



February 15, 2018

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**REQUEST FOR PROPOSAL FOR CITY OF GOLETA
PAPER FOLDER / INSERTER MACHINE**

The City of Goleta is requesting proposals from qualified firms interested in providing a Paper Folder / Inserter Machine for City Hall. Successful bidders will be responsible for all the resources (hardware, software, supplies, on-site maintenance, training, support, delivery, installation and removal, etc.) required to implement this program.

Two (2) copies of the bid must be submitted no later than **March 7, 2018 at noon**. Bids must be titled "Proposal for City of Goleta Paper Folder / Inserter Machine." Responses must be submitted to:

Karen Corcoran
City Manager's Office
City of Goleta
130 Cremona Drive, Suite B
Goleta, CA 93117

Questions related to this Proposal may be referred to Karen Corcoran at (805) 961-7523. Submittals not received on or prior to the date and time specified shall not be considered.

**REQUEST FOR PROPOSALS
FOR A PAPER FOLDER / INSERTER MACHINE
City of Goleta**

I. PURPOSE

The purpose of this request is to solicit and select the most qualified vendor to provide, maintain and service a paper folder / inserter machine for the City of Goleta. The successful vendor will be responsible for providing all the resources (hardware, software, supplies, on-site maintenance, training, support, delivery, installation and removal, etc.) required.

II. SUBMITTAL REQUIREMENTS

Two (2) copies of the proposal must be submitted no later than **12:00 p.m. Wednesday, March 7, 2018.** Proposals must be titled "Proposal for City of Goleta – Paper Folder/Inserter." Proposals must be submitted as follows:

III. LEASE REQUIREMENTS

- ✓ Describe the equipment configurations you are proposing and identify equipment model number.
- ✓ Pricing should include lease termination, removal of old equipment, delivery and set-up, all service and maintenance, all consumables, except paper, and all required training.
- ✓ Describe your process for upgrading, exchanging, and adding equipment during the term of this contract, including details for replacement of frequently non-performing equipment. All leases for additional product or upgrade replacement product must terminate at the same time as the original contract.

IV. MACHINE REQUIREMENTS

City of Goleta is interested in acquiring the following equipment:

One (1) Folding / Inserter Machine with minimum features as listed below:

- ✓ **Automatic Feed**
- ✓ **Half fold, tri-fold or "C" fold capability**
- ✓ **Up to 20lb bond paper**
- ✓ **Paper size, 3.5" X 5" up to 8.5" X 11"**
- ✓ **Inserter**

V. VENDOR'S REPRESENTATIVE

The selected vendor shall assign a primary representative and an alternate to perform the services described within the scope of services. Both individuals shall

be identified in the proposal. The firm's representative shall remain in responsible charge of all duties. If the primary representative is unable to continue with the delivery of services, then the alternate representative shall become the primary representative.

VI. PROPOSAL REQUIREMENTS

The proposal must clearly address all of the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized and contain all information as specified below:

- ✓ The Proposal must include a copy of the lease agreement which will accompany the contract. **This must be a local government lease agreement.**
- ✓ Proposals received after the due date will not be accepted.
- ✓ No modifications to the proposal can be made once submitted unless requested by the City of Goleta.
- ✓ Bidders may be asked to explain, or clarify in writing, sections of their proposal during the evaluation process.
- ✓ Bidders are required to point out those items of supplies, equipment features, or contract conditions that cannot be met (these must be indicated in the proposal itself).
- ✓ Proposal must be signed by an officer of the Bidder's company or by another person authorized to bind the company in this manner.

City of Goleta may request, prior to award contract, the following information:

- ✓ Copy of Certificate of Insurance
- ✓ Federal Identification Number
- ✓ Bank reference
- ✓ Copy of Lease Agreement

VII. SELECTION CRITERIA

The City reserves the right to award a Lease Agreement solely based upon the written proposal.

It is anticipated that a firm will be selected by March 12, 2018. Following notification of the selected firm, it is anticipated that a contract will be executed shortly thereafter, with installation to commence as soon as possible. The goal is to have installation completed by March 30, 2018.

RIGHT TO REJECT PROPOSALS

The City of Goleta reserves the right without prejudice to reject any or all proposals.

VIII. GENERAL INFORMATION

- a. This Request for Proposal does not commit the City of Goleta to pay costs incurred in the preparation of a response to this request. Services shall not commence until a Lease Agreement is executed by the City.
- b. All responses to this Request for Proposal shall become the property of the City of Goleta.
- c. The method of payment upon negotiation of an agreement shall be monthly or quarterly payments based upon satisfactory progress and the submission of requests for payments.

IX. TERM

The duration of the lease agreement will be 60 months. Any contract entered by both parties may be cancelled by the City of Goleta upon ninety (90) days written notice from the official representative of City of Goleta. At no time will a contract automatically renew or be extended without the written authorization of City of Goleta. All cost proposals must be firm for the duration of 60-month contract period.

ADDITIONAL INFORMATION

Questions may be directed to Karen Corcoran at (805) 961-7523.