



Request For Quote

Release Date: May 6, 2016

Qualifications Due: May 20, 2016

Printer and Copier Leases

I. About the Agency

StopWaste is a public agency responsible for reducing waste in Alameda County. We help local governments, businesses, schools and residents with projects and initiatives that:

- Increase recycling and reduce waste
- Develop and expand markets for recycled materials
- Provide technical and implementation assistance to increase recycling
- Motivate people to make recycling and waste reduction part of their everyday routines.

We are governed by three Boards: the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council.

StopWaste is requesting quotes from firms for leases of copiers and printers for the Agency.

II. Description of Services and Qualifications Required

StopWaste is looking to lease two copiers with the following minimum specifications.
Lease term will be four years.

Printer/Copier 1:

55 pages per minute

Black/White

Color

Approximate print volume 300,000 pages per year.

Printer/Copier 2:

75 pages per minute

Black/White only

Approximate print volume 300,000 pages per year

Both Printer/Copier 1 and 2:

Scan to email

Copy

No fax required

Duplex

Built in stapler

Built in hole punch

Legal, Letter and 11x17 paper

Ethernet Port

Secure print features

Print accounting based on 4-6 digit project code

Other:

Additional desktop printer sales and service as needed. Currently, seven desktop printers are in use. Applicants must be able to perform standard maintenance on the following printer make/model.

HP Lasert Jet 4015tn (MICR Toner)

Konika Magicolor 5670en

Konika Pagepro 5650en

Konika BizHub 4000p

Konika BizHub 3300p

General Qualifications:

The Agency encourages vendors to be certified as Green Businesses by the Bay Area Green Business Program. Find out more information about this program at www.greenbiz.ca.gov.

The following insurance policies are required by our agency:

- Comprehensive general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury and property damage shall be not less than \$2,000,000.
- Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented, and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
- Statutory workers' compensation and employer's liability insurance as required by state law.

Please state your current level of coverage for the above listed insurance requirements and your ability to attain the required levels indicated above.

For questions or additional information, please send inquiries to mcohen@stopwaste.org or 510-891-6545.

III. Local Preference Policy

Alameda County Waste Management Authority
Local Preference Purchasing Policy

The Agency will give a 2.5% vendor bid preference to a local business for goods, materials and general services provided that the goods, materials and/or general services meet the standards set forth in the Agency's Environmentally Preferable Purchasing Policy (EPP). The Agency will give an additional 2.5% vendor bid preference to a local business that is also a certified small or emerging business for goods, materials and general services provided that the goods, materials and/or general services meet the standards set forth in the Agency's Environmentally Preferable Purchasing Policy (EPP). See links to local preference and EPP policies

<http://stopwaste.org/resource/stopwaste-local-preference-purchasing-policy>

<http://stopwaste.org/resource/stopwaste-environmentally-preferable-purchasing-policy>

IV. Submittal Requirements

Firms or individuals responding to this RFQ must provide:

- A. Client references. Please provide the client reference's name, title, employer, email and phone number.
- B. Summary of the firm proposing to provide services.
- C. Descriptions of printers, including size and list of all features
- D. Cost, including base monthly payment, per page and support
- E. Copy of lessor Standard Service Agreement

V. Application Deadline and Instructions

Release of RFQ	May 6, 2016
Quotes Due	May 20, 2016
<i>Qualifications are due at 5:00 p.m. and will not be accepted after this time.</i>	

The deadline for application submittal is **5:00 p.m., Friday, May 20, 2016.**

Submittal

One copy of the quote should be emailed, mailed or hand delivered to:

StopWaste
1537 Webster Street
Oakland, CA 94612
Attention: Michael Cohen

Email submittals should be sent to mcohen@stopwaste.org the subject line clearly marked "**Copier RFQ**". Upon submittal, you will receive a confirmation of receipt. If you do not receive this confirmation, please contact Mike Cohen at the email address above.

Format

All materials are to be printed double-sided on 8-1/2" x 11" recycled content paper when applicable.

Please note Faxed responses will **not** be accepted.

Qualifications received after 5:00 p.m. on May 20, 2016 will **not** be accepted.

For more information please send an email to mcohen@stopwaste.org.

VI. General Conditions

All materials submitted become the property of StopWaste, and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements.

The Agency reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the proposal, to accept or reject any or all proposals received, and/or to cancel all or part of this RFQ at any time prior to awards.