

CITRUS RESEARCH BOARD

INVITATION FOR BID (IFB)

Notice to Prospective Bidders

September 12, 2017

To Whom It May Concern,

You are invited to review and respond to this Invitation for Bid (IFB), entitled:

IFB – Multifunction Copier Device Lease

IFB will remain open until an acceptable number of bids has been received.

In submitting your proposal, please comply with these instructions.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at: www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx.

In the opinion of the Citrus Research Board and the California Department of Food and Agriculture, this IFB is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this IFB is:

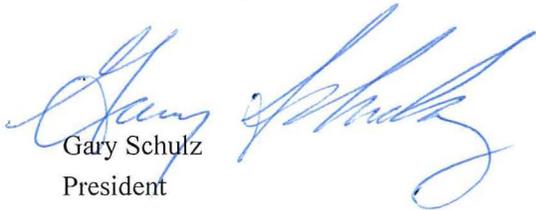
Greg Burdick

Network Administrator

Citrus Research Board

Email: greg@citrusresearch.org

Please note that no information given will be binding upon the State unless such information is issued in writing as an official addendum.


Gary Schulz
President



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CITRUS RESEARCH BOARD
INVITATION FOR BID
Multifunction Copier Device Lease

Basis for Invitation for Bid

The California Citrus Research Board, hereinafter referred to as "CRB", is organized under the authorities of the California Marketing Act, referred to here as the "Act" (Chapter 1 of Part 2, Division 21 of the California Food and Agricultural Code). The CRB has been in existence since 1968, and the specific authorities governing its activities are contained in the grower-approved California Citrus Research Program (the "Order"). During the existence of the CRB, it has utilized assessments provided by California citrus growers to fund production research, variety development, quality assurance, clonal protection, public education and interaction. The CRB also receives federal grant monies to fund research projects.

As part of its normal operations, CRB staff is required to produce written documents, make copies, send faxes, and perform other functions that require the use of a Multifunction Copier Device. To that end, CRB is requesting bids to lease an appropriate device, as listed in the requirements below.

Requirements for Bid

The CRB requests bids to lease a Multifunction Copier Device that meets the following criteria:

1. High capacity copier with the ability to print higher than 60 pages per minute in color and black and white.
2. Device should be able to print on both letter and legal size paper.
3. Copier should collate, staple, hole punch, and interface properly with CRB network. Scanning capabilities are required. Faxing capabilities are preferred, but not required.
4. A saddle stitching bindery option is preferred.
5. All functions should be performed with minimal time for maintenance or repairs.

Firms submitting a bid should provide an overview of their product, a breakout of the leasing terms, and any other relevant information.

Proposed Fees for Service

Firms submitting proposals in response to this Invitation for Bid should provide a breakdown of its fees for providing the services described above.

The breakdown must be itemized by:

Installation Fee:

Annual Leasing Fee:

Fees for Maintenance and Support

Other costs/fees:

This IFB will remain open until an acceptable number of bids has been received by CRB staff. CRB may request a product demonstration as part of the evaluation process. The goal of the CRB is to have a Multifunction Copier Device installed and functional by October 1, 2017.

Project Contact Person

Citrus Research Board: Greg Burdick
Network Administrator
217 N. Encina
PO Box 230
Visalia, CA 93279
Email: greg@citrusresearch.org

Firm: Name: _____
Title: _____
Address: _____
Email: _____

Background Information

Citrus Research Board Budget and Activities

The CRB conducts scientific research on general production and variety improvement, a quality assurance program on agricultural chemical residues, pest and disease control functions, and other activities pertinent to the California citrus industry.

Board of Directors

The CRB operates under the oversight of the Secretary of Food and Agriculture. All actions taken by the CRB are subject to approval by the Secretary.

The CRB has a board of directors composed of 21 members that are citrus growers from three different districts throughout the state and one (public) member who is not employed within the citrus industry. The Board of Directors includes a Chair, Vice Chair, and Secretary/Treasurer. There is a five-member Executive Committee composed of the three officers, and two additional Board members.

Staff

There CRB has a staff of 16 including the President, five senior managers and 11 staff.