



REQUEST FOR PROPOSAL

Solicitation Number: COPLEA2014SANDY

Agency: HOPES CAP, Inc.
(Tax-exempt organization)

Location: 301 Garden Street
Hoboken, NJ 07030

Title: Purchase of Digital Color Copiers with 2 year Maintenance Plan

Description: HOPES CAP, Inc is requesting proposals (RFP) from qualified suppliers to establish a two (2) year contract for the provision of digital copy machines wherein the contractor supplies the copier, training, maintenance, repairs, parts, and ALL consumables (except paper and staples). Please review attached scope of work before submitting your proposal. All proposals shall be submitted via email only to info@hopes.org. Please include or incorporate attached spreadsheet in proposal.

You may ONLY send emails to the Buyer if you have additional questions.

Place of Contract: HOPES CAP, Inc.
301 Garden Street
Hoboken, NJ 07030

Duration of maintenance contract: Two (2) years from start of signed contract

Closing Date of Submission: 11:59 PM (Eastern Time) on Friday, September 19, 2014

Primary Point of Contact: Ismael Acosta, Information Systems Manager
Email: iacosta@hopes.org

Secondary Point of Contact: Simona Ovanezian, Director of Finance and Human Resources
Email: sovanezian@hopes.org

Contracting Office Address: HOPES CAP, Inc
301 Garden Street
Hoboken, NJ 07030



Continuation, p. 2

HOPES CAP, Inc
RFP, Purchase of Digital Color Copiers with 2 year Maintenance Contract

SCOPE OF WORK

The intent of this Request for Proposal (RFP) is to establish a two (2) year maintenance contract for the provision of digital color copy machines wherein the contractor supplies the copier, training, maintenance, repairs, parts, and ALL consumables (except paper and staples), regardless of machine type, size, expected volume, configuration or accessories. No exclusivity is implied. Because HOPES CAP, Inc seeks to identify a best overall solution, Proposers may submit alternative proposals in addition to the primary proposal requested herein.

The contractor selected will be used to supplement the existing copiers with new color copiers which will be purchased but assigned a maintenance contract for the purpose of digitizing supplies after Super Storm Sandy. The Contractor will be responsible for providing ALL phases of copier services. This shall include providing new copy machines, providing prompt maintenance (both preventative and remedial), providing all supplies (except paper and staples), providing accounting and invoicing data, providing delivery and copier set-up, providing specified reports and providing both initial and continuous operator training. This shall also include networking the copiers for print.

In addition, the contractor shall provide a customer service representative to handle all issues, inquiries and activities including adding new equipment; relocating over-utilized or under-utilized machines; gathering meter readings, if required; upgrading, expediting maintenance problems, etc. The customer service representative will act as a liaison between HOPES CAP, Inc and the contractor.

Background: HOPES CAP, Inc is asking for the following type of copiers:

3 units 70ppm Color Copiers (Minimum) with finisher & stapling, capable of printing, faxing, scanning

Locations for Units:

Hoboken

301 Garden Street- 1-70ppm Color Copier

215-9th Street- 1-70ppm Copier, 1-70ppm Color Copier

Plainfield

7-9 Watchung Ave – 1-70ppm Color Copier

Current Ave Usages:

Monthly Volume B/W: 160,000 copies