



REQUEST FOR PROPOSAL

Copier Services

Main Building & Annex Building

1201 E. 7th Street, Plainfield, NJ 07062

HOPES Community Action Partnership, Incorporated

(HOPES CAP, Inc.)

RFP Release Date	October 5, 2026
Proposal Submission Deadline	November 2, 2026
Anticipated Contract Start Date	March 1, 2027
Submit Questions & Proposals To	Lharbac@Hopes.org

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1. Invitation to Bid

HOPES Community Action Partnership, Incorporated (“HOPES CAP, Inc.”) is requesting proposals from qualified vendors to provide copier and multifunctional device services for the property specified in this Request for Proposal (RFP).

2. Schedule of Events

Event	Date
Release of RFP	October 5, 2026
Deadline for Submission	November 2, 2026
Anticipated Contract Start Date	March 1, 2027

3. Inquiries

Questions regarding this RFP must be submitted by email to Lharbac@Hopes.org with “Copier Services” in the subject line. Questions regarding this RFP will only be accepted by email; phone or in-person inquiries will not be addressed.

4. Process for Submitting a Proposal

Proposals must be emailed to Lharbac@Hopes.org with “Copier Services” in the subject line. Proposals received after the submission deadline will be rejected. By submitting a proposal, the vendor acknowledges the right of HOPES CAP, Inc. to accept or reject any or all proposals and to waive any informality in any proposal received.

Information Required with Proposal

Each proposal should include the following:

- Estimated cost
- References
- W-9
- Certificate of Insurance

Vendor Name:

Contact Information:

5. Terms and Conditions

5.1 Term of Agreement

The term of the lease agreement shall be no more than three (3) years.

5.2 Payment Terms

Payment terms for lease payments shall be at least net 30 days. Payment by check or credit card must be available as a payment option.

5.3 Deviations and Exceptions

Deviations and/or exceptions from the terms, conditions, or specifications shall be described fully and submitted with the proposal. In the absence of such a description, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications, and the vendor shall be held liable accordingly.

6. Proposal Evaluation

6.1 Qualification Criteria

Each proposal shall first be evaluated on whether the required qualification criteria are met, on a pass/fail basis.

6.2 Evaluation Procedure

An evaluation team will review all accepted proposals based on the information submitted. HOPES CAP, Inc. reserves the right to waive formalities in proposals and to reject any and all proposals. The award will be made to the vendor whose proposal HOPES CAP, Inc. determines to be in its best interest, based on the vendor's demonstrated financial, managerial, and operational ability and resources to serve the organization. Only proposals from financially responsible organizations or individuals, as determined by HOPES CAP, Inc., will be considered.

6.3 Evaluation Criteria

In addition to the required qualification criteria, all proposals will be evaluated based on, but not limited to, the following criteria:

Component	Points
Cost	25
Satisfaction of specifications and requirements	20
Guaranteed service time	20
References / referral information and prior experience with HOPES CAP, Inc.	15

Number of years in business under current name	15
Reserved	5
Total	100

7. Contract Negotiation

Following the evaluation process, HOPES CAP, Inc. may negotiate with any vendor determined by the evaluation committee to be most likely to provide services in the best interest of the organization.

8. Insurance

The vendor is responsible for maintaining insurance coverage of the kinds and in the amounts required for the life of this contract. The insurer shall provide HOPES CAP, Inc. with a Certificate of Insurance, signed by an authorized representative of the insurance company, at the inception of the contract and annually thereafter.

9. Specifications Overview

HOPES CAP, Inc. is seeking a vendor to provide three (3) color multifunctional devices for use by staff at the following locations:

Address	B/W Volume	Color Volume	Total P/Month	Machine Speed
1201 E. 7th Street, Plainfield, NJ 07062 — Main Building Gym	6,500	6,500	13,000	60 ppm
1201 E. 7th Street, Plainfield, NJ 07062 — Main Building FA Office	2,500	2,500	5,000	60 ppm
1201 E. 7th Street, Plainfield, NJ 07062 — Annex Building 2 nd FL Staff Lounge	2,500	2,500	5,000	60 ppm

10. Requirements and Specifications

Vendors must address each of the following requirements in their proposal:

1. The price quoted shall include all equipment, delivery, installation, initial and periodic training, service, parts, labor, and supplies including staples (excluding paper), as well as all necessary licensing, software, and drivers, including installation and configuration of software and drivers on client devices. The proposal must also include removal and return of old equipment.
2. HOPES CAP, Inc. will NOT accept proposals that require automatic contract renewal.
3. The proposal must specify whether the equipment is insured and, if so, at what cost.
4. Color printing capability on all devices.
5. A minimum print speed of 60 PPM for all devices.
6. The volume of monthly printing/copies allowed.
7. Whether printing finishers are included with the equipment.
8. The device manufacturer's brochures and descriptive literature for all proposed equipment must be included with the proposal.
9. The vendor must be a currently authorized supplier of all proposed equipment.
10. Each vendor must state the number of years in business under their current business name and structure, and the number of years certified to sell and service the proposed equipment.
11. Each vendor must state its maximum response time for service calls, which may be expressed separately for calls placed before and after a specified time each day. Service must be available during normal business hours, Monday through Friday, 8:00 a.m. to 3:45 p.m., excluding state holidays.
12. Each proposal must include a reliability clause addressing how the replacement of problem multifunctional devices will be handled, for equipment with chronic performance issues that service and repairs cannot correct.
13. The vendor must include references from at least three (3) current clients.

11. Client References

Please provide at least three (3) current client references below.

Reference 1

Company Name	
Address	
Type of Business	
Contact Person	
Telephone & Fax	

Reference 2

Company Name	
Address	
Type of Business	
Contact Person	
Telephone & Fax	

Reference 3

Company Name	
Address	
Type of Business	
Contact Person	
Telephone & Fax	

12. Authorized Representative

By signing below, the undersigned certifies that they are authorized to submit this proposal on behalf of the vendor and that the information provided is true and accurate.

Authorized Representative (Print or Type Name): _____

Signature: _____

Date: _____