

INVITATION FOR REQUEST
FOR PROPOSAL

RFP NO.: 12-0077-5

**ANNUAL CONTRACT FOR MULTI-FUNCTION COPIER EQUIPMENT FOR
CHATHAM COUNTY, GEORGIA**

PRE-PROPOSAL CONFERENCE: 10:00AM, JULY 17, 2012

PROPOSAL RECEIPT BY: 5:00 P.M., AUGUST 2, 2012

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

PETE LIAKAKIS, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER JAMES J. HOLMES

COMMISSIONER PATRICK O. SHAY

COMMISSIONER PATRICK K. FARRELL

COMMISSIONER TABITHA ODELL

COMMISSIONER DAVID M. GELLATLY

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PRISCILLA D. THOMAS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

**CHATHAM COUNTY, GEORGIA
DOCUMENT CHECK LIST**

The following documents, when marked, are contained in and made a part of this Package or are required to be submitted with the proposal. It is the responsibility of the Proposer to read, complete and sign, where indicated, and return these documents with his/her Proposal. FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE PROPOSAL.

X GENERAL INFORMATION

X PROPOSAL

X PROPOSAL SCHEDULE

X LEGAL NOTICE

X ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT; C. DISCLOSURE OF RESPONSIBILITY STATEMENT; D. CONTRACTOR AFFIDAVIT/AGREEMENT; E. SAVE FORM; F. DEBARMENT FORM; G. M/WBE PARTICIPATION FORM; H. LOBBYING

COUNTY TAX CERTIFICATE REQUIREMENT: Contractor must supply a copy of their Tax Certificate as proof of payment of the occupational tax where their office is located.

CURRENT TAX CERTIFICATE NUMBER _____
CITY _____
COUNTY _____
OTHER _____

RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBERS _____

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her proposal.

BY: _____

SIGNATURE:

DATE: _____

Chatham County has established goals to increase participation of minority and woman owned businesses. In order to accurately document participation, businesses submitting bids or proposals are strongly encouraged to report ownership status. A minority or woman owned business is defined as a business with 51% or greater minority or woman ownership. Please check ownership status as applicable:

African-American _____ Asian American _____ Hispanic _____
Native American or Alaskan Indian _____ Woman _____

For additional information concerning Chatham County's M/WBE Program, please contact Arneja Riley, at (912) 652-7860.

**CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AND CONTRACTING
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GEORGIA 31406
(912) 790-1619**

DATE: July 5, 2012

RFP NO. 12-0077-5

GENERAL INFORMATION FOR REQUEST FOR PROPOSALS

This is an invitation to submit a proposal to supply Chatham County equipment and services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Agent, **1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GEORGIA** up to **5:00 P.M. AUGUST 2, 2012**. The Purchasing Agent reserves the right to reject any and all proposals and to waive formalities.

Instructions for preparation and submission of a proposal are contained in the Request for Proposal package. Please note that specific forms for submission of a proposal are required. Proposals must be typed or printed in ink. If you do not submit a proposal, return the signed invitation sheet and state the reason; otherwise, your name may be removed from our bidders list.

A pre-proposal conference has been scheduled for **10:00 am, JULY 17, 2012**, and will be conducted in the Purchasing Conference Room located at **1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GEORGIA 31401**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. Firms are encouraged to attend.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Agent will issue a written addendum to document approved changes. Generally when addendum are required, the proposal due date may be changed.

Chatham County has an equal opportunity procurement policy. Chatham County seeks to ensure that all segments of the business community have access to providing services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The County expects its contractors to make maximum feasible use of minority businesses and qualified minority employees. The terms "disadvantaged business", "minority business enterprise", and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance and Procedures Manual, Article VII - Disadvantaged Business Enterprises Program.

**SECTION I
INSTRUCTIONS TO PROPOSERS**

- 1.1 PURPOSE:** Chatham County is seeking proposals from responsive and qualified firms to provide digital multi-function copier/scanner/printer devices (MFD), black and white and color, for use by various departments throughout the County. All proposals are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

- 1.2 INFORMATION OR CLARIFICATION:** For information concerning procedures for responding to this solicitation, contact Kathleen Watson-Scott, CPPB, at (912) 790-1619. Such contact shall be for clarification purposes only. Material change, if any to the scope of services or bidding procedures will be only transmitted by written addendum. It is the proposers' responsibility to check the website to determine if any addenda(s) have been issued.

All questions must be submitted in writing to the Purchasing & Contracting Division, 1117 Eisenhower Drive, Citizen Service Center, Suite C, Savannah, GA. Attn: Kathleen Watson-Scott, CPPB. Questions may be sent via FAX to (912) 790-1627 or email to kwscott@chathamcounty.org. Questions of a material nature must be received prior to the cut-off date specified in the solicitation schedule. If no cut-off date is listed, the deadline for questions shall be 5:00 p.m. one week prior to the deadline of receipt of proposals. If a bid or proposal is faxed, it is the responsibility of the proposer to insure that the proposal is received in its entirety prior to the deadline for bid submittal. In certain circumstances, fax bids are never allowed i.e., when there is a bid bond requirement. The entire proposal must be submitted in accordance with the Instructions to Bidder/Proposers contained in this solicitation.

- 1.3 ELIGIBILITY:** To be eligible for a resulting contract (s) in responding to this solicitation, the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in the Scope of Services section.

1.4 HOW TO PREPARE PROPOSALS: All proposals shall be:

- A. Prepared on the forms enclosed herewith, unless otherwise prescribed, and **all documents must be submitted.**
- B. Typewritten or completed with pen black or blue ink, signed by the business owner or authorized representative, with all corrections initialed and dated by the official signing the proposal. **ALL SIGNATURE SPACES MUST BE SIGNED.**

Bidders are encouraged to review carefully all provisions and attachments of this document prior to submission. Each bid constitutes an offer and may not be withdrawn except as provided herein.

1.5 HOW TO SUBMIT PROPOSAL: All proposals shall be:

- A. Submitted in a sealed opaque enveloped, plainly marked **Multi-Function Copier Equipment, RFP #12-0077-5, with date and time of bid proposal opening, and company name.**
- B. Mailed or delivered as follows in a sufficient time to ensure receipt by the Purchasing Agent on or before time and date specified above.

- Mailing Address: Purchasing Agent, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.

PROPOSALS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.

1.6 FORMAT FOR RESPONSES: To be considered, contractors must submit a complete response to the Request for Proposal. To assure a uniform review process and obtain the maximum degree of comparability, each proposal shall include the following content and shall be presented in the following order:

- a. Detailed description of equipment, service and support capabilities .
- b. Cost Proposals per instructions
- c. Proposed Schedule of Minority and Women owned Business Participation and Non-Discrimination Statement
- d. Required Attachments

1.7 BASIS OF AWARD: Proposals will be evaluated according to the following criteria and weight at a minimum:

- a) Proposer's qualifications and experience, including support capabilities.
(25 points)
- b) Responsiveness to the RFP and added value offered by proposer (25 points)
- c) Proposed Costs (50 points)

Proposals shall be evaluated by a Selection Committee. The Selection Committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed equipment.

1.8 COPIES: One (1) bound, printed and signed original and two identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP.

Proposals shall be submitted to:

Chatham County Purchasing Department
Attn: Kathleen Watson-Scott, CPPB
1117 Eisenhower Drive, Suite C
Savannah, GA 31406
(912) 790-1619

1.9 SUBMITTAL OF QUALIFICATIONS: Proposers should submit experience and qualifications as described below. Additional information may be submitted as appropriate to further describe vendor and provide product capabilities.

- a) List of similar size clients with contact names that use proposed equipment.
- b) Location and number of support personnel.

1.10 CONTRACT: The contract between Chatham County and the contractor shall consist of (1) the Request for Proposal (RFP) and any amendments thereto , and (2) the proposal submitted by the contractor in response to the RFP. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the RFP shall govern. However, the City of Savannah reserves the right to clarify any contractual relationship in writing with the concurrence of the contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the contractor's proposal. In all other matters not affected by the written clarifications, if any, the RFP shall govern.

- 1.11 **TERMINATION OF CONTRACT:** Chatham County may cancel the contract at any time for breach of contractual obligations or for lack of funding by providing the consultant with a written notice of such cancellation. Should the County exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the contractor.

SECTION II GENERAL CONDITIONS

- 2.1 **LOCAL VENDORS:** The Board of Commissioners has strongly expressed their desire to have as much "Local" participation as possible for the work done in Chatham County.

- 2.2 **MINORITY- WOMEN BUSINESS ENTERPRISE PARTICIPATION:** It is the desire of the County Board of Commissioners to increase the participation of minority (MBE) and women-owned (WBE) business in its contracting and procurement programs. The County program is ***ACCESS***. The County is committed to a policy of equitable participation for these firms by setting goals for each contract. Bidder/proposers are requested to include in their proposals a narrative describing their past accomplishment and intended actions in this area. If bidder/proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties must be identified in their proposal along with the percentage(s) and dollar amount awarded to the M/WBE firm. If a bidder/proposer is considered for award, he/she will be asked to meet with the County Staff so that the intended MBE/WBE participation goals can be formalized and included in the subsequent contract.

If the awarded contractor/vendor is claiming minority status, the contractor/vendor shall apply for certification by Chatham County, Georgia to the Office of Minority Business Coordinator located in the Human Resources Offices. The Minority Business Coordinator will provide documentation of application status once approved or disapproved by Chatham County. Certification by any other government entity is acceptable if current copy of the certification is provided with this solicitation. For additional information concerning Chatham County's M/WBE Coordinator, please contact Arneja Riley, at (912) 652-7860 or alriley@chathamcounty.org

- 2.3 **LOBBYING ACTIVITIES:** ALL BIDDERS/PROPOSERS PLEASE NOTE: A bidder/proposer submitting a response to this solicitation must comply, if applicable, with the County Purchasing ordinance and Procedures Manual. No discussions are allowed with Board members, other elected officials, county management staff and employees. The only discussions must be through the Purchasing & Contracting Office.
- 2.4 **PUBLIC ENTITY CRIMES:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity.
- 2.5 **BID/PROPOSAL COSTS:** The County shall not be liable for any costs incurred by bidder/proposer in responding to this Solicitation.

- 2.6 **CONFIDENTIAL INFORMATION:** Information and material received by County in connection with all bidder's/proposer's shall be deemed to be public records subject to public inspection upon award or recommendation for award. However, certain exemptions to public records law are statutorily provided for in Title 50-18-70. O.C.G.A. Therefore, if the Bidder/Proposer believes any of the information contain in his or her response is exempt from the Open Records Act, the Bidder/proposer must in his or her response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise the County will treat all materials received as public records.
- 2.7 **CONTRACT COST ADJUSTMENTS:** Prices quoted shall be firm for the contract term.
- 2.8 **NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES:** Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the County may, at any time, secure similar or identical services at its sole option.
- 2.9 **SUBSTITUTION OF PERSONNEL:** It is the intention of the County that the Contractor's personnel proposed for the contract will be available for the contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacements personnel are subject to County approval. In the event substitute personnel are not satisfactory to the County and the matter cannot be resolved to the satisfaction of the County, the County reserves the right to cancel the Contract for cause.
- 2.10 **INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Contractor shall be employees of the Contractor and subject to supervision by the Contractor, and not as officers, employee, or agents of the County.
- 2.11 **SECURITY AND IMMIGRATION COMPLIANCE ACT AND SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE):** On July 1, 2008, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All contractors and subcontractors entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E- Verify is a no-cost federal employment verification system to insure employment eligibility. Affidavits are enclosed in this solicitation. You may download M-274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov>, to find the E-Verify information.
- O.C.G.A. § 50-36-1, requires Georgia's cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the County are considered "public benefits." Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for Chatham County Benefit Application prior to receiving any County contract. The affidavit is included as part of this bid package but is only required of the successful bidder.
- 2.12 **ASSIGNMENT:** The successful bidder/proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract, or of any rights, title, interest therein, or his or its power to

execute such contract to any person, company or corporation without prior written consent of the County.

- 2.13 **CANCELLATION:** The County may cancel this contract for convenience with a sixty (60) day written notice to the other party. The County may terminate this contract immediately for cause based on non-performance.
- 2.14 **SPECIFICATIONS:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the Proposer on notice to inquire of or identify the same to the County.
- 2.15 **MULTIPLE PROPOSALS:** No Proposer will be allowed to submit more than one offer.
- 2.16 **OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of ninety (90) days from bid date submitted, unless otherwise stated in the proposal.
- 2.17 **LIABILITY PROVISIONS:** Where Proposers are required to enter or go into Chatham County property to take measurements or gather other information in order to prepare the proposal as requested by the County, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with Chatham County.
- 2.18 **AWARD OF CONTRACT:** The contract, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which proposal best serves the interest of Chatham County.
- 2.19 **PROCUREMENT PROTESTS:** Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Agent for review and resolution. The Chatham County Purchasing Procedures Manual, Article IX - Appeals and Remedies shall govern the review and resolution of all protests.
- 2.20 **QUALIFICATION OF BUSINESS (RESPONSIBLE PROPOSER):** A responsible Proposer is defined as one who meets, or by the date of the acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposals. Chatham County has the right to require any or all Proposers to submit documentation of the ability to perform the service requested. Chatham County has the right to disqualify the proposal of any Proposer as being unresponsive or irresponsible whenever such Proposer cannot document the ability to deliver the requested service.
- 2.21 **COUNTY BUSINESS LICENSE REQUIREMENT:** A current Chatham County or municipal business tax certificate (within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business Tax Certificate prior to submitting a proposal. However, a license must be obtained by the successful vendor prior to award of contract. Please contact the Chatham County Department of Building Safety and Regulatory

Services at (912) 201-4300 for additional information. No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on April 8, 1994.

- 2.22 INSURANCE PROVISIONS:** The selected CONTRACTOR shall be required to procure and maintain for the duration of the contract insurance against claims and injuries to persons or damage to property which may arise from or in connection with the performance of work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in the Contractor's fee proposal.

Chatham County evaluates each claim on a case-by-case basis and invokes all immunities and defenses permitted under law. Chatham County is *not* to be included as a named insured on Contractor's policies.

A certificate of insurance regarding this Request for Proposal shall include the following:

- A. *Worker's Compensation:* Statutory, with a minimum Employer's Liability limit of \$500,000.
- B. *Commercial General Liability:* \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- C. *Business Automobile:* \$1,000,000 Combined Single limit written on an "Any Auto" basis.

- 2.23 INDEMNIFICATION:** The CONTRACTOR agrees to protect, defend, indemnify, and hold harmless Chatham County, Georgia, its commissioners, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the CONTRACTOR or its subcontractors. The CONTRACTOR's obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. CONTRACTOR further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless Chatham County, Georgia, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the CONTRACTOR or his subcontractors or anyone directly or indirectly employed by any of them. The CONTRACTOR'S obligation to indemnify Chatham County under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the CONTRACTOR.

The contractor shall provide the County with an insurance certificate outlining the coverage provided and 30 day written notification to the County when the coverage are terminated or expired.

- 2.24 **COMPLIANCE WITH SPECIFICATION - TERMS AND CONDITIONS:** The Request for Proposals, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Offeror's proposal and by reference are made a part of a resulting contract.
- 2.25 **SIGNED RESPONSE CONSIDERED AN OFFER:** The signed Response shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Agent or his designee. In case of a default on the part of the Proponent after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.
- 2.26 **NOTICE TO PROCEED:** The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and a Notice to Proceed or Purchase Order is issued by the Purchasing Agent or his designee. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.
- 2.27 **WITHDRAWAL OF PROPOSAL:** Proposals may be withdrawn by submitting a written request to the County prior to the stated deadline for the receipt of proposals. Withdrawal of a proposal by any firm will not prejudice the right of the proponent to submit a new proposal, providing the latter is received timely as provided herein.
- 2.28 **CONFLICT OF INTEREST:** Through a statement of disclosure, your firm/organization/joint venture shall provide sufficient detail of any relationship, especially financial, between members of your firm and any county employees or their family members. This will allow the County to evaluate possible conflicts of interest.
- 2.29 **REJECTING PROPOSALS:** The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.
- 2.30 **EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this contract, the CONTRACTOR agrees as follows:
- The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.
- 2.31 **PENDING LITIGATION:** Proposals will not be accepted from any company, firm, person or party, parent subsidiary, against which Chatham County has an outstanding claim, or a financial dispute relating to prior contract performance.

SECTION III SCOPE OF WORK

3.0 PURPOSE:

Chatham County is soliciting proposals for the provision of digital multi-function copier/scanner/printer devices (MFD), black and white and color for use by various departments throughout the County. The award resulting from this RFP will be for a 4 year cost per copy lease agreement with a possible one (1) year additional lease extension if the department is satisfied with the equipment and the terms remain the same or better.

3.1 GERNERAL INFORMATION:

Chatham County has approximately 118 copiers with varying statuses including owned, currently under lease and those with expired leases. It is the County's intent to replace these copiers on an as needed basis and the cost per copy agreements to be staggered based on their acquisition date. This agreement will run for 5 years, but individual copiers will always have four year terms based on when they are added. After the five year contract period, the copier contract itself will be rebid, however there will likely be individual copiers still under contract for various number of years.

Many of these copiers are networked on the County's data network and utilized as printers/scanners on the County's computer network. The proposer must include this capability in their cost proposal. Monthly usage volumes for black and white machines range from less than 100 copies to more than 20,000 copies per month. Monthly usage volumes for the color machines range from less than 200 copies/prints to more than 1300. Annual expenditures for copiers is approximately \$342,909. It is the intent to make the contract effective August, 2012, and phase in copiers as lease agreements expire or departments wish to replace owned equipment. All machines must be delivered and installed in coordination with the removal of old machines.

Proposers should submit a response to this RFP based on the cost-per-copy format with the resulting contract requiring the contractor to provide and install all MFDs meeting the model requirements as specific for each location with specified volume levels, speed and features; provide all consumables (excluding paper and staples) and maintain all MFDs under the contract award.

While it is the desire of the County to award this contract to a single vendor, the County reserves the right to award multiple contracts if it is in the best interest of the County to do so.

3.2 PRICING:

Proposers should submit pricing on the basis of cost-per-copy solution with a firm, fixed price for the term of the contract. The County desires a single cost per copy for all equipment, but proposers may submit different costs per copy based on the equipment level. All costs for equipment shall include; inside delivery to the equipment's intended location, set-up and training and any associated transportation costs to the County's specified locations.

Most departments will be connected to the County's network, but because of location or function, not all departments will be connected. Most County departments will use the copier for

scanning and faxing. The proposer shall include all anticipated costs for this functionality in their quoted prices. Cost per copy pricing shall include the cost of software and any additional hardware required for the connection.

3.3 SPECIAL CONDITIONS:

All equipment furnished under this proposal shall be new and un-refurbished. Any machines placed into service after the initial installations will also be new and un-refurbished and on a four year cost per copy rental agreement. **THE COUNTY WILL NOT SIGN INDIVIDUAL LEASE AGREEMENTS FOR THESE COPIERS.** The contract resulting from this solicitation will constitute the entire agreement.

Attachment 1 indicates the copiers which may be ready for replacement. Replacement copiers, however, will be at the discretion of departments and is subject to their funds availability and desire to replace their current equipment. The County reserves the right to upgrade, downgrade, relocate or eliminate any machine at no additional charge and at any time during the contract if the needs of the using department change.

All requests for MFDs will be generated by the County's Purchasing Department. Most MFD sites already have a MFD in use and will not require any modification or preparation. Any proposed modification must conform to OSHA requirements, County code and require prior County approval.

3.4 SERVICE:

Costs shall include all costs for repair, maintenance, parts and labor regardless as to whether repair or replacement is necessitated by wear or non-malicious damage.

3.5 RESPONSE TIME:

Response time to service requests shall not exceed four (4) working hours. Failure to respond to requests for service shall be cause for the County to terminate this agreement. A loaner of similar make and model shall be provided in the event that repairs cannot be completed within two (2) working days or 16 hours of the County's request for service.

3.6 SERVICE REQUIREMENTS:

Credit must be allowed for all copies produced by the contractor's service technician and for unusable copies caused by contractor's supplies and equipment.

3.7 TECHNICIAN CERTIFICATION:

Provide documentation on training and certification of all service technicians and if all are factory-trained. Indicate if specific technicians will be dedicated to the County's account. Provide the number of units assigned to each technician and if technicians specialize in particular models or cover specific territories.

3.8 SERVICE GUARANTEE:

Describe available uptime guarantees or solutions for equipment with excessive service calls and downtime. Describe recommended penalties for proposer not meeting four (4) hours response time to service calls or uptime guarantees. At a minimum, the contractor must agree to replace equipment, if there are more than five (5) service calls during any 60-day period.

3.9 SUPPLIES:

All supplies excluding paper and staples shall be furnished by the vendor under this contract. The cost for supplies must be included in the rate submitted as the cost per copy. The proposal should include a fixed cost for staples to be firm during the life of the agreement.

3.10 TRAINING:

The contractor shall provide, at their own expense, all training required for the operation of any equipment supplied as part of this contract. Each equipment location shall have readily available on or near the machine, a manual providing detailed instruction on the machines' operation, with procedures for clearing jams, loading toner, etc.

3.11 COPIER VOLUMES:

The available average monthly volumes for each MFD location are included in Attachment 1. These averages are not guaranteed to remain at the current levels, and are only provided to bidders to use to estimate contract volume.

3.12 REPORTS/CONSOLIDATED INVOICE:

The successful proposer shall provide the administrator of the contract on a monthly basis, a Master activity report consolidated invoice of the past month's activity and include year-to-date summaries. This master report should include all sites' activities by access code, department account, machine identification number, model number, beginning and ending meters, total copy volume extended by the cost-per-copy to achieve the total monthly cost per machine. Each individual department account shall also be totaled together. Any service calls during the month should also be summarized within the monthly report. A total monthly cost of all machines shall be included. This report/invoice shall be submitted electronically to the contract administrator.

3.13 METER REPORTING:

The successful proposer shall provide a description of available methods of reporting usages on proposed equipment.

3.14 EQUIPMENT SPECIFICATIONS:

Specifications listed within each machine category are the minimum acceptable requirements and should be included in the cost-per-copy price. Proposers must submit models for each category listed below, detailing the ability of the model to meet or exceed the specification. Equipment currently installed and its monthly copy volumes are included in Attachment 1. It is anticipated that departments will receive the same level of copier as their existing copiers under

this contract. Vendor will be responsible for making sure customers are satisfied with their product.

3.15 EQUIPMENT SPECIFICATIONS ALL MACHINES:

All equipment must be provided with the following specifications:

Multi-function digital technology (copier/scanner/printer w/fax optional)
 Scan to a non-proprietary format. Prefer pdf, tif and jpeg formats
 User-friendly keyboard and the ability to clear minor paper jams by the user
 Minimum memory 64 MB for Black & White, 128 MB for Color
 Dual/Triple paper drawers depending on volume band
 Plain paper in weights from 16 to 60 lbs., transparency and label stock
 Duplex (All but A1)
 Default to duplex
 Finisher/Sorter with stapling (All but Band A & B1)
 Access codes, secure printing
 Paper sizes: 5 ½" x 8 ½" to 11" x 17" (11" x 14" on A2 only)
 Reduction and enlargement function, manual and automatic
 Automatic document feeder
 Console or desktop model with cabinet
 Operation on standard 110/115 voltage with no dedicated lines (20 amp acceptable)
 Network Connectivity (included deduct for no connectivity)
 Fax Capability
 Scanning capability
 Expandable Memory

Equipment Specifications Per Volume Band

<u>Band</u>	<u>Type</u>	<u>Volume</u>	<u>Equipment Specification</u>
A1	15 cpm Volume	10,000 copies per month and under; 15 CPM dual paper source, 250 sheets min. drawer capacity per cassette, simplex printing, 11" x 14" max. paper, no stapling	
A2	15 cpm Volume	10,000 copies per month and under; 15 CPM dual paper source, 250 sheets min. capacity duplex printing, 11" x 14 7/8" max. paper size	
B1	20 cpm Volume	25,000 copies per month, 20 CPM, dual paper source, 250 sheets min. drawer capacity, no stapling	
B2	20 cpm Volume	25,000 copies per month, 20 CPM, dual paper source, 500 sheets capacity	
C	25 cpm Volume	25,000 copies per month, 25 CPM, dual paper source, 2000 sheets min. capacity	

D	40 cpm Volume	40,000 copies per month, 40 CPM, triple paper source 2000 sheets min. capacity, large capacity paper drawer, hole punch
E	60 cpm Volume	100,000 copies per month, 60 CPM, triple paper source 2000 sheets min. capacity, large capacity paper drawer, hole punch
F	70 cpm Volume	150,000 copies per month, 70 CPM, triple paper source 2000 sheets min. capacity, large capacity paper drawer, hole punch
G	20 cpm Color	1,000 copies per month, 20 CPM, triple paper source, 250 sheet min. capacity per cassette, 4-color, network connection
H	25 cpm Color	10,000 copies per month, 25 CPM, triple paper source, 250 sheet min. capacity per cassette, 4-color, network connection
I	40 cpm Color	20,000 copies per month, 40 CPM, triple paper source, 1500 sheet min. capacity , 4-color, large capacity paper drawer, hole punch, network connection
J	60 cpm Color	40,000 copies per month, 60 CPM, triple paper source, 1500 sheet min. capacity , 4-color, large capacity paper drawer, hole punch, network connection

3.17 NETWORK CONNECTIVITY:

3.17.1 All standard printing and/or scanning devices will have the ability to connect to the Chatham County Ethernet network and operate at speeds equal to or greater than 100Mb/s. Special purpose printing devices may have certain exceptions which must be approved by the Chatham County Information and Communications Services department.

3.17.2 All network connected printing and/or scanning devices must be sold with an accompanying management tool or interface. Management tools must accomplish the following minimal tasks:

- a. Full device configuration of for all features, including device setup and networking.
- b. Print job management
- c. Power management

- d. Reports of number of black and white and color copies by machine and in total over various periods i.e., monthly, quarterly and annually.

3.17.3 All printing and/or scanning devices must provide a means of wiping the internal memory of the device upon request, decommission, or disposal. The vendor must provide validation of this process for any devices under lease or temporary contract.

3.17.4 All proposed printing and/or scanning equipment must be able to accomplish the proposed load for a minimum of 4 years of service.

3.17.5 All provided printing and/or scanning equipment must be accompanied with all drivers and documentation required for operation in a Microsoft Windows environment. Chatham County uses Windows XP or greater.

3.17.6 All provided printing and/or scanning equipment and drivers must be installed by, or under the supervision of, Chatham County Information and Communications Services staff members. The vendor must provide complete installation and troubleshooting procedure.

3.18 REFERENCES:

The proposer should submit a minimum of three references of companies currently doing business with the proposers' company, and giving a contact person and phone number and length of relationship. These references should be of similar size and nature with the County's operations.

3.19 PRESENTATIONS AND SITE VISITS:

Proposers may be requested to give formal presentations to the evaluation committee and should be prepared to discuss all aspects of the proposal in detail. Site visits to the proposers' facilities may also be required if further equipment demonstration is necessary.

3.20 COUNTY FACILITY VISITS:

Proposers may also need to visit County facilities to gain a thorough understanding of current operations. It is assumed that proposers have taken into consideration all site conditions in the preparation and submission of their proposal. No guided tour of County facility will be made.

The undersigned proposer certifies that he/she has carefully read the preceding list of instructions and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her proposal are in accordance with all documents contained in this Request for Proposals package, and that any exception taken thereto may disqualify his/her proposal.

This is to certify that I, the undersigned Proposer, have read the instructions to Proposer and agree to be bound by the provisions of the same.

This _____ day of _____ 20__.

BY: _____
SIGNATURE

TITLE

COMPANY

ADDRESS

PHONE NUMBER

SECTION IV

FEE PROPOSAL

I have read and understand the requirements of this request for proposal RFP#12-0077-5 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

ALL PROPOSERS MUST BE REGISTERED VENDORS ON THE COUNTY'S WEBSITE.
PLEASE REGISTER AT www.purchasing.chathamcounty.org

A 1	LOW: 15 CPM (10,000/month)	Fax	\$ _____ PER COPY
	MODEL PROPOSED: _____		\$ _____ PER COPY
A 2	LOW: 15 CPM (10,000/month)	Fax	\$ _____ PER COPY
	MODEL PROPOSED: _____		\$ _____ PER COPY
B 1	LOW-MID: 20CPM (25,000/month)	Fax	\$ _____ PER COPY
	MODEL PROPOSED: _____		\$ _____ PER COPY
B 2	LOW-MID: 20CPM (25,000/month)	Fax	\$ _____ PER COPY
	MODEL PROPOSED: _____		\$ _____ PER COPY
C	MID-LOW: 25 CPM (25,000/month)	Fax	\$ _____ PER COPY
	MODEL PROPOSED: _____		\$ _____ PER COPY
D	MID-HIGH: 40 CPM (40,000/month)	Fax	\$ _____ PER COPY
	MODEL PROPOSED: _____		\$ _____ PER COPY
E	HIGH-LOW: 60 CPM (100,000/month)	Fax	\$ _____ PER COPY
	MODEL PROPOSED: _____		\$ _____ PER COPY
F	HIGH-HIGH: 70 CPM (150,000/month)	Fax	\$ _____ PER COPY
	MODEL PROPOSED: _____		\$ _____ PER COPY
G	LOW: 20 CPM COLOR (1,000/month)	Fax	\$ _____ PER COPY B&W
	MODEL PROPOSED: _____		\$ _____ PER COPY COLOR
			\$ _____ PER COPY
H	MID: 25 CPM COLOR (10,000/month)	FAX	\$ _____ PER COPY B&W
	MODEL PROPOSED: _____		\$ _____ PER/COLOR
			\$ _____ PER COPY

I	MID: 40 CPM COLOR (20,000/Month)	\$ _____ PER COPY B&W \$ _____ PER COPY COLOR \$ _____ PER COPY
	FAX	
	MODEL PROPOSED: _____	
J	HIGH 60 CPM COLOR (40,000/Month)	\$ _____ PER COPY B&W \$ _____ PER COPY COLOR \$ _____ PER COPY
	FAX	
K	STAPLES	\$ _____ PER BOX

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: (____) _____

FAX: (____) _____

ATTACHMENT A

DRUG FREE WORKPLACE CERTIFICATION

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code to Georgia Annotated, related to the Drug Free Workplace have been complied with in full.

1. A drug-free workplace will be provided for the employees during the performance of the contract; and;
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

_____ (Contractor) certifies to Chatham County that a drug-free workplace will be provided for the employees during the performance of this contract known as MULTI-FUNCTION COPIER EQUIPMENT FOR CHATHAM COUNTY pursuant to paragraph (7), of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

CONTRACTOR:

DATE:

NOTARY:

DATE:

ATTACHMENT B

PROMISE OF NON-DISCRIMINATION STATEMENT

Know All Men By These Presents, that I (We), _____,
Name Title Name of Bidder

(herein after "Company") in consideration of the privilege to bid/or propose on the following Chatham County project procurement (MULTI-FUNCTION COPIER EQUIPMENT FOR CHATHAM COUNTY), hereby consent, covenant and agree as follows:

1. No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the bid submitted to Chatham County or the performance of the contract resulting therefrom;
2. That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;
3. In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
4. That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
5. That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
6. That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

Signature

Date

ATTACHMENT C

DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.

3. List any convictions or civil judgments under states or federal antitrust statutes.

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

5. List any prior suspensions or debarments by any governmental agency.

6. List any contracts not completed on time.

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.

I, _____, as _____
Name of individual Title & Authority

of _____, declare under oath that

Company Name

the above statements, including any supplemental responses attached hereto, are true.

Signature

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____

2008 by _____ representing him/herself to be

_____ of the company named herein.

Notary Public

My Commission expires:

Resident State: _____

ATTACHMENT D

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with (name of public employer) has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA),

P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with (name of public employer), contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the (name of the public employer) at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20__

Notary Public
My Commission Expires: _____

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

ATTACHMENT E

***Systematic Alien Verification for Entitlements (SAVE)
Affidavit Verifying Status for Chatham County Benefit Application***

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____ Date _____

Printed Name: _____

* _____
Alien Registration number for non-citizens.

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20____

Notary Public

My Commission Expires:

ATTACHMENT F

BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, Chatham County, City of Savannah, Board of Education or local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification – the above information is true and complete to the best of my knowledge and belief.

(Printed or typed Name of Signatory)

(Signature)

(Date)

Purchasing Staff Member Verification

Title _____ Date: _____

Comments:

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

ATTACHMENT G

**Chatham County
Minority and Women Business Enterprise Program
M/WBE Participation Report**

Name of Bidder: _____

Name of Project: _____ Bid No: _____

M/WBE Firm	Type of Work	Contact Person/ Phone #	City, State	%	MBE or WBE

MBE Total _____% WBE Total _____% M/WBE Combined _____%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature _____ Print _____

Phone (____) _____ Fax (____) _____

ATTACHMENT H

AFFIDAVIT REGARDING LOBBYING

Each Bidder/Proposer and all proposed team members and subcontractors must sign this affidavit and the Bidder/Proposer shall submit the affidavits with their proposal confirming that there has been no contact with public officials or management staff for the purpose of influencing award of the contract. Furthermore, each individual certifies that there will be no contact with any public official prior to contract award for the purpose of influencing contract award.

The undersigned further certifies that no team member or individual has been hired or placed on the team in order to influence award of the contract. All team members are performing a commercially useful function on the project.

Failure to provide signed affidavits from all team members with your response may be cause to consider your bid/proposal non-responsive.

BY: Authorized Officer or Agent

Date

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 2011

Notary Public
My Commission Expires:

My Commission expires:

Resident State: _____

Attachment No. 1

Chatham County Twelve Month Averages

<i>Fund</i>	<i>Dept</i>	<i>Model #</i>	<i>Location</i>	<i>Expire Date</i>	<i>CPM</i>	<i>Ave Monthly Volume</i>
100	1320	CM4520	Manager	Own	45	1,000
100	1320	CM5520	Manager	Own	55	6,000
100	1400	CM5522	Elections	8/13	55	6,500
100	1401	9033SPF	Voter Registration	2/13	65	8,375
100	1401	3515F	Voter Registration	own	15	256
100	1510	C451	Finance	5/13	45	B/W-3,086; C-502
100	1517	9080SPF	Purchasing	8/14	80	14,061
100	1530	CM5520	County Attorney	Own	55	10,000
100	1535	C3030	ICS	Own	45	B/W-2,079; C-1,311
100	1540	3622	Human Resources	12/13	36	8,000
100	1540	2822C	Human Resources – Rm 110	4/14	28	B/W-3,000; C-500
100	1540	3622C	Human Resources – Rm 150	10/14	36	B/W-3,000; C-1000
100	1545	BH360	Tax Commissioner	5/12	36	2,202
100	1545	Bh501	Tax Commissioner	7/13	50	6,876
100	1545	8025	Tag Office	11/11	25	4,338
100	1545	8025S	Tag Office	11/11	25	1,459
100	1545	421	Tag Office	8/11	20	6,233
100	1545	421	Tag Office	8/11	20	5,592
100	1550	6530	Assessor	11/11	65	5,000
100	1550	3512	Assessor	02/13	35	3,000
100	1551	2330	Board of Equalization	9/11	23	8,000
100	1560	2522	Internal Audit	9/06	22	1,492
100	1565	C203	Facilities Maintenance	4/13	20	B/W-1,795; C-266
100	1567	BH200	Fleet Operations	6/13	20	1,666
100	1580	9228	Administrative Services	12/13	28	850
		8130	Print Shop	Own	81	4,000
		8530	Print Shop	2/13	85	1,8000
		3245I	Court Div-Old Jail	4/14	45	5,000
100	2100	C5050spf	Superior Court Administrator	8/13	50	6,233
100	2100	9025P	Drug Court	4/12		4,272
100	2100	8030	Law Clerks	7/12	30	515
100	2100	9228	Superior Court Clerk Records	Own	25	1228
100	2120	9021d	Alternative Dispute Resolution	6/13	21	2,110
100	2180	3515MF	Superior Court Judge Brannen	Own	15	1,173
100	2180	2513	Superior Court - Bass	Own	13	94
100	2180	3515MF	Superior Court - Bass	Own	15	1,557
100	2180	917SPF	Superior Court - Freeseaman	Own	17	4,013

100	2180	3515MF	Superior Court - Abbot	Own	15	1,589
100	2180	3515MF	Superior Court Karpf	Own	15	921
100	2180	3515MF	Superior Court - Morse	Own	15	502
100	2180	917F	Superior Court	Own	17	685
100	2180	3512	Superior Court	M/M	35	6,500
100	2180	5530	Superior Court B3	M/M	55	5,000
100	2180	3512	Superior Court Data Entry	M/M	35	5,000
100	2180	3512	Superior Court Rm304	M/M	35	12,000
100	2180	3512	Superior Court Civil Div.	M/M	35	500
100	2180	VL5022	Superior Court Microfilm Lab	6/12	50	12,000
100	2180	3512	Superior Court Cashiers	M/M	35	4,000
100	2200	CM6522	District Attorney-6 th fl suite 600	10/13	65	B-6,000; C-8,000
100	2200	IM6530	District Attorney	10/11	65	14,000
100	2200	IM5520	District Attorney	05/13	55	23,000
100	2210	4521	Victim Witness	6/14	45	3,000
100	2310	8065SP	State Court Clerk/Admin.	3/12	65	9544
100	2310	9025B	State Court Clerk/Admin.	1/13	25	6680
100	2300	8025S	State Court Judge Fowler	3/13	25	1,316
100	2300	4022SP	Superior Court Judge Coolidge	Own	22	891
100	2300	4022	State Court Judge Ginsberg	Own	22	460
100	2320	9025P	State Court – DUI Court	4/12	25	4,272
100	2400	4512	Magistrate Court Rm 303	12/11	45	6,500
100	2400	W4512	Magistrate Court Rm 303	06/12	45	8,000
100	2450	9033b	Probate Court	6/13	33	2,259
100	2400	9040b	Probate Court	9/12	40	7,760
100	2600	6020	Juvenile Court	M/M	60	8,000
100	2600	8025ESP	Juvenile Court	3/12	25	2,968
100	2600	C2828	Juvenile Court		28	B/W-2214; C-916
100	2600	9060	Juvenile Court	7/15	35	13,038
100	2600	816MF	Juvenile Court	Own	16	N/A
100	2600	3871	Juvenile Court	Own	13	1646
100	2600	9025P	Juvenile Court	4/12	25	6117
100	2600	917SP	Juvenile Court	2/15	17	
100	2600	917SP	Juvenile Court	3/13	17	625
100	2600	917SP	Juvenile Court	3/13	17	575
100	2600	917SP	Juvenile Court	3/13	17	183
100	2600	917SP	Juvenile Court	2/14	17	N/A
100	2600	4090	Juvenile Court	Own	13	5457
100	2800	3515F	Public Defender	Own	15	1195
100	2800	3515F	Public Defender	Own	15	N/A
100	2800	BH600	Public Defender	6/12	60	19,443
100	2800	9025P	Public Defender	5/13	25	10,464
100	2800	9025P	Public Defender	5/13	25	3,740
		8065	Judicial Operations	4/12	65	12,979
100	3300	C5050	Sheriff	9/14	50	4,694
100	3326	4521	Detention Center	3/14	45	5,000
100	3326	2080	Detention Center	4/13	20	100
100	3326	3511	Detention Center – Pistol	Own	35	600

			Rang			
100	3326	IR2535	Detention Center Enf. Admin	4/14	35	4,000
100	3326	2080	Detention Center	4/13	20	500
100	3326	IM3511	Detention Center Recorders Ct	M/M	35	6,000
100	3326	3511	Detention Center RD Booking	Own	35	500
100	3326	IM4511	Detention Center Corr. Capt.	M/M	45	1,000
100	3326	4512	Detention Center Unit 1	4/13	45	13,000
100	3326	4512	Detention Center Unit 2	11/11	45	10,000
100	3326	4512	Detention Center Chaplin	4/13	45	6,000
100	3326	4512	Detention Center Warehouse	4/13	45	2,000
100	3326	4512	Detention Center Unit 3	4/13	45	4,000
100	3326	4512	Detention Center Unit 4	4/13	45	7,000
100	3326	4512	Detention Center Unit 5	4/13	45	6,000
100	3326	4512	Detention Center M & O	4/13	45	1,500
100	3326	4511	Detention Center training Ctr	4/13	45	8,000
100	3326	IM3511	Detention Center Unit 6	M/M	45	6,000
100	3326	IM4511	Detention Center Unit 5 Librar	M/M	45	4,000
100	3326	IM4511	Detention Center Programs	M/M	45	7,000
100	3326	IM4511	Detention Center PCU	M/M	45	4,000
100	3326	IM4511	Detention Center Records	M/M	45	18,000
100	3326	4512	Detention Center Recruitment	4/13	45	1,500
100	3326	3510	Detention Center K9	M/M	35	2,000
100	3700	2221	Coroner's Office	10/13	22	2,000
100	5144	7033	Mosquito Control	Own	33	N/A
100	5530	3511	Frank Murray Com. Center	4/12	35	1,800
100	6100	IM3511	Parks and Recreation	M/M	35	2,000
100	6124	CM2522	Aquatic Center	12/14	25	5,000
100	9812	CM3522	Cooperative Extension	6/14	35	12,000
270	1575	4522	Engineering	3/14	45	5,000/1,000
270	1575	OCE 300	Engineering	M/M	45	2,000
270	2500	IM3511	Recorders Court	M/M	35	5,500
270	4100	3530	Public Works	10/12	30	6,000
270	4100	2830	Public Works	10/11	30	4,000
270	7210	9033B	Building Safety	9/12	33	5,343

CC NO. 165285

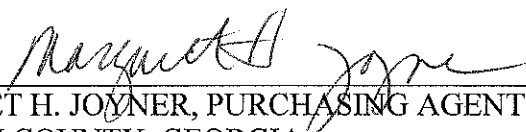
Chatham County, Georgia is seeking proposals from firms interested in providing Multi-Function Copier Equipment for Chatham County, Georgia as specified in Request for Proposal No. P12-0077-5.

A pre-proposal conference will be conducted at 10:AM, JULY 17, 2012, in the Purchasing Conference Room, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, to discuss the specifications and to resolve any questions and/or misunderstanding that may arise. Firms are encouraged to attend.

Proposals are due by 2:00 P.M., AUGUST 2, 2012 and must be mailed or hand delivered to the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.

A copy of this Request for Proposal is available in Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406 or can be downloaded from the Chatham County website at www.purchasing.chathamcounty.org. For additional information concerning specifications, please contact Ms. Kathleen Watson-Scott, CPPB, Procurement Specialist, at (912) 790-1619.

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND ALL BIDS AND TO WAIVE ALL FORMALITIES. "CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS".


MARGARET H. JOYNER, PURCHASING AGENT
CHATHAM COUNTY, GEORGIA

- Savannah News- INSERT: July 11, 2011

NEWS ONLY-

Please send two copies of affidavit to:

Chatham County Purchasing Department
1117 Eisenhower Drive, Suite C
Savannah, GA 31416
(912) 790-1609