



April 19, 2017

CITY COUNCIL

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Mayor

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Councilmember

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REQUEST FOR PROPOSALS FOR DIGITAL PRODUCTION COPIER

The City of Goleta is requesting proposals from qualified firms for a 5-year contract for the provision of one multi-purpose color digital copy machine. The successful proposer will be responsible for supplying the machines, training, on-site maintenance, repairs, parts, and all consumables (except paper). A Request for Proposals (RFP), which includes instructions for its completion, is attached.

Respondents to this RFP shall submit completed proposals in a sealed envelope, clearly marked with "Proposal for Digital Production Copier" and the name of the firm submitting the proposal. One (1) original and one (1) electronic copy of the proposal must be submitted by 12:00 p.m. on May 4, 2017, to the following address:

City of Goleta
City Clerk's Office
130 Cremona Drive, Suite B
Goleta, CA 93117

If you have any questions about the RFP, please submit your inquiries in writing, preferably via e-mail to:

Maggie Connors
Management Assistant
130 Cremona Drive, Suite B
Goleta, CA 93117
(805) 562-0363
(805) 685-2635 fax
Monday through Thursday
mconnors@cityofgoleta.org



**REQUEST FOR PROPOSAL
FOR
DIGITAL PRODUCTION COPIER**

**City of Goleta
City Clerk's Office
130 Cremona Drive, Suite B
Goleta, CA 93117**

DUE DATE: MAY 4, 2017 BY 12:00 P.M.

CITY OF GOLETA
Request for Proposals for
DIGITAL PRODUCTION COPIER

INTRODUCTION

The City of Goleta ("City") is issuing this RFP in order to obtain proposals from qualified firms to provide the City with a digital multi-function copier. The City desires to enter into a new contract for the lease of a replacement digital copier. The successful proposer will be responsible for supplying the machine, training, on-site maintenance, repairs, parts, and all consumables (except paper). Proposals will be evaluated based on the criteria set forth in the scope of services.

SCOPE OF SERVICES

The City intends to enter into a five (5) year contract for one (1) new color digital multi-function copy machine. The City desires an all-inclusive agreement which shall include new equipment, installation, training, maintenance, and all consumable supplies (except paper), and removal of old equipment.

A. Technical Service/Maintenance

The proposed copier should be new and meet or exceed all of the requirements as listed below. The successful proposer will provide prompt maintenance (both preventative and remedial) during business hours and provide both initial and continuous operator training. Proposer should provide equipment certified service technicians as required to service the machine. The maximum service response time for on-site maintenance should not exceed 4 working hours from the time that the department placed the call to the repair center.

Equipment must include the following features:

1. One Multifunction copier (55ppm B/W, 55ppm Color):

- 1-Color Copier (3.5GB RAM, Dual 160GB HDD)
- 1-Dual Scan Document Feeder (175 Sheets)
- 1-Stackless Duplex Unit (2-Sided)
- 2-500 Sheet Paper Drawers (Up To 11X17)
- 2-1,500 Sheet Drawers (8 1/2 X 11)
- 1-Multi Purpose Tray (150 Sheets)
- 1-Data Security Kit
- 1-1,000 Sheet Finisher
 - 50 Sheet Stapling Capacity
 - Two and Three Hole Punch
- 1-Network Color Print /Color Scan System
- 1-Surge Protector
- Monthly Volume: 5,000- 10,000

B. Lease requirements

- The equipment shall remain the property of the vendor and vendor/contractor shall maintain all machines in acceptable working order during the contract. A machine deemed unacceptable by the customer shall be replaced at the vendor/contractor's expense.
- The customer reserves the right to request a replacement unit if the unit fails to meet reliable performance expectations at no expense to the customer.

PROPOSAL SUBMISSION REQUIREMENTS

The vendor shall be responsible for preparing an effective, clear, and concise proposal. It is recommended that proposals contain the following information:

- A. **Cover/Transmittal Letter:** A cover letter introducing the company and the individual who will be the primary contact person. The signature of an authorized individual to bind the firm. The proposal must be a firm offer for a ninety-day period.
- B. **General Information:** Information about the company including location of office(s), years in business, and the number of key personnel.
- C. **Qualifications:** Proposers must provide information on the firm's qualifications and experience in providing the scope of services described above, and any areas of experience where the Proposer is deficient or will need to rely on the services of an outside sub-contractor. Also include qualifications of personnel and experience performing similar work.
- D. **Key Personnel:** Identify the primary contact for the project and any key personnel who will be assigned to implementation of the Agreement.
- E. **Subcontractors:** Any portion of the scope of work that will be subcontracted. Include company qualifications (brief) and key personnel, telephone number and contact person for all subcontractors. The City reserves the right to approve or reject all subcontractors or personnel performing contractor services, proposed by the Proposer during or after the proposal review and selection process.
- F. **Insurance Requirements:** Statement that the consultant can meet the City's mandatory insurance requirements. The City requires Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, Professional Liability Insurance with limits of not less than \$1,000,000 per occurrence if available to a professional engaged in consultant's regular course of business, Automobile Liability insurance with a minimum limit of \$500,000 per accident, and Workers Compensation Insurance as required by the State of California. The City reserves the right to establish that these insurance requirements be met and complied with prior to execution of any contractual agreement. Failure to comply could result in non-award of the contract.

- G. **References:** Provide the name and telephone number of at least three references who are familiar with services provided by the firm. Include a brief description of the services they received and dates the services were provided.
- H. **Term of Contract:** The contract shall be for a five (5) years or 60 months.
- I. **Fee Information:** Pricing should cover all costs based upon a 60-month lease and include quote information on the following:
- a. New equipment, delivery, installation, set up;
 - b. All operating supplies (i.e., toner, developer, fuser oil, drums, rollers, circuit boards, staples, etc. with the only exception of this being paper);
 - c. Maintenance (parts and labor);
 - d. Necessary training of personnel; and
 - e. Removal of old equipment and delivery of new equipment.
 - f. All equipment must be quoted at price with and without 75,000 copies per month allowance;
 - g. Lease options for \$1.00 Purchase Buyout and Fair Market Value option.
- J. **Deadline and Delivery:** One (1) original and one (1) electronic copy of proposal shall be submitted to the City Clerk's Office at the City of Goleta, 130 Cremona Drive, Suite B, Goleta, CA 93117. The deadline for submittal of a Proposal is May 4, 2017, by 12:00 P.M. Proposals received after 12:00 p.m. on May 4, 2017, will not be accepted. The RFP must show the return address and telephone number of the proposer.

SELECTION PROCESS

Each of the proposals received will be evaluated and determined if it meets the stated requirements. Failure to meet these requirements will be a cause for eliminating the vendor from further consideration.

The City shall not be liable in any way for any cost incurred by any Proposer or in the preparation of its proposal in response to this RFP nor for obtaining any required insurance.

The City reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all or part of proposals, and to be the sole judge of the suitability of the proposals offered.

Proposals must be responsive to the City's request. Cost alone shall not be the determinative factor. The City shall determine the most responsive and responsible consultant providing the best service at the most reasonable cost. The City reserves the right in its absolute discretion to make no award or contract.

Proposals will be evaluated generally on the following criteria, which is neither weighted nor prioritized:

- A. Responsiveness to RFP
- B. Prior experience in performing similar work
- C. Experience of the firm and assigned individuals
- D. Fees charged and cost effectiveness of the proposed service
- E. Reference check

PROPOSAL REVIEW AND AWARD SCHEDULE

RFP published and distributed	4/19/17
Proposals deadlines	5/4/17
Proposals reviewed and evaluated by staff	5/12/17
Contract executed/work begins	6/2/17

SUPPLEMENTAL INFORMATION

Questions concerning this request for proposals should be in writing (e-mail preferred) and directed to:

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