

Release of RFP..... May 11, 2024
 Job Walk Main Campus @ 8:30am, Bldg. E, Room 112 May 20, 2024
 Job Walk Alisal Campus @ 8:30, Bldg. B, Conference Rm.101 . May 21, 2024
 Job Walk Castroville Campus @ 8:30, Community Rm. 100 May 22, 2024
 Job Walk Soledad Campus @ 9:30, Conference Rm. 109 May 23, 2024
 Job Walk King City Campus @ 10:00, Community Room 134 ...May 24, 2024
 Vendor Conference for Technical Question @ 10-11am (hybrid)May 31, 2024
 Location Building A 116 or [https://hartnell-
 edu.zoom.us/meeting/register/tZcodu6vqDIIsEtNwjDDM6oLvwflliomcCtX](https://hartnell-edu.zoom.us/meeting/register/tZcodu6vqDIIsEtNwjDDM6oLvwflliomcCtX)
 Deadline for Submission of Proposals due by 5 pm June 14, 2024
 Committee Interviews June 19, 2024
 Preferred Vendor selected and notified..... June 26, 2024
 Date for Awarding Agreement..... July 9, 2024

The College reserves the right to negotiate any price or provision, accept any part or all of any responses, waive any irregularities, and to reject any and all, or parts of any and all responses, whenever, in the sole opinion of the College, such action shall serve its best interests and those of the tax-paying public. Contractors are encouraged to submit their best prices in their responses, and the College intends to negotiate only with the Contractor(s) whose response most closely meet(s) the College's requirements at the lowest estimated cost. The Agreement, if any is awarded, will go to the Contractor whose response best meets the College's requirements.

Examination of Contract Documents

Contractors shall thoroughly examine the contents of this RFP. The failure or omission of any Contractor to receive or examine any associated document, form, instrument, addendum, or other document shall in no way relieve the Contractor from Contractor's obligations with respect to this

belongs to (make, model, serial), meter read information, CPP rate, and total cost for each line item.

Section C: Technical Support Troubleshooting

Vendor to provide, among other items, off-site support to respond to calls from either designated key operators at each designated Printer location or HCCD personnel during normal working hours, as well as all necessary print/scan drivers and controllers, and all network administration utilities and updates. Although the Vendor is at all times ultimately responsible for troubleshooting all Equipment on HCCD's network environment under this Contract, HCCD's Technology department will assist and supervise the Vendor in installing any necessary device drivers and utilities on the network. The Vendor resources sufficient to accomplish this network installation, if required, must be provided to HCCD's Technology department. Technical support includes integration with HCCD ID system, and print management solution. Copiers should support the use of RFID both NFC technology.

Section D: Substituting equipment that becomes unserviceable

Should an existing Copier, laser printer, plotter become unserviceable during the term of this Contract, the Vendor may, with the written approval of HCCD, substitute a like Copier, laser printer, or plotter at no charge to HCCD.

Such Network Copier, laser printer, or plotter to be substituted must be of equal or greater capability as the Copier, laser printer, or plotter to be replaced and must be offered at the same per-impression service cost (as listed in Schedule B) as the original Copier, laser printer, or plotter. The Vendor must communicate its intentions to HCCD regarding this Section prior to installation of any substituted equipment.

VI. EVALUATION OF PROPOSALS

Evaluation Process

All Proposals will be subject to a standard review process developed by the College. A primary consideration shall be the effectiveness of the Contractor in the delivery of comparable or related services based upon demonstrated performance. The evaluation will be based on the written Proposals as submitted, but may include an oral interview.

Evaluation Criteria

- A.** All Proposals will be evaluated to determine if they meet the required format and be in compliance with all of the requirements of the RFP. Failure to meet all of these requirements may result in a rejected response. The College may reject any or all responses and may or may not waive any deviation which is not material or any defect in a response. Waiver of any deviation shall in no way modify the RFP

documents or excuse the Contractor from full compliance with the RFP specifications, if the Contractor is awarded a contract.

B. Proposals meeting the above requirement will be evaluated on the basis of the following criteria:

- Value, price and quality of services
- Contractor's qualifications and experience in handling similar types of services.
- Contractor's ability 582m p1(re)7792 re 6102 reW*nBT/FeJE5Qq0.00000912 0 612 792 reW

owned, rented or leased by Contractor and/or its subcontractors, employees, agents or any of them.

4. **INDEPENDENT CONTRACTOR.** While performing services pursuant to this agreement, Contractor is considered an “Independent Contractor” and not an officer, agent, or employee of the District.
5. **ASSIGNMENT OF CONTRACT.** Contractor shall not assign or transfer, by operation of law or otherwise, any or all of their rights, burdens, duties, or obligations without the prior written consent of the District.
6. **EXTRA WORK.** No bill or claim for extra work or materials shall be allowed or paid unless the doing of such extra work or the furnishing of such extra materials shall have been authorized in writing by the District. The District shall have the right to make any changes that may be hereafter determined upon, in the nature or dimensions of the work, either before or after its commencement, and such changes shall in no way affect or void the obligations of this agreement. If such changes make change in the cost of the work, an equitable adjustment shall be made by the District to cover said cost.
7. **INDEMNITY.** The successful Contractor agrees to defend, indemnify and hold harmless District, its Board members, officers, agents, and employees from and against any and all liability, loss, expense, attorney’s fees or claims for injury, death or damages arising from any acts or omissions of Contractor in the performance of this agreement.
8. **TERMINATION.** Either party may terminate this agreement for any reason by giving written notice to the other party at least 30 days prior to effective date of termination.
9. **AGREEMENT.** The District reserves the right to incorporate standard contractual provisions into any agreement in response to this request. The successful Contractor is expected to enter into a standard form of agreement as provided by the District.
10. **FUNDING OUT CLAUSE.** The District may, at its sole option, terminate this agreement at the end of any District Fiscal Year, for reason of non-appropriation of funds. In such event, the District will give Contractor at least thirty (30) days written notice that such function will not be funded for the next fiscal period. In such event, the District will return any associated equipment to the Contractor in good working order, reasonable wear and tear expected.
11. Each Contractor must complete, sign, date, and include with their response the Non-collusion Affidavit, attached to this RFP1 0 0 1 126.02 595.9 Tm0 g0 G()JTJETQ EMC /P ÅMCID 6BDCW*ñBT/F2 11.04 Tf1 0 Tf1 0 0

NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA
COUNTY OF _____

I, _____ (printed name), being first duly sworn, state that I am the _____
_____ (title) of _____ (Firm Name), the party submitting

the foregoing

CERTIFICATION OF RESPONSE

REQUEST FOR PROPOSALS

DISTRICT-WIDE MANAGED PRINT SERVICES

- A. The undersigned hereby submits its response and agrees to furnish services to Hartnell Community College District in accordance with these proposals.
- B. The Contractor has carefully reviewed its response and understands that the District will not be responsible for any errors or omissions on the part of the Contractor.
- C. It is understood that the District reserves the right to accept or reject any or all responses and to waive any informality in any response received.

Date: _____

Name of Contractor: _____

By: _____
Authorized Signature

Title: _____

Address: _____

Telephone: () _____

Fax: () _____

Federal Tax I.D. No. _____

OR

Social Security No. _____