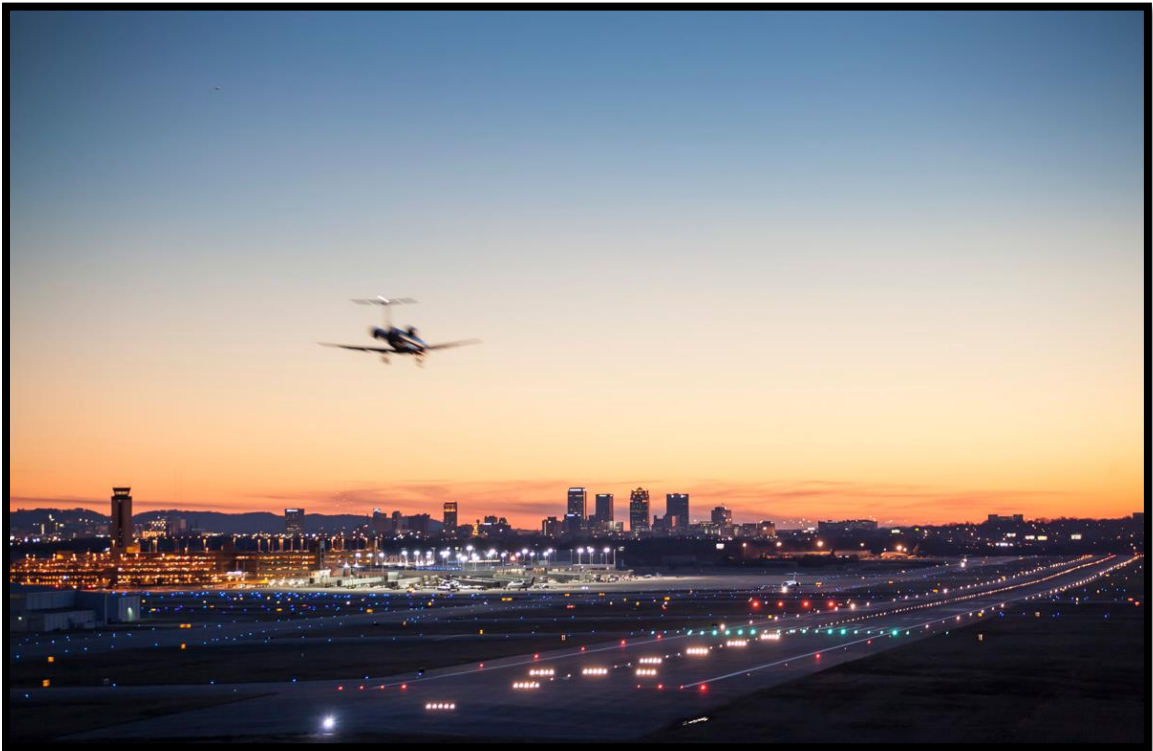


# Request for Quote

## Copiers for the Office



March 2025

# I. THE OPPORTUNITY

## **Purpose**

The Birmingham Airport Authority (the “Authority”) is requesting quote for a three (3) year lease on five copiers to be used at the Birmingham-Shuttlesworth International Airport located at 5900 Messer Airport Highway, Birmingham, AL (the “Airport”). The Authority is looking for cost effective package that provides copies, multifunction printing, scanning, faxing and a maintenance agreement.

The purpose of this document (the “Request for Quotes” or “RFQ”) is to provide interested vendors with an overview of the opportunity, as well as instructions on how to respond. A prospective vendor (“Proponent”) shall submit its quote (“Quote” or “Quotation Package”) in conformity with the procedures and requirements set in this Request for Quotes.

## **Equipment Specifications**

BAA has five Konica-Minolta copiers currently. Three of them are Konica-Minolta Bizhub C450i, one Model C300i and one Model C4050i.

We are looking for copiers with similar features to the Konica-Minolta Models we currently have. They must all:

- Print in color and black and white.
- Must have a hole punch.
- Allow users to connect to copier functions from their desktops and hand-held devices.
- Machines must allow for PIN code credentials to prevent unauthorized and/or unaccounted copying and printing.
- Initial set up and training and ongoing training as needed.
- Pricing will be fixed rate for the term of the agreement.
- Billing will be done monthly.

### Supply Expectations

- Lease cost must include the Toner and Maintenance of the machines.
- No limit on the number of toners.
- Spare toner kept in office.
- Consumable supplies must meet original equipment manufacturer’s specifications.
- Service must be performed withing 24 hour of notification.
- Onsite repair.
- Software and firmware updates.
- If machine cannot be repaired after three attempts, it will be replaced with a new machine.
- Vendor assumes all responsibility for hardware performance due to consumable supplies.
- Vendor will be responsible for delivery of machine, set up, and toner free of charge.

Below is current Volume of each machine we have in use for your consideration:

### Volumes and Machine Use

Location	Black Totals	Color Totals
Parking Deck	505	2477
Executive Room	354	2209
Copy Room	2273	4422
Planning Room	509	707
Badge Office	1300	4362

## II. PROCEDURES AND REQUIREMENTS

### Pre-Submittal Inquires

Inquiries relative to this RFQ are only to be submitted in writing via e-mail to [eseoane@flybhm.com](mailto:eseoane@flybhm.com), no later than the date for "Written Inquiries Accepted Through" set forth in Exhibit 1 of the RFQ. Failure to follow this procedure may result in the Proponent being disqualified from participating in this RFQ process.

The Authority representative(s) will attempt to answer all written questions received in advance of the Written Inquiries Accepted Through date.

The Authority will provide a summary of all questions and answers communicated in writing and any changes to the requirements of the Request for Quotes in an addendum to the RFQ. Any such addendum will be incorporated as part of the RFQ and will be posted online on the Airport website located at [www.flybirmingham.com](http://www.flybirmingham.com).

### Submittal Requirements

Each Proponent shall submit Quotation Package via email to [eseoane@flybhm.com](mailto:eseoane@flybhm.com).

### Selection Process/Criteria

Each Quote will be evaluated based on the following criteria:

1. Cost
2. Equipment Specification per this RFQ
3. Proposed alternate or additional equipment if any
4. Delivery time of unit(s)

## General Terms and Conditions

1. The Authority reserves the right to:
  - a. Add, delete and/or negotiate with a Proponent, an agreement containing different and/or additional items or terms without reference to other Proponents or Quotes;
  - b. Disqualify a Proponent in the event that, in the sole discretion of the Authority, its Quote does not contain sufficient information to permit a thorough analysis.
  - c. Verify the validity of the information supplied by a Proponent and reject any Quote where the contents appear to be incorrect or inaccurate in the Authority's sole determination;
  - d. Accept Quotes in whole or in part;
  - e. In its sole discretion, cancel this RFQ without award or compensation to any Proponent, its officers, directors, employees, or agents.
  - f. Reject any and all Quotes.
  - g. Accept the Quote(s) which, the Authority, in its sole discretion, deems the most advantageous to the Authority; and
  - h. Request any other information it requires to evaluate the submissions, and, in the event of a Proponent's failure to provide such information, reject such Proponent's Quote.
2. All financial information must be presented in U.S. dollars.
3. The cost of preparing the Quote or providing additional information is the sole responsibility of the Proponent. The Authority will not be responsible for or pay or reimburse any fees or expenses to any Proponents or their agents.
4. The Proponent assumes all responsibility for complying with all applicable laws and regulations. Further, the Proponent is responsible for obtaining all permits required by law or local authorities to allow it to provide the EUVs to the Authority.
5. All Quotes become the property of the Authority and will not be returned to Proponents unless a written request to withdraw, signed by an authorized signatory of the Proponent, is received prior to the Quote Due Date.

## Request for Quotes Schedule

The schedule for the preparation and evaluation of Quotes is provided in the following Exhibit I:

### Exhibit I. Request for Quotes Schedule

Request for Quotes Documents Available	March 13, 2025
Written Inquiries Accepted Through	March 24, 2025
Quote Due Date	March 31, 2025
Target Award Date	April

Quotes are due no later than **2:00 p.m. Central Time on March 31, 2025**, by which time all Quotes shall be recorded. Quotes will not be accepted after this date and time for any reason.

Quotes submitted by facsimile will not be accepted.

Quotes are to be sent via email to Ed A Seoane, VP of Purchasing.

Email address: [eseoane@flybhm.com](mailto:eseoane@flybhm.com)

The Authority reserves the right to extend the Quote Due Date and the RFQ Schedule. All changes or clarifications to the schedule will be distributed to all registered Proponents in the form of addenda.

### **III. REQUIRED QUOTE DOCUMENTS**

Each Quote must include the following information to be considered technically compliant. To facilitate the evaluation process, Proponents must present information in the following order:

#### **A. Executive Summary**

The Proponent shall submit a summary of the prime features of the Quote. The Executive Summary should include a brief statement of the machines proposed and the features.

#### **B. Exceptions to the Quote**

In the event any proposed Law Machines or Proponent's performance under this this RFQ does not meet the requirements of this RFQ, Proponent may include a list of such exceptions to the requirements of the Request for Quotes in its Quote. All such exceptions shall be clearly stated on a separate page labeled "RFQ Exceptions." In the event Proponent objects to any requirement of this RFQ, Proponent is required to identify the RFQ provision to which it objects, identify the nature of the objection, and provide an explanation of the objection as well as any proposed substitutions or alternatives that Proponent requests that the Authority consider.

#### **C. Required Specification Checklist**

Each specific required item in Section I shall be listed separately. The Proponent must then indicate whether or not the proposed EUVs meet each specification.

#### **D. Alternate or Additional Items**

Proponent may indicate any recommended or proposed items that are offered as alternates to the required specifications. Proponent may also indicate any recommended or proposed items that are above and beyond the specifications. These items must be selectable at the sole discretion of the BAA and are optional and not mandatory.

#### **E. Cost**

The Quote must indicate the total fixed cost of each machine, including, packing, shipping, handling, unloading and unpacking costs and any other related or additional fees and expenses, so that the price quoted is the total cost per machine delivered to the Airport at the Delivery Location in a condition ready for use by the Authority. The Quote must include the line-item total cost for each alternate or additional items proposed pursuant to paragraph D of this Section III.

The Proponent must hold the quoted price open for acceptance by the Authority for at least 120 days from the Quote Due Date of this RFQ. Additionally, the price quoted shall be valid at the time of order and honored at the time of delivery, regardless of the length of time to deliver.

**F. Terms of the Contract**

The term of the lease will be 3 years. Termination of the lease must be with 30-day notice at the end of the lease. If contract/lease is extended beyond the end, a month-to-month contract option must be available.

END OF REQUEST FOR QUOTES