



MERIDIAN MULTI FUNCTION  
COPIER DEVICES RFP 2023





## Request for Proposal

### *Search for Multifunction Copier/Scanner/Printer Devices (MFD) and Office Printer Vendor*

#### **1. Objective and Scope**

The purpose of this RFP is to solicit proposals from qualified vendor for the leasing and maintenance of eight (8) MFD's. Responses shall be based on a 3 and 5-year lease. The initial terms shall commence on July 15, 2023 and shall terminate July 14, 2026 or 2028. **PLEASE provide proposal for leasing and maintenance of 8 MFD.**

#### **Background Information**

Meridian International Center is a non-profit organization that promotes international understanding through the exchange of people, ideas, and the arts. Established in 1960 and headquartered in Washington, DC, Meridian offers a wide array of outreach, exchange, and arts programs. We promote dialogue among people of all ages about global issues, connect professionals from different countries and enrich the cultural perspectives of audiences across the United States and abroad.

#### **2. Office Locations**

Meridian needs to replace eight MFD/25 office printers within [Meridian House](#) , [White-Meyer House](#) and Carriage House.

##### Meridian House (MH)

1630 Crescent Place NW

Washington DC, 20009

Users: 80+

Copiers: 4

Internet: 1000Mb Fiber (no failover backup)

Firewall: Fortinet Firewall FG-100F

##### White-Meyer House (WM)

1624 Crescent Place NW

Washington DC, 20009

Users: 80+

Copiers: 4

Internet: 1000Mb Fiber (no failover backup)



Firewall: (Same as Meridian House)

### 3. MFD/Office Printer Environment

#### Canon Copiers

Model Name	Machine ID	Location
Image Runner Advance C5535i	501027	MH Room 4
Image Runner Advance C5535i	501028	MH Ground Floor
Image Runner Advance C5560i	501031	MH Floor 2
Image Runner Advance C5560i	501032	MH Floor 3
Image Runner Advance C5535i	501030	WM LL
Image Runner Advance C5535i	501033	WM Floor 2
Image Runner Advance C5535i	501029	WM Floor 3
Image Press Lite C165	501303	WM LL

#### Technical Requirements for MFD's

- A Product Specification Sheet must be included for each device being recommended.
- Each MFD must be able to scan and send in full color.
- All equipment must be Energy Star compliant.
- Equipment must maintain a consistent physical platform facilitating ease of use and implementation.
- Equipment must have a common user-friendly interface.
- Devices must log copy/print usage.
- Allow for absolute network integrity and security via password protection or network login restricting access to the device as well as the network.
- Scan new jobs while the device is network printing or copying without network interruption.
- Scan to e-mail, network repository, workflow applications (e.g. SharePoint).



- Provide for the storage of all network community e-mail addresses to reside at the device, retrievable and editable only by an authorized network administrator for updating and revision.
- Enable end users to easily replace consumable components including Toner, Staples, and Paper
- All devices must support the TCP/IP protocol over an Ethernet network via a 100/1000 MB NIC.
- All multifunction machines must have the following paper capacity, using standard 20 lb. copy paper:
  - a. 8 ½ x 11 paper supply - minimum of 1,000 sheets.
  - b. 8 ½ x 14 paper supply - minimum of 500 sheets.
  - c. 11 x 17 paper supply - minimum of 500 sheets.
  - d. adjustable tray for printing #10 envelopes.

#### **4. Security Access for MFD's**

- Machine must allow for PIN code credentials to prevent unauthorized and/or unaccounted copying and printing.
- Machine must allow for "follow me" printing.
- Machine must allow for user access via integration with our on-premise security fob system provided by [Sonitrol](#) (verified electronic security).

#### **5. Required Services**

1. The vendor customer services program must consist of at least the following components:
  - a. Consumable supplies
  - b. Fix/Repair and maintenance services
  - c. End-user support
  
2. Vendor requires "just-in-time" inventory management of all consumable supplies including end-user replacement components for all output devices defined within this RFP.
  - a. Vendor is responsible for delivery of supplies to point of need
  - b. Supply expectations:
    - i. All toner must be OEM [original equipment manufacturer]. No substitutes will be accepted.
    - ii. Unlimited toner.
    - iii. Consumable supplies must meet original equipment manufacturers specifications.



- v. Vendor assumes all responsibility for hardware performance due to consumable supplies.
  - vi. Covers all multifunction devices and network printers included in RFP.
  - vii. Vendor retains ownership of all consumables inventory.
  - viii. Down time due to lack of consumable supplies is not acceptable.
- 3. Meridian requires the vendor to be responsible for all toner, fix/repair, maintenance and/or replacement of all output devices included in contract resulting from this RFP.**
- a. Hardware must meet specifications and minimum uptime requirements.
  - b. Preventative Maintenance Schedules planned and completed according to manufacturers' recommended service schedules
  - c. Exclusive utilization of OEM parts and supplies.
  - d. Minimum service response expectations:
    - i. Vendor shall respond to a request for maintenance within eight (8) hour
    - ii. Maintenance and repair calls should be performed within four (24) hours of request for service.
    - iii. The maximum allowable downtime for any one piece of equipment is forty-eight (48) hours.
    - iv. Vendor assumes all responsibility for hardware performance due to service parts and components.
    - v. Vendor will assume responsibility for disposal of and recycling of all service parts.
    - vi. Vendor will supply client with a call completion notification in electronic format.
    - vii. A "loaner" machine must be provided for any equipment that can't be repaired and restored to normal operating service within five (5) days.
    - viii. Excluded from the requirements are delays resulting from acts of nature, accidents, or extreme weather conditions.

## **6. *Obligations and Acceptance***

Meridian is not obliged to disclose the reasons behind any decision taken in response to this RFP to any parties. Meridian shall not be obligated to accept and reserves the right to, in its sole discretion, reject any proposal. Meridian reserves the right, in its sole discretion, to waive non-compliance of any supplier. Meridian reserves the right to take any of the following courses of action, among other courses not listed below:

- Amend, modify, cancel this RFP or not award any contract;
- Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all providers;



- Award a contract for any or all parts of the RFP to one or more service providers and negotiate terms and conditions to meet requirements consistent with this RFP;
- Request providers to clarify their RFP proposals;
- Purchase the most cost-effective proposal(s) and not necessarily the lowest-priced proposal(s).

By submitting proposal(s) under this RFP, the vendor acknowledges that being selected as the winner of this RFP does not provide any guarantee or advantage toward being awarded any subsequent work in connection with the current subject matter or otherwise, including by being selected the winner of any subsequent RFP, and Meridian shall have no obligation to award any such subsequent work to the winner of the current RFP.

**7. Contacts**

NAME	TITLE	Preferred Method of Contact
Kevin Trotter	Senior Operations Director	
Kelly Campagne	Chief Talent & Administrative Officer	
Theresa Furman	Finance VP	
Jose Ondo - POC	IT Coordinator	IT@Meridian.org

**8. Submission and Timetable**

You shall submit your responses with all accompanying documentation electronically in PDF or PowerPoint (not password protected) to the Point of Contact. Proposals received after the RFP submission deadline will not be accepted. Meridian may, at its sole and absolute discretion, elect to extend the RFP submission deadline.

**The Point of Contact for this project is Jose Ondo. All submissions must be sent to him using his preferred method of contact ([IT@Meridian.org](mailto:IT@Meridian.org)).**

<b>RFP Active Date</b>	<b>April 24, 2023</b>
<b>Deadline Date for Questions</b>	<b>May 5, 2023</b>
<b>Proposal Submission Deadline Date</b>	<b>May 12, 2023</b>
<b>Interviews will occur between</b>	<b>May 22 – May 26, 2023</b>
<b>Decision Date</b>	<b>June 2, 2023</b>