



1133 "P" STREET
FIREBAUGH, CALIFORNIA 93622-2547
(559) 659-2043
FAX (559) 659-3412

Request for Proposal

Multifunctional Copier and Copier Maintenance

IMPORTANT DATES FOR RFP		
On or Before	Activity	Responsibility of:
August 1, 2017	Issue RFP to Selected Bidders	City of Firebaugh
August 11, 2017	Acknowledgement of Intent to Bid	Bidder
August 18, 2017	End of Submission of Questions and/or Requests	Bidder
August 25, 2017	Delivery of Answers to Questions	City of Firebaugh
September 1, 2017	Submission of Completed Proposal	Bidder
October 2017	Target Date for Purchase/Lease	City of Firebaugh
<i>Please note that all responses must be by 4:00 p.m. PST on the date listed on the timeline.</i>		

Confidentiality: *The contents of this Request for Proposal (RFP) are considered Confidential Information. The person or company receiving this RFP shall not disclose to anyone, other than its employees directly connected with responding to this RFP, any information concerning this request or any information obtained in subsequent RFP-related communications. No information contained in this RFP shall be duplicated, used, or disclosed without the prior written consent of City of Firebaugh.*



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August 1, 2017

Attention Bidders:

City of Firebaugh is requesting competitive proposals from qualified businesses to provide Multifunctional Copier Equipment and Copier Maintenance Services as described in this Request for Proposal (RFP).

Your RFP submission should include five (5) hard copies delivered to the City Hall at 1133 P Street, Firebaugh, CA 93622 and one electronic copy emailed to my attention at pmartin@firebaugh.org.

Responses must be received no later than **4:00pm August 18, 2017**. Responses received after that time, or without all of the required information detailed above, may be rejected and returned to the proposing party at City of Firebaugh's discretion.

Please see section IV Bid Instructions (page 11) for any questions, concerns, or clarifications for this RFP.

On behalf of City of Firebaugh's, we look forward to reviewing your RFP submission.

Thank You,

Pio Martin, Finance Director
City of Firebaugh
Office (559) 659-5901 | Fax: (559) 659-3412 |
Email: pmartin@firebaugh.org

I. Overview

City of Firebaugh is seeking competitive bid proposals from qualified businesses to provide **Multifunctional Copier Equipment and Copier Maintenance Services** (herein “Copier” and “Maintenance”). The successful Firm will ideally have experience with municipalities / local governments. The specific goals for this Request for Proposals (RFP) are to determine the Copier Equipment with the greatest cost- effectiveness, reliability, and suitability for City of Firebaugh’s needs; and determine the Vendor with the most competitive offer and ability to control costs.

II. Scope and Specifications

A. Minimal Copier Specifications and Requirements

All Copier shall be newly manufactured with no used or refurbished parts. Each location’s business needs will determine the final equipment configuration of each Copier. The Vendor shall provide OEM specification sheets listing all accessories, features, functions, specifications, and technical requirements of each model copier proposed.

Unless otherwise specified all Copier shall meet the following basic requirements:

1. General

- a) Copier must be commercial grade machines capable of maintaining reliable service due to constant and sometimes heavy use.
- b) All Copier shall be capable of producing double-sided prints/copies. Furthermore, all Copier must be able to print duplex copies automatically by default setting.
- c) All Copier shall have PIN codes and/or mailbox secured access for users.
- d) All Copier shall be capable of enlarging documents in preset and gradual increments to a maximum of 200% and reducing documents in preset and gradual increments to a minimum of 50%.

- e) Copier shall enable end users to easily replace consumable components including toner and paper.
- f) Copier requiring color must be capable of restricting output to black and white for individually configured Copier and/or users. All Copier requiring color must be capable of default printing all print jobs in black and white.
- g) Copier must be able to have automated meter reading with no user intervention.
- h) Must be able to perform multiple tasks concurrently.
- i) Copier must have integrated copy and print queue/job status at the device user interface.
- j) All Copier must be capable of date stamping.

2. Stapling

- a) Stapling units capable of 50 sheets minimum.
- b) Multi Positioning.

3. Scanning

- a) Capable of scanning no less than 200 dpi.
- b) Able to direct to one or more email addresses as well as to a network file folder.
- c) Able to scan in black and white and color.
- d) Format must be an industry standard (e.g., PDF) and configurable.

4. Reports

- a) Usage Reports of copy and print counts based on user and department, for defined range of dates and times – color and B&W.
- b) Ability to provide accounting system to track copies, prints (B&W and Color), scans and faxes.
- c) Copier must have option to print detail reports utilizing configurable department codes.

B. Requirements for Maintenance Support

1. Support

- a) The maintenance/service agreement shall commence upon installation.
- b) Vendor shall provide telephone support number for placing service calls, which shall be available Monday through Friday, 8:00 AM to 5:00 PM, excluding Firebaugh holidays.

2. Repairs

- a) Vendor shall guarantee the availability of replacement parts, applicable accessories and equipment within four (4) hours of such report. If reposted defect(s) remains unresolved for a period of 48 hours or more, the vendor will provide Firebaugh with a comparable loaner unit, including installation, at no charge.
- b) If a Copier does not perform to manufacturer's specifications, the Vendor shall replace the unit(s) with a new Copier of the same model.
- c) Vendor shall provide a parts and labor warranty for a minimum of 90 days. Vendor shall identify their warranty period in the RFP submission.
- d) The Vendor shall Maintain/support the warranty of the proposed units. The Vendor shall bear all material and labor costs for repair of equipment and defects and failure accruing within the warranty period.

3. Response Time

- a) Vendor shall provide a contact and an efficient means of submitting service call requests.

4. Supplies

- a) All costs for consumable supplies (toner, staples) to be provided in your RFP submission.
- b) Delivery/shipping of all supplies shall be "no charge" unless otherwise disclosed in your RFP submission.
- c) Instructions for proper disposal/recycling of spent toners shall be included in your response.

C. Network and Technical Requirements

- a) Copier will be networked and will be monitored electronically for repair and toner/ink status.
- b) Copier must be network ready for printing/faxing/scanning.
- c) The networked Copier will be connected to Firebaugh's network using the TCP/IP protocol. Bandwidth speeds must be capable up to 100 Mbps.
- d) Each networked digital Copier shall allow printing from any desktop PC within Firebaugh's network.
- e) Should "Queue Management Software" be required, please document additional costs. The vendor shall specify all electrical requirements, including the necessity

for special electrical receptacles, dedicated lines, etc. Each device shall meet the OEM's recommendations for electrical surge protection.

- f) Copier shall require not more than standard office 115-120v outlets. If 208- 240v connections are required, the Vendor shall specify and highlight this in their proposal.
- g) Scanning must not require additional network drops.
- h) Copier shall have the ability for a network connection using Ethernet TCP/IP protocol.
- i) Vendor proposals should include any surge protection equipment.

III. Pricing Requirements

1. Equipment

- a) Vendors shall provide a purchase price on the equipment as well as lease pricing. The award will be based on either the purchase price or lease price, depending on which is most advantageous to Firebaugh. Furthermore, The Lease should contain an option to extend on a month to month basis. This option can be cancelled by Firebaugh upon (45) days written notice. The equipment lease and maintenance will remain in effect during the month-to-month extension period. Firebaugh has no desire to "lease to own."
- b) Purchase price shall be per Copier and inclusive of all expenses including but not limited to shipping, turn-key installation, and training.
- c) Lease Price - Vendor responses must provide pricing on (36), (48) and (60) month lease options. The monthly equipment lease payment shall be structured as a base equipment lease payment per Copier.

2. Delivery & Installation

- a) Proposal to include all costs associated with Delivery and Installation of equipment
- b) The vendor shall state in its proposal the number of business days necessary for delivering and installing equipment.
- c) Vendor must detail all anticipated expenses that will be incurred by Firebaugh for the delivery and installation of equipment. City of Firebaugh will not be liable for expenses not detailed in your RFP response. The vendor shall not invoice City of Firebaugh for delivery and installation until written and signed acceptance of the equipment.
- d) If necessary, Firebaugh will contract with a separate contractor to install electrical and/or data line(s). It is the responsibility of the vendor to provide all specifications

for the hard wiring.

1. Training and Materials

- a) Delivery and installation cost shall include on-site training by a fully qualified representative of the Vendor or OEM.
- b) An operator's manual shall be furnished with each copier.
- c) The date of the equipment training shall be chosen by Firebaugh after the delivery and installation.
- d) Initial training of Firebaugh's personnel shall be conducted on site and upon equipment installation, and at no cost to Firebaugh.

2. Maintenance

- a) Firebaugh has provided monthly copy volume estimates in **Exhibit B** attached herein. Firebaugh does not guarantee any specific monthly print volumes/copies for the length of the lease. If necessary, maintenance agreement pricing, copy allowance and/or overage limits may be amended accordingly.
- b) All proposers must provide a "fully-loaded" cost per page (i.e. a simplified number for a B&W print and a simplified number for a Color print). Any of the available paper sizes will count as one copy or print on the meter.
- c) Maintenance agreement pricing shall include all maintenance, repairs, parts and consumable supplies (except paper). Vendor shall specify what supplies are excluded from the maintenance agreement and note the monthly cost per B&W and per Color copy (based on estimated monthly volumes). Vendor will hold maintenance agreement pricing for the duration of the leases.
- d) A master equipment lease and a master maintenance agreement to be developed at contract execution.

3. Insurance

- a) Firebaugh will provide insurance coverage for any leased equipment. Insurance costs should not be included in quoted lease payment.

4. End of Contract

- a) The vendor shall state any costs associated with de-installation and haul away of equipment at the end of the lease if leased. Firebaugh will not be liable for any costs not specifically detailed in your RFP response.
- b) Vendor to ensure all Copier are rendered "Brain Dead" upon removal. Proposal responses should briefly describe your procedures to assure protection of all captured and stored data.

- c) Vendor proposals should include the shipping cost for returning the current Copier to the current vendor as required at the end of the current lease.

IV. Requirements and Provisions

1. Warranties and Representations

Vendor warrants that Vendor will assign the manufacturer's warranties for equipment, hardware and software to Firebaugh or provide comparable warranties.

The warranties set forth will not be subject to any disclaimer or exclusion of warranties or to any limitation of Vendor's liability under the Agreement. Vendor will provide a contact person available and authorized to remedy any non-conformity with these warranties.

A. Equipment, Tools, Supplies

Vendor will supply all equipment, tools, supplies, offices, personnel, instrumentalities, transportation, support services and insurance required to deliver and install Copier under the Agreement.

B. Independent Contractor

The nature of the relationship between City of Firebaugh and the successful provider shall always be treated as an independent contractor. A completed W-9 form will be required prior to the commencement of services.

C. Expenses

- Travel & Mileage - All out-of-pocket expenses including travel expenses shall be the responsibility of the service provider.

D. Billing and Payment

Payments will be made on a formal invoice basis, net 60 days.

E. Qualifications

Respondents to this RFP shall have the following qualifications:

- Must not appear on the "List of Excluded Individuals/Entities" as maintained by the Office of Inspector General (<http://exclusions.oig.hhs.gov>).
- Must be licensed and in good standing with the State of California;
- Must have an excellent reputation in the community;
- Should have experience with government entities / local governments;
- Must have adequate insurance coverage (see below);
- And must not have a potential or existing conflict of interest (see below).

F. Insurance Coverage

Copier Maintenance - For proposal purposes, proposing firm must submit copies of certificates of insurance for General Commercial Liability, Automotive, and Worker's Compensation coverage.

Prior to commencing services, the successful firm must provide original certificates naming City of Firebaugh as additional insured on a primary noncontributing basis, and include waiver of subrogation in favor of City of Firebaugh.

G. Conflict of Interest Disclosure

Respondents to this RFP must attest that it has no interest and will not acquire any interest which would conflict with the performance of services required. Any preexisting relationship(s) must be disclosed and could be considered a potential conflict of interest.

H. Non-Discrimination

The successful firm will not discriminate against any employee or applicant for employment, or any individual receiving services, because of race, creed, color, sex, sexual preference, national origin, physical handicap, age, height, weight, marital status, veteran status, religious belief, or political belief.

I. Prohibition of Gratuities

No Firebaugh employee shall, directly or indirectly, solicit, accept or receive any gift having a value of seventy-five dollars or more whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence the employee, or could reasonably be expected to influence the employee, in the performance of his official duties or was intended as a reward for any official action on the employee's part.

V. Bid Instructions

A. Questions

- For bidding instructions and RFP clarifications please contact:
Pio Martin, Finance Director Telephone:
(559) 659-5901 pmartin@firebaugh.org
- For technical questions or questions related to equipment & services, please contact:
Pio Martin, Finance Director Telephone:
(559) 659-5901 pmartin@firebaugh.org

Note: Responding firms have the opportunity to submit questions and request clarification on operational aspects until **August 18, 2017**. City of Firebaugh will make all efforts to provide satisfactory answers by **August 25, 2017**.

B. Proposal Submission

Firms meeting all prequalifying requirements may respond to this RFP. Complete and acceptable bid responses will include brief and thorough responses to each of the following:

1. **Experience.** Proposal responses should describe your Company's experience with government entities and local government accounts.

2. **Company Information** - The proposal should provide contact information, a brief history of your Firm; Ownership, # of technicians, organizational structure, office location(s), the top five (5) customers; and at least three (3) Trade References with phone and email contact information.

3. **Disclosure** –Your firm with past or pending sanctions through any regulatory bodies or professional organizations must disclose the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years. **Conflict of Interest** - Firms responding to this RFP attest there is no interest and will not acquire any interest which would conflict with the performance of services required. Any preexisting relationship(s) must be disclosed and could be considered a potential conflict of interest.

4. **Qualifications and Experience** - Relevant experience with Institutions and not-for-profit human services agencies.

5. **Price Format** - Proposal content and format to include: Equipment sale price, Lease price, cost per B&W copy, cost per Color copy, Maintenance and servicing costs, and any other fees or surcharges. See Exhibit B attached.

6. **Copies** – Your bid response should include five (5) hard copies, as well as an emailed copy, sent to the following address:

City of Firebaugh
Attn: Pio Martin, Finance Director
1133 P Street
Firebaugh, CA 93622

pmartin@firebaugh.org

7. **Signature** – Include attestation that the person signing the proposal is entitled to represent the firm and authorized to sign bid proposals.

8. **Proof of Insurance** - Proposal should include proof of insurance coverage for General Commercial Liability and Professional Insurance coverage including Errors & Omissions.

9. **Entry of all information & pricing in Table A**

10. **Provide answers to all questions in Table B, C, and D.**

NOTE: Late Bids - Responses must be received no later than **4:00pm September 1, 2017**. Responses received after that time, or without all of the required information detailed above, may be rejected and returned to the proposing party at City of Firebaugh's discretion.

NOTE: Expenses- All bid participants are solely responsible for their own time and expenses in preparing a response to this RFP including any costs incurred during subsequent presentations and negotiations.

VI. Evaluation and Award Process

Proposals submitted will be evaluated by a committee. Selection Criteria

- Completeness of response to RFP;
- Competitiveness of proposed costs, fees, and/or rates;
- Ability to control costs;
- Experience, staff qualifications, and trade references;
- Proven track record of success with similar initiatives and non-profits;
- Local reputation, including conducting business with the highest of ethics;
- Ability to adhere to all City of Firebaugh compliance requirements.

Issuance of this RFP and receipt of proposals does not commit City of Firebaugh to award a contract. City of Firebaugh reserves the right to postpone receipt date, or to ultimately cancel all or part of this RFP with limited noticed.

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal and plan for this important initiative. Additional technical or cost information may be requested for clarification purposes, but in no way will change the original proposal received, but may lead to further negotiations between potential business partners. Interviews are optional and may or may not be conducted.

A. Notification of Award

It is expected that a decision selecting the successful Firm will be made within four (4) weeks of the closing date for the receipt of proposals.

B. Rejection of Bids

City of Firebaugh reserves the right to reject any bid for any reason.

VII. Attachments

EXHIBIT A – Current Equipment – Sites & Locations

EXHIBIT B – Volumes, Accessories, and Requirements

TABLE A – Equipment and Pricing Information

TABLE B – Maintenance – Allowances & Cost Information

TABLE C – Technical & Lease Questions – Copier

TABLE D – Technical Questions –

EXHIBIT A – Current Equipment - SITES AND LOCATIONS

Site	Area	Current Make / Model	Replacement Required By
City of Firebaugh	Front	Canon C5051	10/20/17

EXHIBIT B – Volumes, Accessories, and Requirements –

Volume figures are based on the last 8 months of actual usage.

Month	Page Volume – Black and White	Page Volume - Color
July 2016	18,957	1,435
August 2016	11,615	3,832
September 2016	7,419	1,777
October 2016	15,570	2,159
November 2016	7,414	2,190
December 2016	7,127	1,243
January 2017	6,251	970
February 2017	7,552	2,459
March 2017	5,413	1,170
April 2017	8,973	2,044

TABLE A – VENDOR’S RECOMMENDED EQUIPMENT AND PRICING INFORMATION

COPIER #1

Model Name & No. _____ Pages Per Minute: _____
 Monthly Volume Rating: _____ Purchase Price: _____
 Estimated Monthly Lease Payment 36 Month: _____
 Estimated Monthly Lease Payment 48 Month: _____
 Estimated Monthly Lease Payment 60 Month: _____
 Estimated End-of- Lease Return Costs: _____

TABLE B – MAINTENANCE ALLOWANCES & COST INFORMATION

Estimated Monthly Maintenance Payment based on current usage	\$
Monthly Copy Allowance Quantity B&W	
Monthly Copy Allowance Quantity Color	
Cost Per Printed Page B&W	\$
Cost Per Printed Page Color	\$
Per Printed Page Overage Charge B&W	\$
Per Printed Page Overage Charge Color	\$
Optional features - Proxy Card Reader Installation (per Copier)	\$
Additional Monthly Maintenance Cost for Option 2 - Proxy Card Readers (if applicable)	\$

TABLE C – Technical & Lease Questions - Copier

i.	Does the proposed Copier(s) have the ability to have automatic print driver download?	Y/N
ii.	Does the proposed Copier(s) have the ability to support fax server?	Y/N
iii.	Does the proposed Copier(s) have the ability to provide secure print (user authentication with both proxy card and backup pin code) at the Copier?	Y/N
iv.	Does the proposed Copier(s) have the ability to provide “follow-me” type printing?	Y/N
v.	Does the proposed Copier(s) have the ability for users to print from another’s print queue (based on permissions)?	Y/N
vi.	Will your Firm entertain early lease buyouts of existing leases?	Y/N

TABLE D – Technical Questions

i.	Does the Proposed Card Reader provide IT administrators the flexibility to lets users print what they need and when they need it, while reducing the costs and complexities of deploying a print infrastructure?	Y/N
ii.	Can this be done by automatically by enforcing printing rules, authenticating users and accurately identifying and allocating document costs to user provided budget codes?	Y/N
iii.	Does the Proposed Card Reader provide a secure print server until users authenticate themselves at the networked printer of their choice, anywhere on the print network—across servers, departments and even geographic boundaries?	Y/N
iv.	Does the Proposed Card Reader provide the ability for the user to manage their specific jobs at the Copier (e.g. print or delete)?	Y/N
v.	Does the Proposed Card Reader provide the ability to sync with Active Directory for user authentication?	Y/N
vi.	Does the Proposed Card Reader provide the ability to establish rules and routing to enable the customer to reduce overall print costs?	Y/N
vii.	Does the Proposed Card Reader provide the ability to establish user or group quotas?	Y/N
viii.	Does the Proposed Card Reader provide the ability to assign customized budget codes?	Y/N

*****END*****