

**U.S. ENVIRONMENTAL PROTECTION AGENCY
Las Vegas Finance Center**

STATEMENT OF WORK

1. Title: LVFC Copier Lease Services

2. Background

The Las Vegas Finance Center (LVFC) of the U.S. Environmental Protection Agency (EPA) requires the lease of two (2) high performance copier/multi-function devices (MFD). The contractor shall provide, install, and maintain the leased MFDs as well as train LVFC employees on the use of the MFDs. This Statement of Work (SOW) and Attachment 1: “Specifications for LVFC Leased Copiers” describe LVFC’s requirement and the duties and responsibilities of the contractor.

3. Contracting Officer’s Representative (COR)

xxxx, COR
(xxx) xxx-xxxx
xxx@epa.gov

xxxx, Alternate COR
(xxx) xxx-xxxxx
xxx@epa.gov

4. Period of Performance

From the date of award the period of performance will include a base year and 4 option periods for a maximum period of performance of 60 months.

5. Place of Performance

United States Environmental Protection Agency
Las Vegas Finance Center (LVFC)
4220 South Maryland Parkway
Building C Room 503
Las Vegas, NV 89119

6. MFD Specifications

All required specifications are set forth in Attachment 1: “Specifications for LVFC Leased Copiers”

7. Delivery and Installation

Leased MFDs shall be delivered and installed within 14 days following award. The contractor shall work in close coordination with the COR or Alternate COR to ensure that there is a seamless transition from the existing copiers used by LVFC to the newly leased MFDs. To assist in the transition from old copiers to new, the contractor shall provide delivery date(s) at least one week in advance. To ensure a seamless transition, prior hardware must remain in place for EPA staff use until the day of delivery and installation of the new MFDs. The EPA will be responsible for removal of existing equipment.

8. Maintenance

The contractor shall provide all required maintenance on the MFDs to ensure uninterrupted use of the MFDS throughout the period of performance. Maintenance shall include, but is not limited to, installation, removal, maintenance, upgrades and provision of all supplies (e.g., toner and staples, etc.) required for use of the MFDs except paper. The contractor shall provide same-day or next-business-day service to repair and/or service equipment. For any repairs requiring 48 hours or longer to resolve, the contractor shall provide a temporary replacement MFD that can meet LVFC's requirements.

9. On-Site Training

Within 3 days after delivery and installation of the leased MFDs, the contractor shall provide training to approximately 5 employees on the features and usage of the MFDs. EPA final acceptance and initial payment will not occur until the on-site training of designated EPA staff is satisfactorily completed. The on-site training shall cover all facets and functions of the MFDs, including but not limited to:

- MFD print/scan drivers, network print queue/job cancellation;
- Duplex copying;
- Finisher processing including staples, sorting, hole punch, booklets, binding;
- Paper management/paper trays;
- Basic error recovery, clearing paper jams, changing toner, ADF use, different sized originals, enlarging, decreasing, adding markings at the borders such as date/time stamps, etc.

10. Network Vulnerability Scans

Within 7 business days after delivery, EPA IT security staff will complete two "clean" network vulnerability scans using two well-known commercial off-the-shelf network vulnerability scan products. The contractor shall remediate any identified security vulnerabilities prior to EPA's initial hardware acceptance. Remediation of the any identified security vulnerabilities shall be completed within 14 business days from the time the contractor is notified of the security vulnerabilities.

11. Fax Server Integration

The contractor shall ensure that leased MFDs are integrated with a Castelle FaxPress Enterprise Fax Server appliance or comparable Fax Server appliance and related fax server software.

12. Sensitive and Proprietary Information

Upon equipment removal and return to the contractor, the contractor shall provide on-site assistance for wiping and removing sensitive and proprietary information from all equipment hard-drives and memory.

13. Confidentiality and Non-Disclosure

Access and use of the LVFC's network shall be considered sensitive, on an as-required basis, and must be appropriately protected. Should the contractor staff come in contact with EPA sensitive or proprietary information, the contractor shall not release any information without prior written permission from the COR or Alternate COR.

EVALUATION FACTORS

The Government will award to the responsive, responsible firm, whose quotation is most advantageous to the Government, price and other factors considered. This is a best-value procurement. The Government may or may not award to the low price quotation. All evaluation factors are considered equal. The Government will utilize the evaluation criteria identified below. Failure to provide the information requested may result in rejection of a prospective vendor's quote without further consideration.

1. Technical Expertise and Compliance

The Government will evaluate each offeror's technical approach and level of knowledge demonstrated, including an understanding of, and compliance with the EPA's Statement of Work and Attachment 1. Offerors shall include a discussion of anticipated or potential difficulties and problem areas with recommended approaches for resolutions.

2. Experience with Similar Work

The Government will evaluate each offeror's experience performing projects of a similar size, scope, and complexity. The offeror must have specialized experience and knowledge commensurate with the Organization's environment, device deployments and the specified task.

3. Past Performance

The Government will evaluate each offeror's past performance of projects based upon customer satisfaction with the services provided on past or current projects.

4. Availability of Service Personnel

The Government will evaluate the availability, and relevant experience, of the proposed personnel and response times for any problems/issues.

5. Cost/Price

The Government will evaluate the total expected cost of performing this work.

SCORING PLAN

The evaluation of technical responses shall be accomplished using the adjectival scoring method, for which definitions are provided below. The values used in the technical evaluation shall be limited to those established in the below:

Outstanding: (O) – Very significantly exceeds and/or addresses most or all of the elements of the evaluation factor. With respect to the evaluation factor, the response surpasses an “Exceeds” rating. The Offeror has clearly demonstrated an understanding of all aspects of the requirements to the extent that timely and highest quality performance is anticipated.

Exceeds: (E) – Fully meets and/or addresses all elements of the evaluation factor and significantly exceeds many of the elements of the evaluation factor. With respect to the evaluation factor, the response exceeds an “Acceptable” rating. The areas in which the offeror exceeds the requirements are anticipated to result in a high level of efficiency, productivity or quality.

Acceptable: (A) - Meets and/or addresses all elements of the evaluation factor. With respect to the evaluation factor, the response is considered complete, comprehensive, and exemplifies an understanding of the scope and depth of the requirements as well as the Offeror’s understanding of the Government’s requirements.

Marginal: (M) – Less than “Acceptable.” There are some deficiencies and/or omissions in the technical response with respect to the evaluation factor and the response does not address or inadequately addresses significant elements of the evaluation factor.

Unacceptable: (U) – With respect to the evaluation factor, the technical response has many deficiencies and/or gross omissions and does not adequately address the evaluation factor.

QUOTE SUBMISSION INSTRUCTIONS

Offerors shall submit a detailed project plan (not to exceed 8 pages – this limit applies to the technical portion of the response only and excludes resumes, attachments, past performance references and pricing related information). The submitted project plan shall describe the offeror's ability to satisfy the Government's requirement as set forth in the

Statement of Work. The submitted project plan shall include the offeror's completion of the information requested in Attachment 1 of the SOW.

As much as possible, offerors responses must be phrased in terms and language that can be easily understood by non-technical personnel (e.g., laypersons without subject matter expertise)

Responses must be neat, complete and fully address technical specifications provided in the Statement of Work and Attachment 1.

For past performance evaluation purposes, each offeror shall identify up to three contracts, which have recently been performed (within the last 3 years), or are currently performing, which are similar in scope for services of this magnitude and complexity. The offeror shall provide the following information with respect to each of these contracts:

- Contract number, contract type and dollar value
- Date of contract award and period of performance
- Name, address and telephone number of all applicable contract points of contact
- Brief description of contract work, scope, and responsibilities

In addition to considering past performance information provided in the offeror's submission, past performance evaluations may also be based on the offeror's supplied references, information obtained through federal performance tracking databases, and other information obtained by the Government from other sources.

Offerors shall submit a firm, fixed-price quote, including indirect costs, other direct costs (ODCs), travel and any other applicable charges, providing a ceiling price for this requirement. Offerors shall provide **separate lease cost pricing for each of the three** below-listed package options:

- Two color MFDs
- Two Black/White MFDs
- One Color and One White MFDs

Each offeror shall submit (1) one electronic copy to xxxx, Contracting Officer, at xxxx@epa.gov and to the Project Officer, xxxx, at xxxxx@epa.gov. Due date for receipt of responses to this RFQ will be 3:30 pm, Eastern Time, on Thursday, January 24, 2013. All questions pertaining to the details on this requirement must be submitted to the Contracting Officer by 3:30 pm, Eastern Time, on Thursday, January 17, 2013.

Prospective sources are reminded that an award can only be made to a Contractor who is registered in the Central Contractor Registration (CCR) database (<http://www.sam.gov>).

Attachment 1 – Specifications for LVFC Leased Copiers

Vendor responses must address the following administrative items:

Topic	Details	Compliance (Yes/No)	Vendor Compliance Narrative Description. (Additional Details can be attached)
Delivery & Service Address	US EPA, Las Vegas Finance Center 4220 South Maryland Parkway, Building C, Room 503 Las Vegas, NV 89119		
MFD Copier/Printer/Scanner	Two (2) MFD units for one of the package options listed below: <ul style="list-style-type: none"> • Two color MFDs • Two Black/White MFDs, or • One color MFDs and one Black/White MFD 		
Invoicing	<ol style="list-style-type: none"> 1. Vendor to provide monthly (or quarterly) invoicing for all copier fees 2. All invoices to include: copier service tag number, physical service address (where the copier is serviced on-site), EPA's invoicing address, and EPA Purchase Order number 		
Vendor Servicing and Maintenance	Vendor to provide same day or next business day service to repair and/or service equipment. For repairs that will take 48 hours or longer to resolve, the vendor shall provide temporary equipment for use in the meantime. The lease agreement shall include all equipment, installation, removal, maintenance, upgrades, and toner & staple supplies. Paper to be supplied by EPA		
Supplies	Toner, staples, and other related supplies to be provided by the vendor as a lease cost. Vendor shall provide a supply order telephone number and ensure supply deliveries occur within 3-7 business days or less after order is placed.		
Technical Specifications/Requirements	The vendor must provide sufficient manufacturer, make and model information that demonstrates that the equipment meets the technical specification requirements below		
Section 508	Vendor to provide statement of Section 508 compliance (accessibility)		
Installation and On-site Training	Onsite installation and configuration and On-site training shall be provided. Delivery setup & training to occur no later than 7 days after Vendor award acceptance. It is desirable to have these costs included in the overall lease cost. If this is not feasible, then identify what additional costs are associated with configuration and/or programming		

Topic	Details	Compliance (Yes/No)	Vendor Compliance Narrative Description. (Additional Details can be attached)
Reporting	Capability for monthly interval reporting that includes device uptime, usage rates by account code and function, device downtime, and service calls		
Lease Cost Pricing Info	Vendor to provide lease cost pricing information for a base period (1 year) and 4 option periods (1 year each) for each of the three package options shown below: <ul style="list-style-type: none"> • Two color MFDs • Two Black/White MFDs, or • One color MFDs and one Black/White MFD 		

Vendor Proposals must address the following technical specifications (in the last 2 columns of the tables below):

Device

Topic	Details	Compliance (Yes/No)	Vendor Compliance Narrative Description. (Additional Details can be attached)
Dimensions	Main unit shall not to exceed dimensions of (W x H x D) 60" (W) (with both sides open; 43" closed) x 60"(H) (with top fully open) x 27"(D)		
Recovery Time	Maximum of 10 seconds (from Energy Saver Auto Off)		
Standard Features	Auto Magnification, Auto Paper Select, Auto Tray Switch		
Document Digital Features	Preferred digital high-capacity feeder (100 sheets). Automated Document Feeder 50 sheet minimum.		
Scan Once	Scan once feature (reduces chances of pages being missed in large documents.)		
Reduction/ Enlargement	Zoom reduction/enlargement: 25% and up to 400%. Provides for pre-configured reduction Ratios of 25%, 50%, 65%, 73%, 78%, 85%, 93%		
Exposure	Exposure Adjustment- Manual & Automatic		
Memory & Harddrive	Minimum 2 GB RAM and 10 GB Hard drive, 1 GHz processor		
Color	Color photo image quality should include a minimum of four different digital output settings: Photo, Enhanced, Standard, and Fast (Draft) Color		
Grayscale	256 levels		
Scanning Element	Flatbed with Moving CCD Array Image Sensor		
Toner	Dry, Dual Component. Further, green toner details can also be provided in the green equipment section below		
Power Source	Maximum Power Source 120V/60Hz/12A		
Average Monthly Copy Use and for Lease Calculation	The equipment shall be rated to handle an average monthly capacity of at least 5,000 per month		
Speed	Minimum Copy Speed: 50 copies per minute for B&W, and 35 copies per minute for color. Understandably color and B&W copy speeds will vary. High-speed 11x17 production. Identify speeds used		
Error Recovery/Job Promotion	Ability to quickly recover from jams, remove print jobs not printed, ability to promote some print jobs and/or force some jobs to print while holding others that appear problematic within one minute or less of error discovery		

Paper Management

Topic	Details	Compliance (Yes/No)	Vendor Compliance Narrative Description. (Additional Details can be attached)
Paper Weight	Paper Weight 17 to 28 lb. Bond/ 60 to 105g/m2 (Tray 1) 14 to 42 lb. Bond/ 52 to 157g/m2 (Tray 2 and Bypass) 17 to 28 lb. Bond/ 64 to 105g/m2 (Duplex). Allows for recycled paper to be used with acceptable results		
Copy Size	Any size up to 11" x 17". Legal size and large 11 x 17 form factors are required		
Copy Type	Plain Paper, Transparencies, Envelopes, labels		
Quantity Indicator	Up to 999		
Max Original Size	Any size up to 11" x 17"		
Original Type	Copy from Book as well as Sheet		
Standard Paper Capacity	500 sheets x 3 front load trays and 100-sheet bypass tray		
Optional Paper Trays	Front Load - Capacity: 500 sheets, configurable size up to 17" x 11" and easy to use		
Paper Size/Paper Drawers	Paper Size 5.5" x 8.5" to 11" x 17"/ A6 to A3. Standard configurable door sizes: 8 1/2" x 11"; legal, and tabloid (17" x 11")		
Duplexing	Paper Size 5.5" x 8.5" to 11" x 17"/ A6 to A3. Standard configurable door sizes: 8 1/2" x 11"; legal, and tabloid (17" x 11")		
Holding Tray	Large capacity		

Finishing

Topic	Details	Compliance (Yes/No)	Vendor Compliance Narrative Description. (Additional Details can be attached)
Staple	Stapling of 100 sheets in any corner, multi positional		
Hole Punch	Hole Punch 3 holes booklet style		
Booklet	Capability to create booklets w binding features		
Folding	Capability to fold letters/mass mailers		
Job Build	Job Build for large production over 100 sheets (for copying, printing, and scanning)		

Copy

Topic	Details	Compliance (Yes/No)	Vendor Compliance Narrative Description. (Additional Details can be attached)
Resolution	Minimum of 600 x 600 dpi		
Copy Features	Book copying, secure copy/print, automatic reduction/enlargement easy to use, auto paper select, auto color selection, mixed-size original document sensor, easy to use image quality enhancements (dark/lighter, etc)		

Print & Scan

Topic	Details	Compliance (Yes/No)	Vendor Compliance Narrative Description. (Additional Details can be attached)
Printed Page Retention Life	Identify the printed page life for both color copies and B&W Include detail description for meeting printed page 20 year retention period requirement		
Network Scanning and/or printing	Create searchable PDF, route to a network folder and/or 'secured' email address document		
Network connection	10/100/1000 Base TX Ethernet		
Print resolution	Photo Quality - very fine resolution (2400)		
Encryption	Network traffic to/from device encryption enabled; and is it HSPD-12 FIPS Compliant? Describe encryption		
Scan save formats	Can save scanned images in various formats: examples: PDF, TIF, JPG		
OCR Detect	Ability to scan in OCR with reasonable % of accuracy. Identify accuracy %		
Network scanning	Optimized File size, scan to email, network scanning, scan to mailbox		

Fax

Topic	Details	Compliance (Yes/No)	Vendor Compliance Narrative Description. (Additional Details can be attached)
Fax Feature	Due to security concerns with using MFDs for faxing, this feature will not be used at initial install. The feature must be able to be disabled/turned off. Vendor shall provide optional pricing to be exercised at our discretion for re-enabling/turning on the fax feature.		

Security

Topic	Details	Compliance (Yes/No)	Vendor Compliance Narrative Description. (Additional Details can be attached)
Device management	Must be manageable from a LAN network/file and print server managed printer with server located print queue.		
Web-accessible	Must be web-accessible but must have ability to be locked down to ensure unapproved/unauthorized configuration changes cannot occur		
Compatibility	Must be Microsoft Active Directory compatible, and compatible with network operating systems including Windows 2003 Server, Windows 2007, Windows 2008, Red-Hat Linux, and OS Windows 2000, /ME/XP		
HSPD-12 authentication compliant	Users can swipe an HSPD-12 compliant id card to authenticate to the hardware		
IPV6 Compliant	Must be IPV6 compliant		
Security features	Identify security features including authenticating users, ensuring email traffic generated is specific to an authenticated individual with valid credentials to/from		
Hard-drive wipe feature	Ensures that scanned documents can be erased from the device to prevent unauthorized printing of sensitive records		
Batch jobs	Ability to add customizable text to documents routed to the MFD for printing, i.e., the 'Received By LVFC date and timestamp that the batch job was received. Need the ability to turn the feature off & on as needed		
Secure Printing	Ability to use secure printing to ensure sensitive or other data is only available to the individual using the secured print feature		
Secured Storage	Mailboxes within the copier to hold documents with security features		
Resolving Security Vulnerabilities	<p>Should EPA lease the hardware and attach it to EPA's network, regular device vulnerability scans shall be performed on the system while it is attached to the network. Should vulnerabilities be encountered that Agency IT staff cannot resolve, how will the vendor correct vulnerabilities, i.e., that require services to be disabled or ports turned off, etc. Identify the vendors timeliness and process for working with customers to quickly resolve security vulnerabilities identified by network vulnerability scanning tools.</p> <p>Shortly after installation EPA will conduct an initial vulnerability scan using two COTS (commercial off-the-shelf) well known 3rd party vendor network vulnerability scan tools while the hardware is attached to the network. The vendor will be expected to and must be prepared to address hardware security vulnerabilities</p>		

Topic	Details	Compliance (Yes/No)	Vendor Compliance Narrative Description. (Additional Details can be attached)
	prior to hardware acceptance by EPA. Example: the vendor may be required to disable ports and services or address whatever technical actions required to remediate vulnerabilities identified/discovered during the initial vulnerability scans prior to EPA's hardware acceptance.		

Green Equipment

Vendor to respond to items 1 through 12 below. **Note to interested vendors:** Copier vendors may visit EPA's green website that contains details for EPA's copier acquisitions **Greening Your Purchase of Copiers: A Guide for Federal Purchasers:** <http://www.epa.gov/oppt/epp/pubs/copiers.htm>.

Topic	Details	Compliance (Yes/No)	Vendor Compliance Narrative Description. (Additional Details can be attached)
1	Identify the environmentally-sound and energy-efficient features, including the maximum practicable content of recovered materials		
2	Compliance with the EPA ENERGY STAR® Program. Is the copier equipped with reasonable recovery time from Energy Star power management modes		
3	Duplex copying features		
4	Use returnable, recyclable, or remanufactured toner cartridges		
5	Use an organic photoreceptor (if not organic, avoid hazardous metals such as arsenic, cadmium, or selenium)		
6	Do not use wet process technology		
7	Minimize emissions of dust, ozone, and VOCs such as styrene		
8	Contain no polybrominated biphenyls (PBBs) or diphenyl ethers (PBDEs) listed under EPA's proposed Significant New Use Rule (SNUR)		
9	Are designed for remanufacturing and reuse of parts that do not require parts to be reprocessed		
10	Contain materials made with recycled content. Identify the recycled content amount		
11	Use minimal packaging and/or arrange for packaging taken back for reuse		
12	Can be taken back by the vendor at the end of its useful life, or at the end of its lease, for remanufacturing, refurbishing, or recycling of parts		