



ALAMEDA COUNTY SUPERIOR COURT

COPIER LEASING SERVICES

**Pre-Proposal Conference
March 4, 2026**

Issue Date: February 24, 2026
RFP Number: SC 1801.2026.1.ZX



AGENDA

1. Timeline and Important Dates
2. Background Information
3. SOW Requirements
4. Technical Proposal
5. Cost Proposal
6. Submission of Proposals
7. Questions

TIMELINE

- **Feb 24, 2026**
RFP Issued
- **Mar. 4, 2026**
Pre-Proposal Conference
- **Mar. 10, 2025**
Deadline for questions
- **Mar. 26, 2026**
Proposals due
- **Apr. 22, 2026**
Public Opening of Cost Proposals
- **Apr. 28, 2026**
Notice of Intent to Award
- **Apr. 28 – May 27, 2026**
Negotiations and Execution of Contract
- **July 1, 2026 - June 30, 2031**
Contract start date and expiration date

Email All Questions To:

bidquestions@alameda.courts.ca.gov

Questions and answers will be posted on
March 18th (estimate).

BACKGROUND INFORMATION

Alameda County Superior Court
Copier Leasing Services

WHO?

- Superior Court of California,
County of Alameda

WHAT?

Copier Leasing Services

WHY?

- 68 Multi-Function Copiers

SOW REQUIREMENTS

STATEMENT OF WORK

DESCRIPTION OF GOODS AND OR SERVICES (Section 2.1)

- Equipment Must Meet or Exceed Proposal Specifications
- Brand New Devices and not Refurbished
- Full Delivery and Installation Services
- Comprehensive Maintenances and OEM Parts Included
- Contractor Responsible for Supply Monitoring and Emergency Fulfillment
- Services Response and Repair Timelines Must Be Met
- Replacement Required for Unsolved or Major Issues
- Automatic Reporting and Quarterly Reports Required
- Quarterly Inventory and Usage Records Required
- Compliance With Safety Regulations and MSDS Requirements



SOW REQUIREMENTS CONT.

STATEMENT OF WORK



GENERAL FEATURES (Section 2.2)

- Meeting Specifications
 - New devices, OEM be of equal or better models.
 - 60 mo. lease, routine maintenance, replacements etc.
 - Reporting page counts, maintain inventory etc.
 - 8-5 M-F exclude holidays.
- Copier General Features/Specifications
 - Minimum Technical Specifications
 - Minimum Desired Features

SUPPORT SERVICES (Section 2.3)

- Support Services and Service Levels
 - Level 1 – Responding to technical inquires via email or phone
 - Level 2 – Use of Technical support specialist
 - Level 3 – Use of back up engineering and technical support
- Resolution Period and Severity Level



TECHNICAL PROPOSAL

Each bidder must submit a Technical Proposal containing:

- Response Technical Proposal Attachment 15
- Other Required Forms and Attachments (refer Check List)
- Copies of current business licenses and certifications
- Good standing status in California

Attachment 15

TECHNICAL PROPOSAL QUESTIONS

- Prospective Bidder must respond on a separate answer sheet to the questions listed in this attachment

Other Forms, Attachments and Certifications

- Refer to the Check List for other required forms and attachments.
- Licenses and certifications: Business, Good Standing

COST PROPOSAL

Each Bidder must submit a completed Cost Proposal utilizing the Cost Proposal attachment.

COST PROPOSAL ATTACHMENT 16

- Complete rows 7 through 9 on columns B for each required cost under in the Cost Proposal
- Total estimated contracted amount in columns B rows 22 will be automatically calculated

GENERAL TIPS

- Include ALL required costs for the contract. Any required costs not included and identified during contract negotiations may result in a cancellation of award
- Equipment List refer to “List of Existing Equipment” tab

SUBMISSION OF PROPOSALS

INTERVIEWS AND DEMONSTRATION

- The Court may conduct interviews/demonstrations with Prospective Bidders to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals.
- Interviews may be conducted via Zoom or by phone.
- The Court will notify prospective bidders regarding interview arrangements.

SUBMITTING YOUR PROPOSAL

- Proposals must be submitted by **March 26th at 2:00pm Pacific Time.**
- Proposals must be submitted in 2 separate emails: **(1) Technical Proposal** and **(2) Cost Proposal.**
- Proposal must be emailed to bidquestions@alameda.courts.ca.gov
- The subject line of the email must include the **RFP title and number.**

QUESTIONS

Email additional questions to:

bidquestions@alameda.courts.ca.gov

Questions must be submitted via email
by **March 10th**

Deadline to submit proposals is

March 26th 2:00PM