

Lease of Digital Microform Scanners and Laser Printers

RQPE1200009 - Verification of Availability

Find attached the “**Scopes of Work**” and “**Special Requirements**” for an upcoming **Invitation to Bid (ITB)**. Please review to determine if you would be able to **satisfy the requirements** (as applicable), and **interested in responding**; if so, please check the appropriate areas below and respond to this email confirming the same. Please pay “**CLOSE**” attention to the various sections and the “**SPECIAL/MINIMUM**” requirements for each, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

See Sections **2.28 & 2.30** and **3.1 to 3.7** – Paying very close attention to all Sections listed and the requirements of each. (While you are **not** bidding at this time, be mindful your response strongly influences SBD’s determination as it relates to a potential **SBE Measure**). So please be diligent in your review of the information and respond accordingly, based on your ability to meet **ALL** the applicable requirements.

Are you able to satisfy the requirements of the attached documents (ITB)?

YES NO

Do you have prior experience consistent with the requirements of this ITB?

YES NO

Are you able to meet the following “Minimum Requirements”?

- **Section 3.3 - Digital Microform Scanner?**

YES NO

- **Section 3.4 - Laser Printer?**

YES NO

Are you able to satisfy the following requirements?

“Onsite Installation, Configuration, and Testing” Section 3.5 YES NO

“Product Demonstration and Training” Section 3.6 YES NO

“Full Service Maintenance and Support Services” Section 3.7 YES NO

I am “**NOT**” interested in this solicitation.

Name of Firm: _____ **SBE Exp. Date:** _____

Owner’s Name: _____ **Signature:** _____

Please respond by **2:00pm, Thursday November 1, 2012.**

Any questions, feel free to contact me at the number below.

(Respond to the “**Verification**” whether you are interested or not (choosing “**Yes**” or “**No**”), as this helps SBD in the determination of measures).

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SECTION 2
SPECIAL CONDITIONS

2. Queries for specific technical problems and failures are possible at any time. For this purpose, the County will generally leave a voice or email message indicating the exact problem description and a classification in the following priority and error levels:
 - a) Level A: System does not work.
 - b) Level B: System works with limited functions.
 - c) Level C: System basically working. Just errors/problems with specific functions.

2.28 ADDITIONAL QUANTITY OF ITEMS OR UNITS

Although this solicitation and resultant contract states a specific number of digital microform scanners and laser printers will be leased and maintained, it is understood and agreed that the County may lease additional digital microform scanners and laser printers, and additional maintenance and support services from the vendor provided that these additional items represent the same manufacturer, model or brand, and lease price stipulated within the contract.

2.29 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS

Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department or agency may avail itself of this contract and may lease any and all items specified herein from the successful vendor at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency (ies).

2.30 DEMONSTRATION OF EQUIPMENT MAY BE REQUIRED DURING EVALUATION

After receipt of offers by the County, the vendor may be required to demonstrate their specifically offered equipment to relevant County personnel at no separate cost. The purpose of this demonstration is to observe the equipment in an operational environment and to verify its capability, suitability, and adaptability in conjunction with the performance requirements stipulated in this solicitation. If a demonstration is required, the County will notify the vendor of such in writing and will specify the date, time and location of the demonstration. If the vendor fails to perform the demonstration on the specified date stipulated in the notice, the County may elect to reject that vendor's offer, or re-schedule the demonstration, whichever action is determined to be in the best interests of the County. The County shall be the sole judge of the acceptability of the equipment in conformance with the specifications and its decision shall be final.

The equipment used for the demonstration shall be the same as the manufacturer's model identified in the vendor's offer. Accordingly, the equipment used in the demonstration shall create an express warranty that the actual equipment to be provided by the vendor during the contract period shall conform to the equipment used in the demonstration. The vendor shall be required to provide adequate restitution to the County, in the manner prescribed by the County, if this warranty is violated during the term of the contract.

2.31 EQUIPMENT SHALL BE MOST RECENT MODEL AVAILABLE

The equipment being offered by the vendor shall be the most recent model available. Any additional components which are required in accordance with the contract specifications

SECTION 3
TECHNICAL SPECIFICATIONS

3.1 OBJECTIVE

The objective of this solicitation is to secure a lease for five (5) digital microform scanners and five (5) laser printers, and full coverage maintenance and support services for the Miami-Dade Department of Regulatory and Economic Resources. The selected vendor will be responsible for providing the County with the required equipment, implementation, configuration, training, and full coverage maintenance and support services including but not limited to preventative maintenance, next-business day service calls, and replacement of defective or worn parts including expendable parts.

3.2 BACKGROUND

The Miami-Dade Department of Regulatory and Economic Resources serve as an official records keeper and must provide records to County departments and to the public regarding permits, code enforcement, insurance compliance, and other legal matters. It is essential that the microfilm machines utilized for these tasks can reproduce film to a quality copy and are fully operational at all times so that requests for records can be fulfilled in a timely manner. It is therefore mission critical to the County department that the current machines, which have reached end of life, be replaced with newer, more sophisticated models.

3.3 DIGITAL MICROFORM SCANNER MINIMUM REQUIREMENTS

The devices proposed must allow dual output switch between hard-copy printing and PC scanning for electronic distribution as email attachments, desktop publishing and printing on high quality laser printer.

The following specifications are that of the Konica Minolta MS7000 MKII digital microform scanner. Equal product will be considered provided that it meets the minimum specifications as provided below:

- **Type:** Desktop Universal Digital Microfilm Scanner
- **Type of Film:** Microfiche, 16mm & 35mm roll film
- **Screen Size:** 12" by 17" (303 X 440 mm)
- **Magnifications:** 7.5x, 9-16x, 13-27x, 20-50x
- **Focus Control:** Manual
- **Image Rotation:** Prism rotation (auto prism lens included);
Carrier rotation (fiche carrier)
- **Zooming:** Manual
- **Scanning Method:** CCD
- **Scanning Speed:** 5 seconds per page, 400 dpi;
4 seconds per page continuous print, 400 dpi
- **Scanning Density:** 200, 300, 400, 600 dpi;
800 dpi (check scanning) PC Mode
- **Optical Resolution:** 600 dpi
- **Electronic Zooming:** 50% - 200%, Direct Print
- **Multiple Printing:** 1 - 99 prints (with printer)
- **Hardware Interface:** Video (direct print) to printer;

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- **Exposure:** USB 2.0 (to PC)
Auto, Manual
- **Power Requirements:** AC 120V, 60 Hz
- **Scanning Features:** Auto Centering
Auto Frame Masking
Auto Image Rotation
Auto Skew Correction
Check Stacking
Date Stamp (with printer)
Front Panel Scanning
Push scanning
Grayscale Support
Manual Masking

3.4 LASER PRINTER MINIMUM REQUIREMENTS

The proposed laser printers must be fully compatible with the proposed digital microform scanners.

The following specifications are that of the Konica Minolta MSP3500 Laser Printer. Equal product will be considered provided that it meets the minimum specifications as provided below:

- **Printing Method:** Laser Electrostatic
- **Developing System:** Micro-Toning
- **Print Resolutions:** 600 dpi
- **Output Speed:** 34 sheets per minute (8 ½" x 11", 400 dpi)
- **First Print Speed:** 19 seconds (11" x 17", 600 dpi)
16 .5 seconds (8.5" by 11", 600 dpi)
- **Print Size:** 8.5" x 11" (landscape)
8.5" x 11" (portrait)
8.5" x 14" (landscape)
11" x 17" (portrait)
- **Paper Supply:** 500 sheet letter-size cassette
200 sheet paper feeding tray
- **Max. Paper Capacity:** 700 sheets
- **Warm-Up Time:** Less than 70 seconds
- **Power Requirements:** AC 120v, 60 Hz

3.5 ON-SITE INSTALLATION, CONFIGURATION, AND TESTING

The selected vendor shall be required to install, configure, and test the new equipment at the Department of Regulatory and Economic Resources, located at 11805 SW 26th Street, Miami, FL 33175. Vendor agrees to commence installation and configuration as soon after delivery as possible, but in no event later than five (5) days after delivery, or unless a different time for installation is otherwise mutually agreed upon by the parties hereto

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3.6 PRODUCT DEMONSTRATION / TRAINING

The selected vendor is required to demonstrate how to use and maintain the digital microform scanners and laser printers and to provide such training for, but not limited to, five (5) County employees. The training shall be conducted at the Department of Regulatory and Economic Affairs once the equipment has been installed, tested, and accepted by the County.

3.7 FULL SERVICE MAINTENANCE AND SUPPORT SERVICES

Lease price shall include full coverage maintenance, including preventative maintenance, all service calls and replacement of all defective or worn parts including expendable parts. Warranty and maintenance service shall include parts and labor, telephone, email, and next business day on-site response.