

REQUEST FOR PROPOSALS

**HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT
OWNER**

**P O Box 1030
EUREKA, CA 95502-1030**

Separate sealed proposals will be received for the purchase, lease or rental and installation of one (1) Sharp Color MX-3570N System or better.

The specifications for this piece of office equipment are available at the Harbor District Office, 601 Startare Drive, Woodley Island, Eureka, CA between the hours of 8:00 am and 5:00 pm, Monday through Friday and on the District's website www.humboldtby.org.

Separate, sealed Proposals will be received by the Humboldt Bay Harbor, Recreation and Conservation District; PO Box 1030; Eureka, CA 95502-1030 until 2:00 pm, January 21, 2016. Then at said office, proposals will be publicly opened and read aloud. It is estimated that the successful proposer will be awarded the project on January 28, 2016. The successful proposer will then have until 5:00 pm on February 19, 2016 to transport, install and test the printer, copier, scanner, fax.

The Harbor District reserves the right to reject any and all proposals. Proposals will be evaluated based on the proposed costs and timeline to complete the project and the Proposer's qualifications and past experience(s) with the Harbor District. The Harbor District will not be liable for any cost incurred by the Proposer incidental to the preparation, submittal or evaluation of their proposal, or in the negotiation, execution and delivery of an agreement that may be awarded as a result of this Request for Proposals.

Humboldt Bay Harbor, Recreation and Conservation District

Sharp Color MX-3570N System or Better Purchase and Installation Agreement

THIS AGREEMENT, MADE THIS _____ DAY OF _____ 2016, by and between the Humboldt Bay Harbor, Recreation and Conservation District, hereinafter called the "DISTRICT" and _____
doing business as (an individual), or (a partnership), or (a corporation), hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of payments and agreements hereinafter mentioned:

1. CONTRACTOR will commence and complete the installation of the printer, copier, scanner, fax, described in Exhibit A, which is incorporated by reference as part of this Agreement.
2. CONTRACTOR will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the transportation and installation, configuration, integration and testing of the printer, copier, scanner, fax described in Exhibit A.
3. CONTRACTOR will commence the transportation and installation, configuration, integration and testing of the printer, copier, scanner, fax within 10 calendar days after the date of award and will complete the same on or before 5:00 pm, February 19, 2016 unless the period for completion is extended otherwise by agreement of the DISTRICT.
4. CONTRACTOR is an authorized, factory-trained Sharp Color Copier Dealer.
5. CONTRACTOR agrees to perform all of the work described in the Proposal Specifications, (Exhibit A) and comply with terms therein for the sum of \$_____.
6. Payment will be made within 30 days of installation and acceptance by the DISTRICT.
7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.
8. CONTRACTOR shall at its own cost and expense, procure and maintain a policy of Workers' Compensation or Employers' Liability insurance for the protection of its' employees engaged in the work required by this Agreement.
9. CONTRACTOR shall be responsible for all injuries or deaths to persons and all damage to property of DISTRICT or others caused by or resulting from the negligence of CONTRACTOR, its employees, agents, or subcontractors during the progress of or connected with rendition of services herein rendered, and shall defend and hold harmless and indemnify DISTRICT and all its officers and employees of DISTRICT from all costs and payments for damages for injuries or deaths arising out of the negligence of performance of work of CONTRACTOR or its subcontractors under this Agreement.

10. CONTRACTOR shall correct any defective work subsequently discovered on all incomplete, inaccurate, or defective work rendered by CONTRACTOR and shall be remedied by CONTRACTOR on demand without cost to DISTRICT for a period of one (1) year commencing on the date of acceptance by DISTRICT.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement on the date first above written.

**Humboldt Bay Harbor, Recreation and
Conservation District**

Owner

Contractor (Seal)

Address

EXHIBIT A

Specifications:

The following specifications are divided into the following categories: Copier, printer, scanner, fax; installation; warranty/service contract and training.

1. Copier, Printer, Scanner, Fax:

One (1) Sharp Color MX-3570N System or better to include, but not limited to:

- 150-Sheet Dual-Scan Auto Document Feeder
- 11x17 Full Color Output
- 50-Sheet Stapling Finisher
- CPU - Up to 1.9 GHz multi-processor design
- Memory - Standard 5 GB copy/print (shared)/Hard Disk Drive: 500 GB
- Hard Disk Drive – 500 GB
- Software – Sharpdesk desktop personal document management software
- Fax Expansion Kit
- Standard and Large Capacity Paper Drawers
- Networking for minimum 8 workstations

2. Installation:

The Harbor District requires a cost for the installation, configuration, integration, and successful testing of the components, (Hardware and software) described in this specification section. Installation includes workstation client setup and testing.

3. Warranty/Service Contract and Training:

The Harbor District requires a cost (to be detailed on the attached Proposal Sheet) for the following minimum warranty and service agreement.

Warranty	3-year warranty on parts and labor
5-Year Service Agreement	business day on site service available 24/7 service on hardware Telephone and online technical support Cost of Supplies, except paper, to be included in 5-year Service Agreement – based on 60,000 B&W copies per year and 30,000 color copies per year.
Training	10-hour system instruction after installation and testing Training in new system operation, software operation. Classes to be held on site.

PROPOSAL SHEET

<u>Item</u>	<u>Proposal Amount</u>
Item 1	
Sharp Color MX-3570N System or better	\$ _____
Item 2	
Installation	\$ _____
Item 3	
Warranty/Service Contract and Training	
3a Warranty	\$ _____
3b 5-Year Service Contract	\$ _____
3c Training	\$ _____
TOTAL BID (to include all required taxes)	\$ _____

References: Please include names, addresses, and phone numbers of at least three (3) comparable jobs. Please use additional sheet if needed.

I _____ representing _____ do
Name Firm
hereby certify the above bid as true and correct.