment described in the specifications set forth herein.

D. SCOPE OF PROPOSAL

This Request For Proposal(s) (RFP) includes expenditures for the following elements of Copier Equipment and Services including all leased and purchased digital copiers and copier accessories, as well as associated maintenance services. In the past, annual Rhode Island spending has been approximately \$4.1 million for all equipment leases, purchases and maintenance charges.

While this RFP does not constitute any commitment on the part of Rhode Island to purchase the same annual volume of goods and services in the future, this should be considered a good guideline for future Rhode Island spending when preparing a response to this RFP.

Please note Rhode Island is permitting Bidders in this RFP to bid on all products and services included in this RFP, or on those specific subcategories (as defined by Rhode Island) that are the core focus of the Bidder’s business.

E. PROCESS FOR EVALUATING PROPOSALS

Please read through all sections of the RFP carefully and provide the information as requested. Details for preparing your proposal are provided in **Section II “Instructions for Responding to This Proposal”**. Your proposal should provide your most aggressive pricing under the assumption that your company may receive a substantial portion of the State of Rhode Island’s business. The overall criteria that will be used to evaluate your proposal are as follows:

E.1 Evaluation Criteria: The State will commission a Category Evaluation Team composed of Rhode Island purchasing officials and, where applicable, a selection of key category end-users from across Rhode Island government bodies that will review and score all proposals using the following criteria:

Element	Weighting (out of 100 points)
Copier Equipment Pricing	30 points
Maintenance Costs	25 points
Technical Proposal	30 points
Additional Discounts & Rebates	5 points
Experience in serving state government clients	10 points

These evaluation criteria will be used to evaluate proposals for either all or a portion of the subcategories of purchased goods and services included in this RFP.

If determined in writing by the Chief Purchasing Officer that it is in the best interest of the State, this Request for Proposal(s) may be cancelled or all submitted Bidder proposals may be rejected. [Rhode Island Purchasing Law 37-2-23]

E.2 Selection: The Category Evaluation Team will present written findings, including the results of all evaluations and negotiations, to the Chief Procurement Officer, who will make the final selection for this requirement.

Notwithstanding the above, in accordance with the State's General Terms and Conditions the State reserves the right to accept or reject any proposal, to award on the basis of cost alone, to conduct additional negotiations, and to act in the best interest of taxpayers and end users.

E.3 Award: This RFP will result in one or more statewide Master Price Agreements (MPAs) covering the Copier needs of the State for the period of time designated in this RFP and/or established as the result of final negotiations with one or more successful Bidders. Although it is the State's general intent to award a single contract pursuant to this offer, the State will award multiple contracts if it is in the best interest of the State.

One or more contracts comprising (a) statewide MPA(s) will be issued, incorporating all agreed contract pricing, terms and conditions.

F. RFP PROCESS, TIMING AND CHECKLIST OF KEY DATES

Proposals in response to this RFP are due **January 21st, 2004 at 3:15PM EST.**

Proposals will be opened on **January 21st, 2004 at 3:15PM EST** at the Division of Purchases Bid Room, Second Floor, One Capitol Hill, Providence, RI 02908. During this opening, offers will be acknowledged by a public reading of only the names and addresses of the Bidders. Bidder attendance at the opening is not mandatory.

Key RFP Process Dates:

Activity	Location	Date
Questions from Bidders Due	Via email to: questions@purchasing.state.ri.us	January 5, 2004 11:30AM EST
Pre-proposal Conference	Rhode Island College, Robert's Hall Auditorium, 600 Mount Pleasant Avenue, Providence, RI	January 8, 2004 2:15PM EST
Responses to Bidder Questions Posted	RIVIP Website: www.purchasing.ri.gov	January 12, 2004 4:30PM EST
Proposals due from Bidders to Rhode Island	Division of Purchases, 2 nd Floor One Capitol Hill Providence, RI 02908	January 21, 2004 3:15PM EST

Any additional information pertaining to this RFP or changes in the timeline may be posted on an as-needed basis. It is the responsibility of the Bidder to regularly review the RIVIP website, www.purchasing.ri.gov, to check for any additional postings.

It is strongly suggested that the vendor mark this RFP on the RIVIP Vendor Watchlist for ease of monitoring critical information and amendments. Assistance in using this RIVIP feature can be obtained by reviewing the online tutorials available under the Vendor Center Section or by contacting the RIVIP Help Desk at (401) 222-2141 x134.

G. SUBMITTING QUESTIONS

To assure that Bidders can submit the best offers, a question and answer period has been scheduled to provide Bidders with the opportunity to obtain clarification or additional necessary information about the RFP content.

As referenced in Section F, all questions are due to Rhode Island by: 11:30AM EST, January 5, 2004.

All questions about this RFP must be submitted in writing, as an MS Word attachment via e-mail to questions@purchasing.state.ri.us.

Questions should reference, where applicable, the specific section of the RFP by its numerical reference and its associated page number.

All questions will be answered in writing publicly as an addendum to the RFP. Both the questions and the answers will be included in the addendum.

H. TERMS AND CONDITIONS GOVERNING RESPONSES TO THIS RFP

H.1 Completeness and Adherence to RFP Instructions: Potential Bidders are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to offer a complete submission as described elsewhere herein may result in rejection of the proposal and disqualification of the Bidder from further participation.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this proposal are welcome and are specifically requested in a section of this RFP. However, these are not requested as a substitute to the requirements set forth in this RFP but as an optional addition to a Bidder's proposal to Rhode Island. With the exception of where specifically invited to do so, proposals that depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.

H.2 Deadline, Format and Location of Proposal Submission: Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. Proposals FAXED to the Division of Purchases WILL NOT BE CONSIDERED.

H.3 Incurred Expenses: The State of Rhode is not responsible for expenses incurred by the Bidder to develop and submit a Proposal. Any costs incurred from site visits for discussions or negotiations are also entirely the responsibility of the Bidder, unless otherwise specified herein.

H.4 Ownership and Syndication of Proposals: Bidders are advised that all materials submitted in response to this RFP will be considered public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for public inspection immediately upon request, once an award has been made.

H.5 Duration and Availability of Pricing: Proposals are considered to be irrevocable for a period of not less than one hundred and twenty (120) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

H.6 Joint Ventures: It is intended that an award pursuant to this RFP will be made to a prime contractor. However, joint ventures will be considered, with the understanding that a prime contractor will assume responsibility for all aspects of the work. The joint venture must be clearly indicated in the Bidder's proposal, and complete details of the activities, procedures, financial responsibilities, and other related items must be clearly disclosed within the proposal.

H.7 Supersede Agreement: If Rhode Island accepts a Bidder's proposal and enters into a contract, the selected Bidder will hereby agree to offer Rhode Island the option to terminate, with thirty (30) days notice and without penalty, all or a portion of any active contracts between the Bidder and Rhode Island. The option to terminate other active contracts with thirty (30) days notice shall be at the sole discretion of Rhode Island.

H.8 Statement of Non-Commitment: This RFP is not a commitment to contract with any party.

H.9 Statement of Non-Exclusivity: Pursuant to the State's right to issue multiple awards, no contract arising from this RFP shall have an exclusivity clause.

H.10 Termination Clause: Any contract arising from this RFP process may contain the stipulation that the contract may be terminated at the discretion of the State with sixty (60) days written notice.

H.11 Availability of Funds: This RFP process is expected to result in one or more multi-year contracts. Per Rhode Island State Law [37-2-33], contract obligations beyond the current fiscal year are subject to availability of funds. Continuation of the contract beyond the initial fiscal year will be at the discretion of the State.

H.12 Ability to Contract with Rhode Island: Any contract issued as a result of this RFP shall incorporate the provisions of this RFP, the RIVIP-generated Cover Sheet and the offer submitted by the Bidder (as negotiated). In addition, in accordance with Rhode Island General Law 37-2-13(e), the State's Purchasing Rules and Regulations, including the State's General Terms and Conditions, are "incorporated by operation of law in all state contracts" (available on RIVIP under General Information, Rules and Regulations.) Any special terms or conditions, which would prevent a Bidder from entering into a contract with the State must be identified as such and must be submitted with the proposal.

H.13 Governing Law of Any Contract Arising from this RFP: The laws of the State of Rhode Island shall govern all questions as to the execution, nature, obligation, instruction, validity and performance of this RFP and any contract arising from this process and the Rhode Island Superior Court shall have sole jurisdiction to interpret and enforce the terms of this contract and any dispute regarding the same.

H.14 Misrepresentation: In the event that a Bidder intentionally and falsely represents any information provided by that Bidder to the State, the State has the right to disqualify that Bidder's proposal. In the event it is determined that a Contractor intentionally and falsely represented any information provided to the State either during proposal, award, negotiation or contracting process, the State has the right to terminate the contract without prior notice and the Contractor shall be liable for all expenses incurred by the State for such termination or any action against the State, any of its Departments, officers, agents and/or employees by another individual resulting from the misrepresentation.

H.15 Indemnification: The successful Bidder agrees to indemnify and hold harmless and defend the State and its Departments, officers, agents and/or employees from and against, without limitation, any and all liabilities, claims, damages, penalties, forfeitures, suits, sanctions, settlements and judgments, including, without limitation, all reasonable investigative fees, costs of defense, cost of suit, and reasonable attorney's fees which the State, its Departments and/or their officers, agents and/or employees may hereinafter incur, become responsible for or pay out as a result of a settlement, judgment, order, award or otherwise arising out of death or personal injury to any person, destruction or damage to any property and/or any violation of governmental laws, regulations, orders or to the extent caused by the successful Bidder's negligence or the successful Bidder's failure to perform its obligations in accordance with the terms of the contract and/or the successful Bidder's approved proposal. The successful Bidder will provide to the State prompt written notice of such claims, information and reasonable assistance, and sole authority, at the successful Bidder's sole cost and expense to defend or settle any of the above types of claims made against the State, its Departments, their officers, agents and/or employees relating to the successful proposal or to the performance of the same.

H.16 Non-Assignment: The services to be performed by the contractor shall not be assigned, sublet or transferred except as expressly allowed by the contract, without prior written approval of the Chief Purchasing Officer or his/her designee, nor shall the contractor assign any monies due under any contract entered into with the State pursuant to these specifications, without prior written approval by the Chief Purchasing Officer or his her designee.

II. INSTRUCTIONS FOR RESPONDING TO THIS PROPOSAL

A. INTRODUCTION AND OVERVIEW

To be considered a fully completed response to this RFP, all offers must include the following in the proposal:

- 1) **Procedural Forms**
- 2) **Executive Summary**
- 3) **Technical Proposal**
- 4) **Cost Proposal**
- 5) **Copier Specifications Documentation**
- 6) **A CD-R containing electronic files of the documents submitted for items 2-5**

The requirements of each of these are explained in greater detail in the following sections.

B. VENDOR ONLINE REGISTRATION

Prior to submitting a response to this RFP, Bidders must register online at the State Purchasing website. Instructions for registration can be found at www.purchasing.ri.gov/Quick.asp.

C. PROCEDURAL FORMS REQUIRED FOR PROPOSALS

The following forms are required as part of a response to this RFP:

C.1 RIVIP Generated Bidder Certification Form: This form is automatically downloaded with the RFP document posted on the Division of Purchases website (www.purchasing.ri.gov). Bidder should call 401-222-2142, ext. 134 if RIVIP technical assistance is needed. Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

C.2 W-9 Taxpayer ID Form: A copy of this form is downloadable from the Division of Purchases website (www.purchasing.ri.gov). Bidder should call 401-222-2142, ext. 134 if RIVIP technical assistance is needed. Offers received without the entire completed W-9 form may result in disqualification.

C.3 Non-Collusion Statement: Bidders must certify that their proposals are made without collusion or fraud, and that they have not offered or received any inducements in connection with their proposal, and that they have not conferred with any public employee having official responsibility for this procurement. A copy of the Non-Collusion Statement can be found in Section V of this RFP and must be signed and submitted with the proposal. Offers received without the entire completed Non-Collusion Statement attached may result in disqualification.

D. EXECUTIVE SUMMARY

The executive summary is intended to highlight the contents of the Technical Proposal and provide the State evaluators with a broad understanding of a Bidder's technical approach and ability to meet the requirements of the State. (See "Section III. Technical Proposal Requirements" for additional details.) Please provide the name of your company's primary contacts for this RFP and their contact information in the executive summary.

E. TECHNICAL PROPOSAL

The purpose of the Technical Proposal, at a high level, is the following:

- 1) To provide a Bidder with a set of Rhode Island service level requirements for Copiers, and allow a Bidder to indicate which of these service levels the Bidder can meet, which it can exceed, for which it would require proposing an alternative, and what that alternative would be.
- 2) To provide a Bidder with a set of critical questions or requests for information necessary for Rhode Island to assess a Bidder's competitive capability to effectively serve the State. *These questions/requests are indicated in italics to differentiate them from Rhode Island service level requirements.*

The specific service levels and questions included in the technical proposal are included in "**Section III: Technical Proposal Requirements**" of this RFP.

To simplify and standardize responses and to expedite evaluation and contract award, the State of Rhode Island is providing an Excel workbook entitled "RFP#B03253_Technical_Proposal.xls" and containing Technical Proposal Bid Forms for Bidders to use in submitting responses to all aspects of the Technical Proposal. Each component of the Technical Proposal has a separate worksheet in this Excel workbook that reiterates the specific service level or question and provides a pre-formatted space/field for an offer or answer to be data-entered. Additional samples and examples will also be requested in specific instances as addendums to a Bidder's response. Each Excel worksheet has been formatted to print to facilitate the compilation of submission requirements. (see "**Section II.I: Submitting Completed Proposals to Rhode Island**").

To obtain a copy of the Technical Proposal Electronic Bid Forms, Bidder MUST send a request for an electronic copy to eresponse@purchasing.state.ri.us, prior to January 7th, 2004 or in person at the Division of Purchases, Second Floor, One Capitol Hill, Providence, Rhode Island. See "**Section II.G: Obtaining Electronic Bid Forms**" below for additional information.

Do **NOT** change the text, data, formatting or structure of these electronic Excel workbooks.

Submission of incomplete responses may result in your proposal being considered non-responsive. Please do not deviate from the structure established by this RFP. Additional information the Bidder believes would be useful in the evaluation process must be submitted as separate, clearly labeled attachments.

F. COST PROPOSAL

The Cost Proposal provides the framework for a Bidder to submit a pricing proposal for those products and services included in this RFP. The cost proposal provides the following:

- 1) Additional terms and conditions of any contract resulting from this RFP that may impact price (in addition to those service level requirements articulated in the Technical Proposal)
- 2) A robust sample of the current Rhode Island Copier install base indicating detailed copier information such as model, location, and lease expiration date, to assist Bidders in assessing the proposal opportunity
- 3) Pricing Grids containing copier specifications that have been established by Rhode Island based on its historic requirements against which a Bidder can propose pricing
- 4) Pricing Grid for additional incentives, discounts and rebates

Specific detailed directions on how to complete the Cost Proposal can be found in “**Section IV: Cost Proposal Requirements**” of this RFP.

To obtain a copy of the Cost Proposal Electronic Bid Forms, Bidder **MUST** send a request for an electronic copy to eresponse@purchasing.state.ri.us, prior to January 7th, 2004 or in person at the Division of Purchases, Second Floor, One Capitol Hill, Providence, Rhode Island. See “**Section II.G: Obtaining Electronic Bid Forms**” below for additional information.

Do **NOT** change the text, data, formatting or structure of these electronic Excel workbooks.

Submission of incomplete responses may result in your proposal being considered non-responsive. Please do not deviate from the structure established by this RFP. Additional information the Bidder believes would be useful in the evaluation process must be submitted as separate, clearly labeled attachments.

G. OBTAINING ELECTRONIC BID FORMS

Use of the Electronic Bid Forms provided by the State for submission of the Technical and Cost Proposals for RFP # B03253 is mandatory. Electronic Bid Forms will be provided to Bidders in Excel 97 format. It is a Bidder’s responsibility to assure that such Bidder has the technical capability to obtain and utilize all Bid documentation in the form and manner set forth in this RFP.

All forms will be transmitted by email to Bidders in a single Zip file. To obtain a copy of the RFP Response Zip file, a Bidder must send an email to eresponse@purchasing.state.ri.us using Bid Number “B03253” as the “subject.” The Bid number used in the subject field must be entered exactly. (NOTE: The only alpha character in the Bid number is the “B.” Do not use an “O” instead of a zero.) The Bid Forms zip file will automatically be emailed to the requesting email address. If assistance is required, Bidder may contact the RIVIP Help Desk at (401) 222-2142 x 134 or by email at helpdesk@purchasing.state.ri.us.

Bid responses must include the correctly completed Electronic Bid Forms on a CD-R. It is the responsibility of Bidder to assure that all of the required Electronic Bid Form files are contained on the submitted CD and that they are uncorrupted, readable and usable by State of Rhode Island purchasing officials.

H. COPIER SPECIFICATION DOCUMENTATION

A detailed specifications sheet must be submitted with the RFP response for each copier model proposed by the Bidder. Additional literature may also be submitted by the Bidder for any recommended copier models.

I. SUBMITTING COMPLETED PROPOSALS TO RHODE ISLAND

Participating Bidders should submit a completed proposal in the following format:

- Ten (10) hard-copy print-outs (1 original marked “Original” and 9 copies) of the complete set of responses to this proposal, including:
 - Procedural forms with an original signature in ink,
 - Response to the Technical Proposal,
 - Response to the Cost Proposal,
 - Copier Specification Documentation,
 - Any sample reporting or other sample material, and
 - A CD containing an electronic copy of the Technical and Cost Proposal responses
- Provide proposals in sealed envelopes or cartons with the Bidder’s name, address, the RFP number, and date and time of opening on the outside of the envelope or carton.
- The original copy should have ‘Original’ designated on the sealed envelope or carton.
- Electronic copies of the Technical Proposal and Cost Proposal should be:
 - Provided on a CD labeled with the RFP#B03253, the content of the CD (i.e. Technical and/or Cost Proposal), and the name of the Bidder (Company Name)
 - Named (for Technical): “RFP#B03253_Technical_Proposal_BidderName”
 - Named (for Cost): “RFP#B03253_Cost_Proposal_BidderName”

Proposals must be received on or before the deadline of January 21st, 2004 @ 3:15 PM EST:

By Courier:

RI Department of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

By Mail:

R.I. Department of Administration
Division of Purchases
P.O. Box 6528
Providence, RI 02940-6528

NOTE:

- **Proposals received after the above-referenced due date and time will not be considered.**
- **Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. The official time clock for this RFP is located in the reception area of the Division of Purchases, Second Floor, One Capitol Hill, Providence, Rhode Island.**
- **Proposals faxed to the Division of Purchases will not be considered.**

III. TECHNICAL PROPOSAL REQUIREMENTS

Below is a list of service level requirements for any contract related to purchasing Copiers, as well as questions that pertain to the State of Rhode Island's criteria for selecting a Copier vendor. As described in Section II of this RFP, a Bidder shall use the appropriately designated Excel worksheet in the Excel workbook file entitled "RFP #B03252_Technical_Proposal.xls" to indicate which of these service levels the Bidder can meet, which it can exceed, and for which it would require an alternative proposal, and what that alternative would be. The Bidder shall also provide concise but comprehensive responses to any questions or requests for further information in each section.

A.1 Equipment: All devices that are offered in this RFP must be newly-designed digital imaging systems, not redesigned analog copiers. No discontinued, refurbished, rebuilt, or remanufactured copiers will be accepted. Products offered must be eligible for inclusion on GSA contract(s). Please see the Equipment Specifications in "**Section IV: Cost Proposal Requirements**" for minimum requirements. All Contractors must include, with their proposal manufacturer's literature indicating exact model numbers and specifications of the products offered. Proposed equipment models must be available for lease for a two-year period, commencing, February 1, 2004. If production of any awarded model is terminated and becomes unavailable during this two-year period or subsequent extensions, the successful Bidder must replace the awarded unit(s) with its successor model of equal or greater value at the same unit costs. ENERGY STAR[®] Compliance is required for all equipment. *Please indicate your company's ability to meet this requirement.*

A.2 Access Numbers: Contractor should maintain a live, twenty-four (24) hour toll-free or local access telephone number for all Contract Users to solicit information and place service calls. Contractor should also maintain a toll-free or local facsimile number for all equipment orders and service calls placed via fax. Prior to award successful Bidders will be required to identify/establish one or more local or toll-free access numbers allowing long distance free calls from all State Office locations. *Please indicate your company's ability to meet these requirements, including detailed information on typical procedures for placing orders and service calls.*

A.3 Online Ordering: Rhode Island is considering requiring and implementing a Contractor-managed online ordering system. *Please provide a comprehensive review of your company's online ordering capabilities, specifically, a description of your capabilities in the following areas:*

- *Customized Rhode Island specific web page*
- *Ability to review product availability and purchase copiers*
- *Ability to report and schedule service calls*
- *Full product descriptions, list prices, RI price, and units of measure for all items*
- *Individual contract user ids and logins*
- *Compliance controls (including restricted access to Contract Users to a limited set of items and/or end-user supervisory approvals)*

A.4 Customer Service: The Contractor(s) shall provide a single, local point of contact (and a backup) to handle questions and resolve problems that arise. At least one Customer Service Representative should be available during Contractor's operating hours. All service representatives should have on-line access to information to provide immediate response to inquiries concerning the status of orders, service call information, delivery information, back-order information, Statewide contract pricing, contracted product offerings/exclusions, billing questions or issues, contract compliance requirements, and general product information. Representatives should be available by phone, fax, or email (local or toll free number preferred). *Please indicate your company's ability to provide this level of service, and any other services you provide as a standard.*

A.5 Product Availability: Contractors must agree that there will be no cancellation of products used without an equal and acceptable replacement approved by the designated State of Rhode Island representative during the term of the agreement. Contractors must communicate manufacturer's discontinuation of any products to the contract officer in writing within five (5) business days. In such instances, Contractors shall work with the Division of Purchases Official(s) to identify and implement alternative options that shall maintain or reduce costs associated with replacements. Contractors shall offer suggested replacements of discontinued products at least 30 days prior to discontinuation, including replacement part number, description, list price, applicable discount, and final price. *Please indicate your company's ability to meet this requirement.*

A.6 Service Response Time Guarantee: The Contractor is required to respond to and resolve service calls within a guaranteed time set forth in the contract. Availability of representatives to service all copiers during the lease period is a requirement of this RFP. If a service call is deemed necessary by a Contract User, the service must be provided within four (4) working hours after notification. Working hours are defined as 8:30AM - 4:30PM, Monday through Friday, with minor deviations in this schedule by location. The successful bidder must provide a local telephone or a toll free number. Within one hour of the initial service call, the User should receive a telephone response. The technician should arrive with all the parts and tools necessary to complete the service call. *Please provide a description of your service response capabilities, and where it meets and exceeds these requirements.*

A.7 Response Times to Orders: Contractor should be able to fill and deliver orders on-site within four (4) days of order placement by Contract Users, either via the internet, phone or fax. *Please indicate your company's ability to meet this requirement.*

A.8 Site Delivery: Contractor or assignee shall make delivery of each order to an inside location as directed by the ordering customer. Contractor must comply with parking and delivery requirements (times, locations, permits, etc.) of the ordering customer. Vendor will obtain "ship to" information from each participating agency location. *Please indicate your company's ability to provide this on a regular basis across the State of Rhode Island geography. Indicate if delivery is provided directly by your company's resources, or if third party vendors are used.*

A.9 Label Application: The Contractor will apply a label to all copiers indicating the make and model of the copier, the serial number, the Contractor equipment ID number and the equipment toll-free service telephone number. *Please indicate your company's ability to provide this level of detail for all equipment, and any other information you provide as a standard.*

A.10 Training: The Contractor should train Rhode Island personnel in the operation of all equipment and systems made available by the Contractor. Training should be scheduled on an "as needed" basis. There should be no charge to Rhode Island for this training. *Please provide information on your training policies, and how you have addressed training with similar size clients in the past.*

A.11 Warranty: All warranty information and certificates shall be furnished and become the property of the District(s) upon delivery of the copiers and all rights, and the successful vendor and the manufacturer must honor remedies stated in the warranties. All equipment must be serviced for the full contractual obligation period and must include all parts, labor, supplies, and equipment upgrades. The Contractor shall guarantee its products to be free from defects in materials and workmanship, given normal use and care, over the period of the manufacturer warranty. The terms of this contract will supersede any language to the contrary on purchase orders, invoices or other documents produced by the Contractor. The Contractor shall agree to repair and/or immediately replace without charge any product or part thereof which proves to be defective or fails within the warranty period as specified. *Please indicate your company's ability to meet this requirement.*

A.12 Equipment Returns: Rhode Island reserves the right to mandate the replacement of all equipment deemed by Rhode Island to have chronic operational problems resulting in excessive downtime and/or poor quality, excessive noise level, etc. Replacement equipment must be of like or superior specifications to the unit in question. Costs associated with the removal of problematic equipment and the delivery and installation of replacement equipment will be solely at the Contractor's expense. *Please indicate your company's ability to meet this requirement. Please provide additional information regarding your current equipment return policy, if applicable.*

A.13 Quality Assurance Guarantees: The Contractor(s) shall guarantee its products to be free from defects in materials and workmanship, given normal use and care, over the period of the manufacturers' warranties. The terms of this contract shall supersede any language to the contrary on purchase orders, invoices or other documents provided by the contractor(s), manufacturer(s) or other sources. The Contractor(s) shall agree to repair and/or replace immediately without charge (including freight both ways) to Contract Users, any product or part thereof, which proves to be defective or fails within the warranty period as specified. *Please indicate your company's ability to meet this requirement. Please provide additional information regarding your current quality assurance program, if applicable.*

A.14 Up-time Guarantee: All equipment should be fully operable and at maximum copy quality for a minimum of 98% of normal business hours each month. In the event that a copier has been fully operable for less than 98% of normal business hours per month for two consecutive months, Rhode Island shall have the right to exchange the unit for one of like kind and capability within three (3) days, at no additional charge to Rhode Island. Up time shall be calculated using a 40 hour work week, assuming 4 weeks per month. Additional up-time guarantees shall be as follows:

- Should any piece of equipment require three (3) or more service calls in any given thirty (30) day period that are not the result of user error, Rhode Island may require that such machine be removed and replaced with a machine of like kind.
- Machines that cannot be restored and that are inoperable for more than one business day may be replaced at Rhode Island's sole discretion with a temporary machine, within a specified time period, at no additional charge to Rhode Island.

Please indicate your company's ability to meet this requirement. Please provide additional information, if applicable.

A.15 Non-Performance Guarantees: Rhode Island is interested in contracting with companies that can offer a credible means to sustain their performance in providing products and high service levels. *Please provide an overview of any non-performance guarantee that you would propose providing to Rhode Island.*

A.16 Test Samples: When requested, contractors will be required to supply sample products in sufficient quantities for testing purposes when requested. Samples should be provided within four (4) days of requests by Contract Users. *Please indicate your company's ability to meet this requirement.*

A.17 Expiration Notification: Contractor must notify the State of all lease expirations, in writing, sixty (60) days prior to the expiration of each copier lease. *Please indicate your company's ability to meet this requirement.*

A.18 Removal of Equipment: There shall be no cost associated with the removal of equipment at the end of the lease term. No equipment may be removed without prior written notification signed by an authorized agent of the State. An authorized District representative should be present during removal. *Please indicate your company's ability to meet this requirement.*

A.19 Purchase Orders: Rhode Island issued purchase orders will govern any and all copier leases and purchases. No additional lease agreements will be entered by the State. *Please indicate your company's ability to meet this requirement.*

A.20 Payments to Third Parties: Rhode Island agrees only to contract with the Bidder(s) responding to this RFP. Purchase orders and payments will not be issued to third parties. All payments will only be made directly to the awarded Contractor(s), including any and all monthly lease payments and service charges. *Please indicate your company's ability to meet this requirement.*

A.21 Reporting Requirements: Contractors are required to provide quarterly and annual reporting on Rhode Island spending. Reporting is due within ten (10) working days after the close of the respective billing period.

Reporting must be provided in an electronic spreadsheet or database format (such as Microsoft Excel).

Usage Reporting should capture the following detail for each copier:

- Copier Serial #
- Brand
- Model Number
- Location
- Monthly Copy Volume
- Six (6) Month Average Monthly Copy Volume
- Monthly Lease Cost
- Lease Start Date
- Lease End Date
- Purchase Cost
- Date Purchased
- Monthly Maintenance Cost

Contractor will also provide Service Reporting on a quarterly and annual basis that captures the following detail:

- Up-Time Reports
- Service Calls per Copier
- Average Service Call Response Time
- Customer Satisfaction

In addition to these standard reports, the Contractor is required to provide, at no additional cost to Rhode Island, supplemental reports related to Rhode Island spending on an as-needed basis. *Please indicate your company's ability to provide this level of reporting detail, and any other information you provide as a standard. Please provide any sample reporting as a separate exhibit.*

A.22 Additional Proposals for Total Cost of Ownership and Other Non-Pricing Related Cost Reductions During Term of Contract: The State is seeking to establish long-term relationships with its contractors and expects contractors to recommend ways of managing the total cost of ownership in this category of purchases to reduce costs for both Rhode Island and the Contractor. *Please provide Rhode Island with any proposals for additional value creation in this category that you would recommend instituting if awarded the contract. Please include your method for quantifying results, the timeframe for achieving results, and your best estimate of the impact on Rhode Island if implemented.*

A.23 Rhode Island Account Management: *Please provide an overview of the management and customer relationship team that will be responsible for managing the Rhode Island relationship in the event of being awarded Rhode Island's business. Please provide titles, contact information, and prior account management experience for accounts of Rhode Island's size and type.*

A.24 Experience Serving State Governments: *Please provide a description of your company's experience in serving the state government sector.*

A.25 New Contract Implementation: Any new Contractor(s) selected will be required to implement meeting the State's requirements for copiers rapidly. *Please provide a description of how your company would implement a new relationship in terms of either a new vendor relationship, or, in the event of an incumbent, new pricing, products and service levels. Feel free to include in a separate attachment a workplan and timeline for this type of implementation. Bidders should include a discussion of how to educate end-users in acquiring new copiers through the Bidder's system.*

A.26 Company Information: *Using the worksheet provided for this section of the Technical Proposal, please provide the requested detail on company size, financial performance and history.*

A.27 Customer References: *Using the worksheet provided for this section of the Technical Proposal, please provide three customer references, with a focus on government customers if possible.*

A.28 Minority and Women's Business Enterprises, and Disability Business Enterprises: As a progressive, socially responsible government organization, Rhode Island has an established and on-going commitment to providing equal opportunity to Minority Business Enterprises (MBEs) to contract as vendors for Rhode Island's purchased goods and services.

MBE shall be defined as "a small business concern, as defined pursuant to § 3 of the Federal Small Business Act, 15 U.S.C. § 632, and implementing regulations, which is owned and controlled by one or more minorities or women." [37-14.1(f)] Rhode Island's target goal is to source 10% of its purchased goods and services from MBEs.

All MBEs must be certified by the State Minority Office. For further information about Rhode Island's requirements to qualify as a MBE, please contact the MBE Officer at (401) 222-6253.

The State also requests the Bidder to indicate the approximate percentage of spending with MBE businesses within the most recent 12-month period for which data is available.

Please indicate if your company is a minority owned, women owned, or disability owned business. Please complete the section regarding MBEs in its entirety, even if the Bidder is not a MBE business.

A.29 Additional Information: *Please use this form as an opportunity to provide any additional information that you would like Rhode Island to review in evaluating your company's proposal.*

IV. COST PROPOSAL REQUIREMENTS

A. TERMS AND CONDITIONS GOVERNING PRICING

In addition to the service level requirements indicated in Section III, the following terms and conditions should apply to all pricing provided, and will be the basis under which any pricing proposed is assumed to be valid when selecting a Bidder and generating a contract resulting from this RFP process:

A.1 Term of Pricing: Pricing for purchased copiers, leased copiers and maintenance agreements will remain fixed and firm for the duration of the contract.

A.2 Pricing will Reflect the DELIVERED and INSTALLED Price: All items will be priced inclusive of any packaging, shipping and delivery charges. Size of order and/or delivery location will have no impact on pricing.

The Contractor must incur all costs for shipping, delivery, installation and set-up for all equipment and accessories. To avoid interruption of operations, all installations must be scheduled. Mutually agreed upon dates should be arranged by the Contractor and the Rhode Island contract user. No incremental overtime or other additional charges will be paid by the State.

All copiers should be delivered within **five (5)** working days after an order has been placed. If, on occasion, this cannot be achieved the Contractor must provide a temporary loaner to the Agency location.

A.3 Maintenance Cost Per Copy (CPC): This per copy “click” charge is to be billed monthly and shall include all preventative maintenance, service calls, repairs, labor charges, parts, and copier supplies (including staples, toner, drums and fusers, but excluding paper). When bidding, Bidders are encouraged not to mandate monthly copy minimums. *Bidders are also encouraged to provide additional Maintenance pricing mechanisms and proposals to the State for review. Please include additional proposals as separate attachments.*

A.4 Taxes: All pricing proposed will be exclusive of any taxes charge to Rhode Island. Sales to the State of Rhode Island are exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request. Deliveries pursuant to this contract shall be free of Federal excise and transportation tax charges. Contractor or Lessor is subject to all Federal, State and Local taxes, as applicable.

A.5 Term of Contract: It is the intention of the State to establish a contract with an initial term of three (3) years, with options for two (2) additional annual extensions. A longer contract duration will be considered, but all unit pricing should be based upon a three (3) year contract term.

A.6 Additional Charges: Service fees or additional costs not covered in this RFP will not be invoiced to the contract users during the term of this agreement.

A.7 No Return Fee for Errors: There will be no return fees for inaccuracies or other errors on the part of the contractor or the State.

A.8 Rush Charges Due to Errors: Any Contractor's error (e.g., stock-outs, etc.) resulting in a rush delivery requirement will not incur additional rush charges.

B. INTRODUCTION TO PRICING GRIDS

This section provides detail on how a Bidder should respond to the Cost Proposal requirements of this RFP. Rhode Island has provided an Excel workbook ("RFP#B03253_Cost_Proposal.xls") for use in providing all required pricing in response to this RFP.

Bidder must provide the company name in the "Bidder Name" section for each pricing grid. Information is to be entered in YELLOW cells only. White and blue cells are protected. Do not attempt to fill or change information located in any non -yellow cells.

To obtain a copy of the Cost Proposal spreadsheet files, Bidder MUST send a request for an electronic copy to questions@purchasing.state.ri.us. Sample spreadsheets provided in this RFP will not be accepted in the final proposal.

C. EXHIBIT 1 - RHODE ISLAND COPIER FLEET PROFILE

The data provided in **Exhibit 1 - Rhode Island Copier Fleet Profile** provides a robust sample of the current copier install base including information regarding make, model, average copies made per month and lease expirations. While Bidders should use the demand information provided here as a guide, understand that it does not represent a commitment by Rhode Island to purchase at these exact levels. Furthermore, the winning Bidder is expected to assist the State to create a copier implementation program that will optimize the current office equipment fleet.

Exhibit 1 is only for Bidder review and no information is to be inserted on this page.

D. EXHIBIT 2 – COPIER SPECIFICATIONS

Rhode Island has established six (6) copier bands based on a copier's level of output. Bidders are asked to recommend a copier Brand and Model that the Bidder's company can provide to the State. Bidders are asked to provide additional information regarding the standard specifications for each recommended copier. Bidders should meet or exceed the minimum Copies Per Minute (CPM) for each copier band in order for the copier to be considered.

The State reserves the right to determine a nominal range of acceptable copier level output for each designated band and award accordingly.

Rhode Island has requested the following fields of information in this pricing grid for Bidders to complete:

- Brand
- Model Number
- Maximum Original Size (Largest paper size able to be duplicated by a copier model)
- Actual CPM
- Monthly Recommended Minimum Volume
- Monthly Recommended Maximum Volume
- 1st Copy Time
- Warm Up Period
- ENERGY STAR[®] Compliance
- Included Features

It is also requested that, when possible, a Bidder recommend an alternate copier brand and/or model for each volume band. (Vendor Proposal #2)

Enter all volumes and copier specifications on this grid as non-decimal numbers. (E.g., 5 seconds should be entered as 5). Do not try to change either the formatting or structure of this pricing grid, as this could result in an incorrect analysis of your bid and disqualification. The pre-formatting of the worksheets will help to guide you.

Enter “n/a” to indicate not available. Cells left blank will be interpreted as “NO BID”. Enter “NO BID” when the intent is not to bid on a particular copier band.

E. PRICING GRID 1 – BASE MODEL PRICING

For each of the copiers recommended in the **Exhibit 2 - Copier Specifications**, Bidders are to provide pricing based on several pricing scenarios. The State is requesting pricing for four (4) term/commitment levels including:

- Purchase
- 36 Month Capital Lease Terms*
- 48 Month Capital Lease Terms*
- 60 Month Capital Lease Terms*

*Note: A Capital Lease, within the context of this RFP, is defined as a lease in which ownership of the copier is transferred to the State of Rhode Island at the end of the lease term following the final buyout payment. ***Bidder is to assume a \$1.00 buy-out cost at the termination of the lease term.***

Rhode Island is likely to utilize a mix of options over the course of a contract. Bidders are requested to provide the following pricing details for all recommended copiers included in the proposal:

- Model Number
- Actual CPM
- List Purchase Price
- Maintenance Cost per Copy (CPC) (for Leased copiers)
- Monthly Copy Commitment
- Capital Lease Monthly Lease Cost (36, 48 and 60 month lease terms)

- Buy Out Cost (End of Lease)
- Purchase Price
- Maintenance CPC (for Purchased copiers)

Rhode Island has provided the following fields of information in this pricing grid for Bidders to use in completing this bid:

- Copier Band
- Minimum CPM Required

This information is to be provided for both the Vendor Proposal #1 recommended copiers and Vendor Proposal #2 recommended copiers, as indicated in **Pricing Grid B – Copier Specifications**.

This pricing grid has been pre-formatted to provide information in dollars, rounded to the nearest cent (except for the Maintenance Cost per Copy (CPC)). Do not try to change either the formatting or structure of this pricing grid, as this could result in an incorrect analysis of your bid and disqualification.

Enter prices on each grid as a “number” (i.e. two-place decimal), and not a “currency” or other format unless otherwise stated. That is, omit dollar signs, commas, and any other non-essential symbols. (E.g., \$7.90 should be entered as 7.90). Enter all volumes and copier specifications as non-decimal numbers. The pre-formatting of the worksheets will help to guide you.

Enter “n/a” to indicate not available or “0” if there is no charge. Cells left blank will be interpreted as “NO BID”. Enter “NO BID” when the intent is not to bid on a particular item.

F. PRICING GRID 2A & 2B – PURCHASED EQUIPMENT FEATURES

For each of the recommended purchased copiers, Bidders are asked to provide additional cost for certain features and add-ons available for each copier. We have asked Bidders to provide the cost information for the following copier features by copier band:

- Additional Paper Trays (250 sheet & 1,000 sheet capacity)
- High Capacity Feeders
- Finisher
- Offset Stacking/Collating
- Electronic Copy Control
- Imaging/Scanning
- Two Sided Copying
- Two Sided Faxing

In addition, Bidders are invited to recommend additional options and features and provide the requested pricing associated with each recommended option.

For each of the above-mentioned features, the following pricing is requested:

- List Price
- Factory Installed Purchase Price to RI

- Field Installed Purchase Price to RI

Before completing you response, please note:

- Pricing Grid 2A (Titled “2A-Purchased Features (VP#1)”) is to be used for pricing all options related to the Vendor Proposal #1 copiers.
- Pricing Grid 2B ((Titled “2B-Purchased Features (VP#2)”) is to be used for pricing all options related to the Vendor Proposal #2 copiers.

These pricing grids have been pre-formatted to provide information in dollars, rounded to the nearest cent. Do not try to change either the formatting or structure of these pricing grids, as this could result in an incorrect analysis of your bid and disqualification.

Enter prices on each grid as a “number” (i.e. two-place decimal), and not a “currency” or other format unless otherwise stated. That is, omit dollar signs, commas, and any other non-essential symbols. (E.g., \$7.90 should be entered as 7.90).

Enter “n/a” to indicate not available or “0” if there is no charge. Cells left blank will be interpreted as “NO BID”. Enter “NO BID” when the intent is not to bid on a particular item.

G. PRICING GRID 3A & 3B – LEASED EQUIPMENT FEATURES

For each of the leased copiers, Bidders are asked to provide additional cost for certain features and add-ons available for each recommended copier. Each lease term (36, 48 & 60 months) section requests identical information and bids should be provided for each lease term. ***Bidder is to assume a \$1.00 buy-out cost at the termination of the lease term.*** We have asked Bidders to provide the specific lease costs for the following features by copier band:

- Additional Paper Trays (250 sheet & 1,000 sheet capacity)
- High Capacity Feeders
- Finisher
- Offset Stacking/Collating
- Electronic Copy Control
- Imaging/Scanning
- Two Sided Copying
- Two Sided Faxing

In addition, Bidders are invited to recommend additional options and features and provide the incremental cost associated with each recommended option.

For each of the above-mentioned features, and each lease term (36, 48 & 60 months) the following information is requested:

- Factory Installed Monthly Lease Cost to RI

Field Installed pricing will be based both on RI contracted purchase cost and term remaining on base copier at time of installation. Pricing and terms will be mutually agreed upon by Agency representative, Purchasing Agency and vendor, at time of installation.

Before completing your response, please note:

- Pricing Grid 3A (Titled “3A-Purchased Features (VP#1)”) is to be used for pricing all options related to the *Vendor Proposal #1* copiers.
- Pricing Grid 3B (Titled “3B-Purchased Features (VP#2)”) is to be used for pricing all options related to the *Vendor Proposal #2* copiers.

These pricing grids have been pre-formatted to provide information in dollars, rounded to the nearest cent. Do not try to change either the formatting or structure of these pricing grids, as this could result in an incorrect analysis of your bid and disqualification.

Enter prices on each grid as a “number” (i.e. two-place decimal), and not a “currency” or other format unless otherwise stated. That is, omit dollar signs, commas, and any other non-essential symbols. (E.g., \$7.90 should be entered as 7.90).

Enter “n/a” to indicate not available or “0” if there is no charge. Cells left blank will be interpreted as “NO BID”. Enter “NO BID” when the intent is not to bid on a particular item.

H. PRICING GRID 4 – INCENTIVES, DISCOUNTS AND REBATES

Rhode Island recognizes the potential to realize additional savings by partnering with the Contractors who work with the State to offer additional contract incentives that benefit both parties. This section asks Bidders to propose additional incentives to the State and its Contract Users.

Rhode Island requests that the Bidder propose rebates and discounts that will be extended to the State based on the following criteria:

- **Multi Year Contract Award:** Propose an additional percentage discount on pricing if Rhode Island were to agree to a four (4) or five (5) year contract.
- **Payment Terms:** Propose an additional percentage discount on pricing to be extended to each monthly invoice that is paid within a time period shorter than the standard net 30 days, or via Electronic Funds Transfer (EFT).
- **Volume Rebate:** Propose a year-end rebate to Rhode Island if annual sales from Contract Users reaches or exceeds specified spending targets.
- **Central Billing:** Please propose a monthly invoice discount to Rhode Island if the State agrees to accept a single monthly invoice for all agencies, departments and other State managed entities utilizing the Contractor’s MPA. (NOTE: The centralized bill **will not** include municipalities and school districts)

This pricing grid has been pre-formatted to provide information in percentages, rounded to the second decimal place. Do not try to change either the formatting or structure of this pricing grid, as this could result in an incorrect analysis of the bid and disqualification of the Bidder.

Enter numbers on each grid as a “percentage” (i.e. rounded to two decimal places), and not a “currency” or other format unless otherwise stated. That is, omit dollar signs, commas, and any other non-essential symbols.

Enter “n/a” to indicate not available. Cells left blank will be interpreted as “no offer”.

TITLE: COPIER EQUIPMENT AND SERVICES
OPENING DATE: January 21st, 2004 @ 3:15PM EST

NON-COLLUSION STATEMENT

This is to certify that the undersigned vendor(s) has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date to the Division of Support Services.

It is agreed by the undersigned vendor(s) that the signed delivery of this proposal represents the vendor(s)'s acceptance of the terms and conditions of this request for proposal including all specifications and special provisions. Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Rhode Island, Department of Administration.

COMPANY NAME _____
 IS THIS COMPANY: (Please circle) CORPORATION PARTNERSHIP INDIVIDUAL
 NAME OF AUTHORIZED REPRESENTATIVE _____
 SIGNATURE _____ TITLE _____
 COMPANY ADDRESS _____
 PHONE NUMBER _____ FAX NUMBER _____
 EMAIL ADDRESS _____
 FEDERAL E.I. NUMBER _____ RHODE ISLAND LICENSE NUMBER _____

Please circle one of the "Yes" or "No" responses below.

COMPANY CLASSIFICATIONS: CERT. NO.	Women Business Enterprise (WBE)	yes	No	Minority Business Enterprise (MBE)	Yes	No	Disadvantaged Business Enterprise (DBE)	Yes	No

[The above table is for information and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO:
 COMPANY NAME _____ CONTACT _____
 ADDRESS _____
 PHONE NUMBER _____ FAX NUMBER _____
 EMAIL ADDRESS _____

THIS PAGE MUST BE SIGNED, NOTARIZED AND RETURNED FOR YOUR BID TO BE CONSIDERED

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20 ____
 Notary Public _____ My commission expires _____
 City of _____ County of _____ State of _____