



Request for Bids

Mississippi Valley State University

**THIS IS
NOT AN
ORDER**

14000 Hwy 82-W #7244
Itta Bena MS 38941-1400

Web Address: www.mvsu.edu/purchasing/

Phone No: (662) 254-3319 Fax (662) 254-3314

Bid Title:

Date:

Requester and Requesting Department:

Bid No.

Number of Pages

Change Order:

Term – End of Month

Bids/Proposals – Do not include State or Federal Taxes in your bids/proposals. The University is exempted from these taxes. All order will be placed with successful bidder by Official Purchase Order.

Mississippi Valley State University is considering the purchase of the following item (s). **We ask that you submit your Bids/Proposals in three copies.** Rights are reserved to accept, or reject any and all parts of your bid/proposals. Your bid/proposals will be given consideration if received in this Office on or before the date and time below.

- This bid/proposal will be awarded on a line by line basis
- This bid/proposal will be awarded on a all or none basis

However, the University reserves the rights to award any and all bids/proposals in the best interest of the University.

| |
|--------------------------------------|
| Bid/Proposal opening {Date and Time} |
| Mississippi Valley State University |
| By: Billy D. Scott Purchasing Agent |

Email: bscott@mvsu.edu

NOTE: If you cannot quote on the exact material shown, please indicate any exceptions, giving brand names and complete specifications on any alternate. Mississippi Valley State University reserves the rights to accept any alternate of equal or greater quality or performance. We also reserve the rights to waiver any irregularities that may appear in the Bids/Proposals specifications.

| ITEM | QUANTITY | DESCRIPTIONS | UNIT PRICE | TOTAL NET PRICE |
|---|----------|--------------|------------|-----------------|
| <i>Please show Bid/Proposals No. on outside of Envelope</i> | | | | |

If checked, Mississippi Valley State University reserves the rights for an additional 60 days to purchase and additional 20% of this bid/proposal at the same cost.
We quote you as above F.O.B – Mississippi Valley State University. Shipment can be made within _____ days from receipt of the order.

| | |
|--|---|
| <p>Terms:</p> <p>Date:</p> <p>Phone/Fax:</p> | <p style="text-align: center;">Company Quoting</p> <div style="border: 1px solid black; height: 80px; margin: 5px 0;"></div> <p>Official Signature:</p> |
|--|---|

Questions concerning RFP for Copiers

1. Does the local dealer have to be certified or can it be the manufacturer who is certified?

Answer: You have to be registered with the Secretary of State Office and in MAGIC (State Accounting System) through DFA.

2. Are any of the copiers to have finishing capabilities?

Answer: Yes, some copiers will need finishing capabilities.

3. Which copiers will need coin boxes, and what are the specifications of the coin boxes?

Answer: No copier will need a coin box.

4. Are there any special scanning programs that have to be provided by the proposer?

Answer: No, there are no special scanning programs that have to be provided by the proposer.

5. What is the name of the incumbent vendor?

Answer: Canon is the incumbent vendor.

6. Can you define the estimated Cost of Operating the Print Shop?

Answer: The estimated cost to equip the Print Shop with proper machines to have a functional Print Shop. New devices are to be multifunction and include scan, copy, print and fax. Required functionality for devices should include but not limited to:

Saddle stitching

Fiery

Print different sizes on different paper stocks

Multiple hole punch (3 and 19)

Booklet maker finisher

Perfect bind

Full bleed capabilities

Box style trimmer

Stand alone trimmer

Direct print/copy "off the glass"

Direct online print/copy

Print from USB "thumb drive"

Scan to print - scan one, print many functionality

Scan to fax

Scan to email

Scan to document storage

Scan to Adobe pdf

Scan to TIFF

Scan to USB "thumb drive"

7. Are you in need of scanning?

Answer: All machines will need scanning capabilities.

8. Does any of the devices need staple or hole punch capability?

Answer: Yes, there are some devices that will need staple and hole punch capabilities.

9. Is the selected vendor expected to provide an on-site employee to run the Print Shop?

Answer: No, the vendor will not be expected to provide an on-site employee.

10. Are you in need of faxing? If so, on how many devices?

Answer: There are approximately four (4) departments that will need the faxing capability on the copier.

11. Are you currently using Blackboard Transact? If not, what are you currently using to allow students to make payments with ID Cards?

Answer: We are currently using Blackboard 9.1.

12. What are the finishing requirements for the departmental fleet?

Answer: All copiers in the fleet will need stapling and sorting capabilities and some will need hole punch capabilities.

13. Minimum copier speed per category

Answer: Category 1: 25 cpm
Category 2: 30 cpm
Category 3: 35 cpm
Category 4: 40 cpm
Category 5: 55 cpm
Category 6: 100 cpm

14. In reference to Category 1; as per the RFP requirements, please disregard statement concerning analog equipment.

15. Please delete section 2.28.

16. Cancellation of copier service on a site by site basis will occur if:

a. Funding is eliminated

b. The University decides to eliminate a service provided by a University agency

17. Please delete the requirement in section 2.24.4.

18. Copiers that may be added during the term of this contract are to be new machines.

19. The proposal due date is January 26, 2017.

20. Meter Reads and Data Collection

The University prefers an electronic, remote system that allows meter data to be collected without interrupting normal operational activities.