

### Request for Proposal

**Services:** **Multi-functional Copier/Scanner/Printer with maintenance agreement**  
**Term:** September 1, 2021 through August 31, 2022, possible annual extension for two additional years  
**Quote Due By:** August 23, 2021 5PM (to email address above)  
**Requirements:** Workers Compensation Insurance  
Liability Insurance  
Selected vendor must comply with ELCAC's Purchase Order Terms and Conditions (available on our website: [www.elcalachua.org](http://www.elcalachua.org))  
**Funding:** CFDA#: 93.434, 93.558, 93.575, 93.596, 93.667 and CSFA#: 48.108

ELCAC currently leases a Konica Minolta Bizhub C458 and is looking for a multi-functional copier/scanner/printer with comparable features.

Scope/Services Requested: Lease or purchase a multi-functional copier/scanner/printer

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| <ul style="list-style-type: none"><li>• If leased, not to exceed 36-month lease (one-year agreement with possible annual extension for two additional years)</li></ul>                                |
| <ul style="list-style-type: none"><li>• If purchased, must provide annual maintenance agreement</li></ul>                                                                                             |
| The following are required if lease or purchase:                                                                                                                                                      |
| <ul style="list-style-type: none"><li>• Three-hole punch capability</li></ul>                                                                                                                         |
| <ul style="list-style-type: none"><li>• Stapler capability</li></ul>                                                                                                                                  |
| <ul style="list-style-type: none"><li>• Working table</li></ul>                                                                                                                                       |
| <ul style="list-style-type: none"><li>• Large capacity</li></ul>                                                                                                                                      |
| <ul style="list-style-type: none"><li>• Power filter</li></ul>                                                                                                                                        |
| <ul style="list-style-type: none"><li>• Digital support service</li></ul>                                                                                                                             |
| <ul style="list-style-type: none"><li>• 500 paper drawer</li></ul>                                                                                                                                    |
| <ul style="list-style-type: none"><li>• Copies per month:<ul style="list-style-type: none"><li>○ Color averages 2,800 per month</li><li>○ Black and white averages 1200 per month</li></ul></li></ul> |
| <ul style="list-style-type: none"><li>• Monthly service to include: parts, labor, drums, toner, staples and digital support</li></ul>                                                                 |

Please provide the cost to purchase and, alternatively, the cost to lease (36-month maximum).

**Location:** ELCAC Administrative office, Building A, 4424 NW 13 Street, Gainesville, FL 32609.

**Terms:** September 1, 2021 through August 31, 2022. If leased, the parties will have the option to renew the Agreement for two (2) additional one (1) year terms subject to: (i) availability of funds as determined by the Coalition in its sole discretion and (ii) satisfactory performance of the Contractor as determined by the Coalition.

**Payment:** Contractor will be reimbursed upon submission of invoice after services are provided. ELCAC will issue payment with 14 days.

**Prorate:** Contractor's failure to perform as required will trigger corrective action and possible reduction in payment.

Please submit your proposal to include the basic services listed above, as well as any additional services required for the equipment to function properly.