



Request For Proposals

Copier, Printer, & Managed Print Services

January 17, 2025

Tarrant Appraisal District
2500 Handley-Ederville Rd
Fort Worth, TX 76118

Proposals Due by or Before 2:00 p.m., 2/10/2025

REQUEST FOR PROPOSALS

The Tarrant Appraisal District (“TAD”) is requesting proposals for Copier, Printer, & Managed Print Services. Proposals are to be submitted on the accompanying Bid Form in accordance with this Invitation and the accompanying Instructions to Bidders.

TYPE OF BID: Unit

RFP DOCUMENTS:

Proposal Documents may be obtained on TAD’s website <https://www.TAD.org/about/procurement>.

SUBMISSION AND OPENING OF BIDS: All bids must be (1) delivered in person; (2) by first-class United States mail certified; or (3) receipted delivery service. Bids received by oral, telephonic, facsimile, or other electronic means are invalid and will not receive consideration. All documents required to be submitted as set forth in the RFP Form and in the Instructions to Bidders shall be enclosed in a sealed, opaque envelope marked **“Sealed Bid Enclosed do not open until 2:00 p.m. on February 10, 2025”** addressed as specified below and identified as a bid for Copier, Printer & Managed Print Services, Bid No. 2025MANAGEDPRINTSERVICE. All bids must be delivered to TAD at the following address:

Grady Ewing, Quality Assurance Manager
Tarrant Appraisal District
2500 Handley-Ederville Rd.
Fort Worth, Texas 76118

Bids will be received at the TAD office until 2:00 p.m. on February 10, 2025, at such time, all bids timely received shall be publicly opened and read aloud. Each bidder shall assume full responsibility for timely delivery of its bid to the location designated for receipt of bids. Bids received after the date and time for receipt of bids will not receive consideration and will be returned unopened.

ACCEPTANCE AND/OR REJECTION OF BIDS:

The Chief Appraiser of the Tarrant Appraisal District may reject any and/or all bids and waive any formalities in bidding. TAD intends to award the bid to the most responsible and responsive Bidder based on several weighted factors. In determining to whom to award the bid, TAD may consider all relevant factors and circumstances, which the law allows to be considered.

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INSTRUCTIONS TO BIDDERS

I. BID DOCUMENTS:

The Bidder will provide two hard copies and one electronic copy of their proposal in the sealed envelope. The Proposal Documents shall include the RFP, these Instructions to Bidders, the RFP Form (including all Schedules thereto), the General Conditions and Specifications, the Contract Documents (as defined below), and any other sample bidding and contract forms referred to herein. The Contract Documents shall consist of the Contract between TAD and the successful bidder, in form acceptable to TAD and all Addenda issued with respect to any of the Contract Documents prior to the execution of the Contract.

II. INTERPRETATIONS, CHANGES AND SUBSTITUTIONS:

Each bidder shall carefully study and compare the Bid Documents with one another; and promptly report to TAD any suspected errors, inconsistencies or ambiguities. Bidders may only request clarification or interpretation of Bid Documents in writing by e-mail to gewing@tad.org, requests must be received by TAD on or prior to February 3, 2025. TAD may accept or reject any request for substitution in its sole discretion.

Interpretations, corrections, and/or changes of or to the Bid Documents will be made by written Addendum issued by TAD. Any interpretations, corrections or changes of or to the Bid Documents made in any other manner will not be binding upon TAD, and bidders may not rely thereon. Addenda may be e-mailed to all persons known by TAD to have received a complete set of Bid Documents. In addition, copies of Addenda will be made available for inspection at TAD's office and on TAD's website at <https://www.tad.org/about/procurement>. No Addenda will be issued later than three (3) days prior to the last date for submission of bids, except an Addendum withdrawing the request for bids or which includes postponement of the date for receipt of bids. Each bidder shall acknowledge the receipt of all Addenda issued in its bid. Failure of a bidder to receive any such Addenda shall not relieve the bidder from any obligation under its bid as submitted. All Addenda so issued shall become a part of the Contract Documents.

III. FORM OF BID:

Bids shall be submitted on the prescribed form included in the Bid Documents. All blanks on the Bid Form shall be completed, in ink or typewritten, with sums expressed in both words and figures. In case of discrepancy between the words and the figures, the amount written in words shall govern. Each copy of the Bid Form shall include the legal name of the bidder and shall indicate whether the bidder is a sole proprietor, partnership, corporation or other legal entity. Each copy of the Bid Form shall be signed by the person or persons legally authorized to bind the bidder. A bid by a corporation or other entity shall include the state of incorporation or organization of the bidder, evidence of registration to do business in Texas and reasonable evidence of the authority of the person signing the bid to bind the corporation or other entity. Each bidder shall complete, execute and deliver (as applicable) with its bid, as part of the Bid Form included with the Bid Documents, the following:

(a) FINANCIAL INTERESTS: Bidders will certify to TAD any known financial interest of any member of the Board of Directors or District Staff, to be identified on and attached to the Bid Form as Schedule 1.

(b) REFERENCES: At least three (3) references from business organizations to whom the bidder has provided Copier, Printer & Managed Print Services within the last three (3) years, similar to the type and quantity specified herein. The references shall include the company name, address, contact person, telephone, and e-mail address, and a description of the scope, type and dollar amount of the services provided.

(c) STATEMENT FROM INSURERS: All bidders shall furnish to TAD a statement from their insurers that if awarded, TAD will be provided with certificates evidencing all the required insurance types and levels, none of which shall be cancelled, altered or renewed until after thirty (30) days advance written notice received by the Chief Appraiser of TAD.

(d) PAYMENT TERMS AND DISCOUNTS: All bidders shall furnish a statement describing all payment terms and prompt payment discounts.

(e) PROPOSED CONTRACT: All bidders shall furnish a proposed contract for services.

(f) COPIES: All bidders shall furnish three (3) copies of their submission two (2) copies printed and one (1) electronic.

The above items are required by TAD to adequately evaluate the bidder's qualifications. Failure of the bidder to deliver any such items with its bid shall constitute a basis for rejection of the bid by TAD.

IV. SUBMISSION OF BID:

All bids must be (1) delivered in person; (2) by first-class United States mail certified and return receipt requested; or (3) receipted delivery service. Bids received by oral, telephonic, facsimile, or other electronic means are invalid and will not receive consideration. All documents required to be submitted as set forth in the Bid Form and in the Instructions to Bidders shall be enclosed in a sealed, opaque envelope, marked "**Sealed Bid Enclosed do not open until 2:00 p.m. on February 10, 2025**" addressed as specified below and identified as a bid for Copier, Printer & Managed Print Services Bid No. 2025MANAGEDPRINTSERVICE. All bids must be delivered to TAD at the following address:

Grady Ewing, Quality Assurance Manager
Tarrant Appraisal District
2500 Handley-Ederville Rd.
Fort Worth, Texas 76118

Bids will be received at TAD's office until **2:00 p.m. on February 10, 2025**. At such time, all bids timely received shall be publicly opened and read aloud. Each bidder shall assume full responsibility for timely delivery of its bid to the location designated for receipt of bids. Bids received after the date and time for receipt of bids will not receive consideration and will be returned unopened.

V. BID WARRANTY:

By submitting a bid, the bidder warrants and represents to the District that (i) the bidder has prior experience on contracts of the same or similar type, nature and class as this bid; (ii) the bidder has read and understands the Bid Documents and the Contract Documents; (iii) the bid is made in accordance with the Bid Documents; and (iv) the bidder has satisfied itself as to the nature of the work and the character, quality, quantities, materials and difficulties to be encountered; the kind and extent of equipment and other facilities needed for the performance of the work and the general and local conditions and other items which may in any way affect the work or its performance. The bidder understands and accepts the difficulties and costs associated with the work and the potential delays, disruptions in work and costs associated therewith and has included such considerations in its work schedule and the bid amount.

VI. MODIFICATION AND WITHDRAWAL OF BIDS:

Prior to the last date specified for submission of bids, a bid may be modified or withdrawn by notice to the District at the place designated for receipt of bids. Such notice shall be in writing and executed by the bidder. If by electronic means written confirmation executed by the bidder shall be mailed and postmarked on or before the stated time set for receipt of bids, and marked as described above in the SUBMISSION OF BID section. Any electronic notice of modification shall be worded so as not to reveal the amount of the original bid. Any bid withdrawn may be resubmitted within the time designated for the submission of bids. Except as expressly provided herein, no bid may be modified, withdrawn, or cancelled by a bidder for a period of sixty (60) days after the last date specified for receipt of bids.

VII. CLARIFICATION OF RFP:

The bidders must submit all questions concerning this RFP in writing to Grady Ewing as listed below or by e-mail to gewing@TAD.org and not to any other person at TAD. TAD will determine whether any addenda should be issued as a result of any questions raised. Responses to combined bidder questions shall be e-mailed to the address submitted at the time of RFP pick-up or listed on TAD's website at <https://www.TAD.org/about/procurement>.

Grady Ewing, Quality Assurance Manager
Tarrant Appraisal District
2500 Handley-Ederville Rd.
Fort Worth, Texas 76118

All other communications regarding the RFP by a potential vendor, service provider, bidder, lobbyist, or consultant to an employee or official of a tax unit in Tarrant County or TAD staff or Board of Directors are prohibited and may be grounds for rejection.

VIII. ACCEPTANCE AND/OR REJECTION OF BIDS:

TAD may request from a bidder a written interpretation of any term or statement in a bid that is or appears unclear or subject to more than one interpretation and may act upon such written interpretation. TAD shall have the right to reject all bids; to reject a bid not accompanied by the required bid documents; to reject a bid that is in any way incomplete, irregular or nonconforming; or to

reject a bid which may otherwise be legally rejected for any reason. TAD may waive any formality in any bid to the fullest extent permitted by applicable law.

Unless TAD rejects all bids, TAD intends to award the Contract by means of competitive bidding at the bid amount submitted by the lowest responsible and responsive bidder. Prompt payment discounts will be considered in determining the lowest bid, provided that the period during the discount is sufficient to permit payment by TAD within the regular course of business (i.e., at least ten (10) calendar days.) TAD may consider all relevant factors and circumstances which the law allows to be considered in determining to whom to award the bid.

Each bidder shall furnish to TAD all such information and data reasonably requested by TAD to help it in determining the bidder's qualifications. A decision regarding determination of the successful bidder will be made by TAD as soon as practical.

TAD appreciates the time and effort required to submit a bid. However, TAD shall not be liable for any costs incurred by any bidder in preparing the bid. Each bidder hereby waives to the fullest extent permitted by law all claims against TAD for expenses incurred in connection with the preparation and submission of any bid.

IX. AWARD OF CONTRACT:

Time is of the essence, and the award of the Contract to the successful bidder is expressly conditioned upon (i) the bidder's execution and delivery of the Contract Documents within ten (10) calendar days after the successful bidder is notified of the acceptance of its bid, and (ii) the bidder's timely fulfillment of any and all other conditions expressly set forth in the Contract Documents. Should the bidder fail to timely execute and deliver the Contract Documents or fail to timely fulfill any other conditions to the Contract Documents and the commencement of the work, TAD may, at its option and discretion, without releasing, impairing or affecting its right to receive the bid security, rescind the award and thereafter award the Contract to another bidder, or may reject all bids. There will be no contractual obligation on the part of TAD to any bidder, nor will any bidder have any property interest or other right in the Contract or work being bid, unless and until the Contract Documents are unconditionally executed and delivered by all parties, and all conditions to be fulfilled by the bidder have either been so fulfilled by the bidder or waived in writing by TAD.

X. BASIS OF SELECTION:

TAD will evaluate bids and will make a selection on the basis of:

		Weight
A.	The Vendors plan to provide TAD with all Services described in the General Conditions and Specifications	10
B.	The Vendor's references from clients which are comparable to TAD	10
C.	The contractual terms which would govern the relationship between TAD and the Vendor.	10
D.	Vendors warehouse and Service center distance from TAD	5
E.	Vendors warehouse and Service center is within Tarrant County	10
F.	The Vendor's average on-site response time to clients in Tarrant County	10
G.	The Vendor's average on-site resolution time	10
H.	The Vendor's percentage of on-site first resolutions	10
I.	The cost to TAD of the Vendors services.	20
J.	Vendors compliance with RFP instructions	5
	Total	100

BID FORM

OF: Name of Bidder & Address:

TO: Tarrant Appraisal District
2500 Handley-Ederville Rd.
Fort Worth, Texas 76118

FOR: Copier, Printer, & Managed Print Services
Bid No. 2025MANAGEDPRINTSERVICE

The Bidder named herein (“Bidder”), in compliance with the Invitation to Bidders and Instructions to Bidders for the Copier, Printer, & Managed Print Services, Bid No. 2025MANAGEDPRINTSERVICE for the Tarrant Appraisal District (“TAD”), having carefully examined the Contract Documents (as such term is defined in the Instructions to Bidders), hereby offers to enter into a contract to provide Copier, Printer & Managed Print Services in accordance with the Contract Documents, for the time set forth herein, and at the prices stated herein. The Bidder fully understands the intent and purpose of the Contract Documents and the conditions of bidding as set forth herein and in the Invitation to Bidders and the Instructions to Bidders. The Bidder hereby covenants and agrees that claims for additional compensation or extensions of time because of Bidder’s failure to familiarize itself with the Contract Documents or any condition which might affect the work will not be allowed.

1. Bid Amount:

The Bidder agrees to provide **Print Management Services and Leased Equipment** to TAD as described in the Contract Documents, for the total annual sum of \$ _____ DOLLARS (\$ _____).

The Bidder agrees to provide **Print Management Services and Purchased Equipment** to TAD as described in the Contract Documents, for the total sum of \$ _____ DOLLARS (\$ _____).

In case of a difference in written words and figures in this Bid Form, the amount stated in written words shall govern. The Bid Amount includes all costs in connection with the Services to be performed by Bidder, including, but not limited to supplies and materials, equipment, insurance, labor, supervision, overhead and profit.

2. Detail Bids:

DESCRIPTION	TOTAL COST
Total Annual Cost Print Management Services and Leased Equipment 5 Years	\$ _____
Total Cost for Purchased Equipment and Print Management Services	\$ _____

3. Hours of Performance:

The Services to be performed during the normal TAD business hours of 7:30 a.m. to 5:30 p.m. Monday through Friday.

4. Representations: By execution and submission of this Bid, the Bidder hereby represents and warrants to the District as follows:

(a) The bidder has prior experience on contracts of the same or similar type, nature and class as the work for the Project.

(b) The bidder has read and understands the Bid Documents and the Contract Documents, and this Bid is made in accordance with the Bid Documents.

(c) The Bidder has carefully inspected the forms and documents and that from the Bidder’s own investigation, the Bidder has satisfied itself as to the nature and location of the work and the character, quality, quantities, materials and difficulties to be encountered; the kind and extent of equipment and other facilities needed for the performance of the work and the general and local conditions and other items which may in any way affect the performance of the Services. The Bidder understands and accepts the difficulties and costs associated with the Services and the

potential delays, disruptions in work and costs associated therewith and has included such considerations in its work schedule and the bid amount.

(d) Bidder has no knowledge of any financial interest in the Bidder, or the work contemplated hereunder by any of the Directors or District Staff members identified in Schedule 1 hereto.

5. List of Schedules: The following Schedules are attached to this Bid Form and incorporated herein:

- Schedule 1: Financial Interest Disclosure
- Schedule 2: References
- Schedule 3: Statement from Insurers
- Schedule 4: Payment Terms and Discounts
- Schedule 5: HB 89 (2017) Verification Form
- Schedule 6: Senate Bill 13 (2021) Verification Form
- Schedule 7: Senate Bill 19 (2021) Verification Form
- Schedule 8: Detail Bids
- Schedule 9: Sample Contract
- Schedule 10: Vendor’s Plan to Provide Services

BIDDER: _____

Signature: _____

Name: _____

Title: _____

E-mail: _____

SCHEDULE 1 FINANCIAL INTERESTS DISCLOSURE

Bidder will acknowledge any financial interest with any of the following list of Directors and District staff members.

TAD Board of Directors

Michael Alfred

Fred Campos

Rick Barns

Eric Morris

Alan Blaylock

Gloria Peña

Matt Bryant

Callie Rigney

Wendy Burgess

TAD Staff

Chief Appraiser: Joe Don Bobbitt

Deputy Chief: William Durham

Director of Administration: Brad Patrick

Residential Director: Bryan McKissick

Information Services Director: Brian Lipka

Manager of ARB Operations: Vicki Wilkie

Director of Support Services: Donna Perlick

Quality Assurance Manager: Grady Ewing

Purchasing Agent: Greg Garza

Signed Acknowledgement:

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

SCHEDULE 2 REFERENCES

1. Company Name: _____
Address: _____
Phone: _____ Email: _____
Contract Award Date: _____ Contract Completion Date: _____
Contact Person: _____
Description of Contract (including size & type of service and dollar amount): _____

2. Company Name: _____
Address: _____
Phone: _____ Email: _____
Contract Award Date: _____ Contract Completion Date: _____
Contact Person: _____
Description of Contract (including size & type of service and dollar amount): _____

3. Company Name: _____
Address: _____
Phone: _____ Email: _____
Contract Award Date: _____ Contract Completion Date: _____
Contact Person: _____
Description of Contract (including size & type of service and dollar amount): _____

SCHEDULE 3 INSURER'S STATEMENT

**SCHEDULE 4 STATEMENT OF PAYMENT TERMS AND PROMPT
PAYMENT**

SCHEDULE 5 HB 89 (2017) VERIFICATION FORM

I, _____, the undersigned representative of
(Name)

_____, (hereafter referred to as Company)
(Company)

being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the Company, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract the Company has with the Tarrant Appraisal District.

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company or affiliate of those entities or business associations that exist to make a profit.

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

SCHEDULE 6 SB 13 (2021) VERIFICATION FORM

I, _____, the undersigned representative of

(Name)

_____, (hereafter referred to as Company)

(Company)

being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the Company, under the provisions of Subtitle A, Title 8, Government Code, is amended by adding Chapter 809:

1. Does not boycott certain energy companies currently; and
2. Will not boycott certain energy companies during the term of the

contract the Company has with the Tarrant Appraisal District.

Pursuant to Section 809.001, Texas Government Code:

1. "Boycott energy company" means without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: engages in the exploration, production,, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law and

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exist to make a profit.

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

SCHEDULE 7 SB 19 (2021) VERIFICATION FORM

I, _____, the undersigned representative of

(Name)

_____, (hereafter referred to as Company)

(Company)

being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the Company, under the provisions of Subtitle F, Title 10, Government Code, is amended by adding Chapter 2274:

1. Does not discriminate against the firearm or ammunition industries; and
2. Will not discriminate against the firearm or ammunition industries during the term of the contract the Company has with the Tarrant Appraisal District.

Pursuant to Section 2274.001, Texas Government Code:

1. "Discriminate against a firearm entity or firearm trade association" means with respect to the entity or association to: refuse to engage in the trade of any goods or services with the entity or association bases solely on its status as a firearm entity or firearm trade association; refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; and does not include: the established policies of a merchant, retail seller or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories.

2. "Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or associations that exist to make a profit. The term does not include a sole proprietorship.

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

PROPOSED SCHEDULE

January 17, 2025,	First newspaper publication of Request for Proposals.
January 17, 2025,	Issue Request for Proposals.
January 27, 2025,	Second newspaper publication of invitation to bid.
January 29, 2025,	TAD will host a walk through for perspective Bidders at 2:00 p.m.
February 3, 2025,	Deadline for bidders to submit all questions in writing to TAD by 5:00 p.m.
February 5, 2025,	Bidder questions and TAD responses posted to: https://www.tad.org/about/procurement
February 10, 2025,	Deadline for acceptance of bids; bid must be received by 2:00 p.m. Bids will be open and read aloud promptly at 2:00 p.m.
February 26, 2025,	Board consideration of award of contract (anticipated date)
March 06, 2025,	Contract by Chief Appraiser
March 31, 2025,	Winning bidder to begin work

SCHEDULE 8 DETAIL BIDS

5 Year Leased Equipment for twenty-two (22) MFP's & eight (8) Desktop Printers, Item:	Estimated Qty.	Cost Per Print	Additional Costs	Total Line-Item Cost
Annual Mono Print Jobs	1,531,014			
Annual Color Print Jobs	230,326			
Annual equipment only Lease Cost				
Total Annual Cost Print Management Services and Leased Equipment 5 Years				

Purchased Equipment Item:	Estimated Qty.	Cost Per	Additional Costs	Total Line-Item Cost
Management Annual Mono Print Jobs	1,531,014			
Management Annual Color Print Jobs	230,326			
Purchase and Installation MFP's Standard	12			
Purchase and Installation MFP's Special	2			
Purchase and Installation Desktop Printers	8			
Other Costs:				
Total Cost for Purchased Equipment and Print Management Services				

Vendor Data Points Item:	
Vendor's average on-site response time for customers in Tarrant County 2024	
Vendor's average on-site response time for customers in Tarrant County 2023	
Vendor's average on-site response time for customers in Tarrant County 2022	
Vendor's average on-site resolution time 2024	
Vendor's average on-site resolution time 2023	
Vendor's average on-site resolution time 2022	
Vendor's on-site first resolution percentage 2024	
Vendor's on-site first resolution percentage 2023	
Vendor's on-site first resolution percentage 2022	
Vendor's Warehouse and Service Center distance in miles from TAD	

Address of Vendor's Warehouse _____

and Service Center: _____

GENERAL CONDITIONS AND SPECIFICATIONS:

Responses to this RFP must satisfy the following requirements for service and print devices.

1. Proposed Devices General
 - a. All proposed devices will fit into two basic configuration profiles
 - i. Desktop Printers, eight (8) devices to be provided
 - ii. MFA, fourteen (14) devices to be provided.
 - b. All proposed devices and combinations will use no more than two different toner cartridges or consumable designations.
 - c. All proposed devices to be provided will be new.
 - d. Any software required for operation of proposed devices is to be included in the bid.
 - e. All proposed devices must be energy star certified.
 - f. All proposed devices will be network connected and managed.
 - g. All proposed devices will have a minimum wake time of one hour before entering standby or power save mode.
 - h. All proposed devices will have a minimum time of 20 seconds to come out of a standby or power save mode and begin printing.
 - i. All proposed devices when not in a standby mode or power save mode will have a first page out time of nine seconds or less.
 - j. Lease agreements must include a nominal sum buyout clause upon the conclusion of the lease term.
2. Multi-Function Printers (MFP)
 - a. All MFP's must be from the same manufacturer and operate similar to one another.
 - b. All MFP's must have a minimum printing speed rating of 65 pages per minute.
 - c. All MFP's must use the same consumables and toner cartridges.
 - d. All MFP's must be capable of color printing and scanning.
 - e. All MFP's must have a duplex scanner with automatic document feeder which is rated at a minimum of 160 originals per minute.
 - f. All MFP's must have a minimum flat glass scanning surface of 11"X17"
 - g. All MFP's must be capable of producing duplex copies and prints.
 - h. All MFP's must be able to automatically select a paper source based on loaded size and available quantity of paper.
 - i. All MFP's must have
 - i. One drawer which can be user configured to tabloid 11"X17" paper
 - ii. One drawer which can be user configured to legal size 8.5"X11" paper
 - iii. One drawer to remain configured for letter 8.5"X11" paper at all times without interfering with the other size requirements.
 - j. All MFP's must have a minimum Concurrent capacity of
 - i. 1,000 sheets letter 8.5"X11" size 20 lb. paper
 - ii. 500 sheets legal 8.5"X14" or tabloid 11"X17" size 20 lb. paper
 - k. All MFP's must have a bypass tray for the purpose of printing on specialized stock.

- l. All MFP's must be capable of printing on stock ranging from 20 lb. to 110 lb.
 - m. All MFP's must be capable of offset stacking and finishing.
3. Multi-Function Printers – Special Application
- a. In addition to the requirements already outlined for MFP's two (2) of the provided devices must be provided with:
 - i. The capability to three (3) hole punch
 - ii. The capability to staple twenty (20) pages corner and booklet.
 - iii. The capability to print on #9 and #10 envelopes from a drawer, an additional user swappable tray may be provided to satisfy this requirement.
4. Desktop Printers
- a. Desktop Printers are not required to print in color.
 - b. All desktop printers must be from the same model and manufacturer and operate similar to one another.
 - c. All desktop printers must have a minimum rating of 40 pages per minute.
 - d. All desktop printers must be capable of producing duplex prints.
 - e. All desktop printers must use the same consumables and toner cartridges.
 - f. All desktop printers must have a minimum capacity of 500 sheets letter 8.5"X11" paper.
 - g. All desktop printers must fit completely within and function in a space which is 26" high X 28" wide, and 33" deep.
5. Service Requirements
- a. Vendors may be required to provide demonstrations of proposed machines prior to selection of award.
 - b. The machines will be delivered, installed, and made ready for use by the selected vendor at no additional cost. Vendor will provide one hour of end user training per year to the TAD staff at no additional cost upon request.
 - c. For the purposes of service call, a response is defined as: a vendor's technician is on-site.
 - d. A response to a service call for a non-operable machine must be made on-site and within 4 working hours Monday through Friday.
 - e. A non-operable machine must have a loaner or replacement provided within two business days.
 - f. Vendor must have service technicians, consumables warehouse and parts warehouse located within twenty (20) miles of Tarrant county.
 - g. Vendor must provide all parts for all service calls.
 - h. Vendor must set toner on demand threshold at 25% or greater and provide replacement toner the next business day during April through July and within three business days for the other eight months or provide an inventory of toner to be kept on-site.
 - i. Vendor will provide an inventory of 2 waste toner cartridges for desktop printers to be kept on-site.
 - j. Vendor will provide an inventory of 2 waste toner cartridges for MFP's to be kept on-site.

- k. Vendor must maintain a history of service calls and all services performed.
 - l. Vendor must supply a monthly invoice.
 - m. Vendor will provide routine maintenance and repair services for no additional fee.
 - n. MFP's and desktop printers will perform to the manufacturer's specifications for a minimum of 95% of the time during normal TAD office hours, averaged over a three month time frame. Any machine that fails to meet this stander shall be replaced with an equal or better model at no cost to TAD.
 - o. Service will be provided to TAD by fully trained and qualified technicians between the hours of 7:30 a.m. and 5:30 p.m.
 - p. Vendor will be responsible for providing any and all parts and consumables required and shall include the cost in the maintenance price.
 - q. Vendor will be responsible for shipping or returning any unused parts, toner, or items to be recycled during or upon conclusion of this contract.
 - r. Upon the conclusion of a lease or contract agreement the vendor must arrange, provide, and pay for any crating, shipping, loading, or transportation of any device back to the vendor.
 - s. Upon the conclusion of a lease or contract agreement the vendor must certify that the memory has been erased or provide the drives to TAD for disposal.
6. RFP response requirements
- a. Vendor must provide a bid calculated based on the counts provided with billing for actual print counts throughout the length of the agreement. A secondary or optional bid may include pricing using an office-wide print pool.
 - b. Vendors must provide a bid for a four (4) year contract period.
 - c. Vendors must provide a bid for the machine count indicated in the RFP however they are encouraged to provide a secondary bid based on their professional recommendation should that be different.
 - d. Vendors must supply three (3) years of annual average on-site response time reports for clients within Tarrant County.
 - e. Vendors must supply three (3) years of annual average resolution time reports for issues that required an on-site response.
 - f. Vendors must provide three (3) year reporting of percentage first resolution of on-site responses to total on-site responses.
 - g. calculated from when an issue was reported to when a technician was on-site.
 - h. Vendors must supply an address for the service center and supply warehouse that is closest to TAD.
 - i. Vendors are encouraged to attach a client list and managed device count to their response.
7. TAD statistics
- a. Prior year total print count: 1,761,340
 - i. Color: 230,326
 - ii. Mono: 1,531,014

- b. Total peak Monthly print count 396,301
- c. Total number of devices TAD base bid: twenty-two (22)
 - i. Number of MFP's: fourteen (14)
 - ii. Number of Desktop: Printers eight (8)
- d. Number of users: 208
- e. Number of computers: 222
- f. The TAD building is 167 feet wide and 277 feet long
- g. TAD does not have a loading dock
- h. All MFP's and Printers will be installed at the TAD location: 2500 Handley-Ederville Rd., Fort Worth, Texas 76118

SCHEDULE 9 SAMPLE CONTRACT

SCHEDULE 10 VENDOR’S PLAN TO PROVIDE SERVICES

EXHIBIT A. BUILDING LAYOUT

