

# CITY OF FORT MEADE

RFP 20-01

## Multifunction Copiers



### Issued By:

CITY OF FORT MEADE  
PO Box 856  
8 West Broadway Street  
Fort Meade, Florida 33841  
(863) 285-1100  
[www.cityoffortmeade.com](http://www.cityoffortmeade.com)

**The City of Fort Meade, Florida, Request for Proposals (RFP)  
For the Lease of Multifunction Copiers and Related Maintenance**

**RFP PURPOSE**

The City of Fort Meade (City) invites all responsible bidders to respond to this Request for Proposal (RFP). The focus of this RFP is to select a single organization to provide leased copiers with their related maintenance for all City offices/locations.

The term of this RFP is for an initial three (3) year contract with the option of two (2) additional one (1) year extensions thereafter, subject to the mutual satisfaction of both parties. The City desires to commence these leases on or about April 1, 2020.

**INSTRUCTIONS TO PROPOSERS**

There will be a mandatory pre-bid conference at City Hall, 8 West Broadway St., Fort Meade, FL 33841 at 10:00 AM, February 14, 2020. Proposals will be received until 2:00 PM, February 28, 2020, at the address above, ATTN: Melissa Cannon, Deputy City Clerk. All inquiries are to be directed to Breanna Smith, Finance Director, via email [bsmith@cityoffortmeade.com](mailto:bsmith@cityoffortmeade.com) only after the pre-bid conference. The City reserves the right to reject any or all bids, with or without cause, to waive technical errors and informalities, and to accept the bid which best serves the interest of and represent the best value to the City.

**Proposals may be mailed, express mailed, or hand delivered to:  
City of Fort Meade – Attn: Melissa Cannon, Deputy City Clerk  
8 West Broadway Street, Fort Meade, FL 33841**

All proposals must include the completed Notice of Interest Form shown on the next page.

CITY OF FORT MEADE  
Request for Proposals  
RFP 20-01: Multifunction Copiers  
Notice of Interest

Date: \_\_\_\_\_

Proposer  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Proposer's  
Signature \_\_\_\_\_  
(Duly Authorized)

Return To:  
City of Fort Meade  
Attn: Melissa Cannon, CMC Deputy City Clerk  
8 West Broadway Street  
Fort Meade, FL 33841

## **SCOPE OF SERVICES**

This RFP is for a total of eight (8) copiers at seven (7) addresses. One (1) of these copiers is required to be a high capacity/high speed unit. All copiers must meet the functions/capabilities listed herein. The maintenance and repair of the leased equipment must be included in the cost of the lease. Consumable supplies of toner and paper are not a part of this RFP. Multiple copier models may be submitted in the proposal.

Listed below are the locations covered by this RFP and their corresponding copier usage:

<b>SITE NAME</b>	<b>ADDRESS</b>	<b>TYPICAL USAGE</b>	<b>PEAK USAGE</b>
City Hall-Upstairs <sup>H</sup>	8 W. Broadway St.	6,500	35,000
City Hall-Downstairs	8 W. Broadway St.	1,700	3,100
Building *	20 Langford St.	1,300	2,100
City Mobile Home Park Office	199 S. Edgewood Dr.	250	600
Library	75 E Broadway St.	4,000	4,600
Community Center	10 SW 3rd St.	4,000	4,600
Operations Center **	521 NW 4th St.	2,000	3,000
Fire Station	12 N. Albritton St.	250	600

H - high capacity/high speed unit

\*Shared – Building and Code Enforcement

\*\*Shared Public Works - Electric, Parks, Sewer, Stormwater, Streets, Warehouse, Water)

As part of this RFP, the following machine options/capabilities are required by the City:

1. Reproduce items of a variety of original formats (i.e., white paper, colored paper, photos, textured/raised documents, less than/more than letter size, etc.).
2. Accept paper weight of 10 lb. through 100 lb. This is for both the document feeder, as well as supply paper trays.
3. Manually scale output from 10% to 250%. Also, preset scaling of letter to legal, legal to letter, and ledger to legal or letter.
4. Copy output of both grey scale and full color.
5. Copy in multiple duplex options (i.e., 1 sided to 2 sided, 2 sided to 2 sided, 2 sided to 1 sided, and 1 sided to 1 sided). Duplexing must be automated and in a single pass.
6. Hole punch with a variety of punch options (i.e., two (2) hole, three (3) hole, top, left, right, bottom).

7. Staple a minimum of 50 pages and up to 100 pages with corresponding staple cartridge. Also provide a variety of stapling options (i.e., single, double, top, left, right, bottom).
8. Scan items to various locations (i.e., various programable server addresses, internal and external emails). The option to scan in a variety of formats (i.e., TIFF, JPEG, .PDF, and searchable .PDF). Scanning to Searchable .PDF capability is required.
9. Fax from document feeder or copier glass with a variety of transactions reports (i.e., Pages Sent or Received, Failed/Errors, etc.).
10. Electronic address book for fax numbers, email addresses, and server addresses).
11. Copy/print at a minimum of 30 pages per minute (PPM) for the seven (7) standard copiers and a minimum of 60 PPM for the one (1) high capacity/high speed copier.
12. Interface with portable storage devices/flash drives and computers on the City's network. Security software should be installed to prohibit unauthorized internet access.
13. Print while also scanning or faxing.
14. Pause/interrupt feature.
15. Ability to send print requests to secured ID's/boxes to be released only after password has been entered.
16. Ability to assign multiple logon ID's with passwords and corresponding modifiable usage reports. The ability to track usage by department and/or guest.
17. Ability to assign charge codes to print/copy jobs and corresponding modifiable usage reports. The ability to track usage by department and/or guest.
18. For the high capacity/high speed copier, collate attachment with a minimum of six (6) slots and to assemble booklets.
19. All invoices for service and/or maintenance must be received by the City within 30-days of the close of the previous month.
20. The vendor chosen for the contract shall handle the transition to the new service in full, to include but not limited to returning the current hardware to the leasing company, as applicable.

Additionally, as part of this RFP, the following maintenance/services are required by the City:

1. Routine maintenance of the equipment as per the manufacturer's guidelines on a schedule that is within the City location's normal working hours. Effort should be made to minimize disruption of the location's work flow.
2. Service repair request response within two (2) hours if the requests is placed before 4:00 PM. For requests placed after 4:00 PM, the response must be at the beginning of the next business day. For this RFP, a response is a trained technician arriving at the location with adequate tools and parts to repair the leased equipment.
3. If leased equipment cannot be completely repaired within twenty-four (24) hours of the repair request, a replacement copier must be delivered to that location within the original twenty-four (24) hour period. The replacement copier must meet the minimum specifications within this RFP.
4. The copiers should have the ability to automatically reorder all supplies for printing services, such as: staples, toner, waste cartridges, and any other supplies that control the basic functions of the machine.

## **Proposal Format**

Proposers must submit (1) original and four (4) hardcopies of the Proposal, as well as (1) digital copy\* of the Proposal. The original Proposal must contain an original signature. Be sure that the individual signing the Proposal is authorized to commit the Proposer's organization to the Proposal as submitted. Each page of the Proposal should state the name of the Proposer, the RFP number, and the page number. The City reserves the right to request additional data or material to support Proposals. All material submitted in response to the RFP will become the property of the City. The proposal should be labeled: **"SEALED PROPOSAL FOR RFP 20-01: MULTIFUNCTION COPIERS"** and shall be **received no later than 2 p.m. on February 28, 2020.** Late proposals will be returned unopened. Please complete all sections of the RFP. If additional material is required for one or more questions, please label attachments clearly and reference them in your response. Your response to this RFP will serve as the basis for the consideration for selection of the service provider.

\*Do not email Proposals to the City. A digital storage device with a copy of the proposal saved in .PDF format shall be included in the formal proposal submission package.

Label each section as outlined below. In response to this proposal, the proposal must be in the following format and provide the following information:

- A. Title Page
- B. Table of Contents
- C. Transmittal Letter, including Notice of Interest Form
- D. Company Information
- E. Qualifications and Requirements
- F. References
- G. Personnel Experience and Qualifications
- H. Pricing and Fees

### **Section A - Title Page**

The name of the Proposer's firm, address, telephone number, name of contact person and the date.

### **Section B - Table of Contents**

Include a clear identification of the material by section and by page.

### **Section C - Transmittal Letter**

A letter of transmittal, signed by an authorized officer of your company, briefly stating the Proposer's understanding of the equipment to be provided and the corresponding maintenance services to be performed, how the lease will be implemented, and a positive commitment to provide the functionality described herein. Provide the name(s) of the person(s) who will be authorized to make representations for the Proposer, their titles, office and E-mail addresses and telephone numbers. The Notice of Interest Form should be included in this section.

### **Section D - Company Information**

- Name of Individual or Firm (including any "Doing Business As" names).
- Office Location(s) and contact information, with the Main Office clearly stated.

- Internet Web Site Address (if any).
- Details of Entity Business Structure (Corporation, Partnership, LLC), such as the Division of Corporations filing showing an Active Status. Date Founded should be clearly stated.
- Completed and signed Form W-9.
- Billing contact information and payment terms.
- Proof of insurance, including General Liability and Workers Compensation insurance certificates.
- Timeline to deliver and setup copiers after the contract is awarded.
- List of any outstanding litigation that would threaten the viability of the firm or the performance of this contract.

### **Section E - Qualifications and Requirements**

Each Proposer must have at least five (5) years' experience having provided the scope of services as outlined in the RFP and provide details of this experience. The City will review the organization's incorporation date filed on Sunbiz.org by month and year. The submittal due date is the period of time counted for the five-year experience. Each Proposer must provide an explanation of why the Proposer is the best qualified to perform the contract and demonstrate its qualifications including an item-by-item disclosure outlining how the firm meets or exceeds the requirements of this RFP.

### **Section F - References**

The Proposer must provide five (5) verifiable references, preferably, a minimum of three (3) municipalities/local governments/public organizations, for projects of similar scope as outlined in this RFP. Please ensure the contact information provided is up-to-date and accessible. The information provided for the references must include:

- Name of the firm for which services were/or are being provided.
- Name of reference (project manager).
- Type of services provided, the year services started and, if applicable, ended.
- Phone number and updated e-mail address for reference (project manager).

### **Section G - Personnel Experience and Qualifications**

Provide relevant experience and qualifications of key personnel (i.e. designated representative, project manager, etc.), including key personnel of subcontractors, that will be assigned to the City's accounts and experience and qualifications of subcontractors, if applicable. The composition of the team should include:

- The names and titles of the employees in the area responsible for this contract.
- The name of the person who will be responsible for the coordination of work through to implementation.



## **Section H - Pricing and Fees**

Provide a schedule of proposed fees for each copier type. The base coverage and overage rates must be detailed. Multiple rate schedule options may be submitted. If the pricing structure is outlined to include base rates, the base rate must meet or exceed the average monthly usage of the machine as outlined above.

## **EVALUATION AND SELECTION PROCESS**

The City of Fort Meade will use various criteria to select the most appropriate provider. The selection committee will have a minimum of three (3) evaluators. The City shall not be obligated to accept the lowest dollar and cents bid, but shall take into consideration quality, past experience, delivery date, discounts, and other factors in determining the best bid in the best interest of the City and shall award on the basis of the lowest responsible and responsive bidder. Respondents are encouraged to be as aggressive and creative as possible in their proposals. During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. During the RFP process, questions or requests for additional information concerning this RFP shall be directed to the Finance Director.

<b>Name</b>	<b>Breanna Smith</b>
<b>Title</b>	Finance Director
<b>Phone</b>	863-285-1100 Ext. 234
<b>Email</b>	<a href="mailto:bsmith@cityoffortmeade.com">bsmith@cityoffortmeade.com</a>
<b>Address:</b>	PO Box 856 or 8 West Broadway St. Fort Meade, FL 33841

## **Clarification and Addenda**

Each Proposer shall examine all RFP documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFP shall be made in writing through Breanna Smith, City of Fort Meade. The City shall not be responsible for oral interpretations given by any City employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information shall be given. If any addenda are issued to the RFP, the City will attempt to notify all prospective Proposers who have secured the same. However, it shall be the responsibility of each Proposer, prior to submitting the competitive bid, to contact the City of Fort Meade to determine if addenda were issued and to make such addenda a part of the competitive proposal.

## **Proposal Preparation Expenses**

Each Proposer preparing a response to the RFP shall bear all expenses associated with its preparation and no claims for reimbursement shall be submitted to the City for the expense of proposal preparation or presentation.

### Legal Name

Proposals shall clearly indicate the legal name, address, and telephone number of the consultant and shall indicate whether the consultant is a corporation, general partnership, individual, or other business entity. Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the consultant to the submitted competitive proposal.

### Openness of Procurement Process

Written proposals, other submissions, correspondence, and all other pertinent records shall be handled as public records in compliance with Chapters 119 and 286, Florida Statutes. The City gives no assurance as to the confidentiality of any portion of any proposal once submitted. Meetings with the City Commission are conducted "in the Sunshine" pursuant to Chapter 286, Florida Statutes.

### Errors and Omissions

Once a proposal is submitted, the City shall not accept any request by any Proposer to correct errors or omissions in any calculations or competitive proposal price submitted.

Proposals will be publicly opened as soon as possible after the submission deadline. Evaluation and selection will occur in accordance with the appropriate requirements at a time and place to be determined. At the discretion of the City, respondents may be asked to give a short presentation/interview as part of the selection process.

### Retention and Disposal of Proposals

The City reserves the right to retain all submitted competitive proposals for public record purposes. No copies of any competitive proposal will be returned to the Proposer.

### Evaluation Committee Meeting

The Evaluation Committee will meet on March 05, 2020 at 10:00 a.m. in City Hall located at 8 W. Broadway Street, Fort Meade, FL. 33841

### Ties

If two offers' composite scores are tied, the recommendation shall be determined by the City Manager, who does not serve on the Evaluation Committee.

## **REJECTION OF PROPOSALS; AWARD OF BID SUBJECT TO CONTRACT NEGOTIATIONS**

The City may reject a proposal if:

- A. The Proposer fails to acknowledge receipt of an addendum, or if
- B. The Proposer misstates or conceals any material fact in the bid, or if
- C. The proposal does not strictly conform to the law or requirements of RFPs, or if
- D. The proposal is conditional, except that the proposer may qualify his proposal for acceptance by the City on an "all or none" basis, group basis, or a "low item" basis. An "all or none" basis bid must include all items upon which bids are invited.
- E. The City is under a pre- lawsuit claim or current litigation with the proposer.

The City may reject all bids whenever it is deemed in the best interest of the City to do so, and may reject any part of a bid unless the bid has been qualified as provided in paragraph D above. The City reserves the right, at its sole discretion, to waive technicalities or irregularities, to reject any or all submittals, and/or to accept that submittal which is in the best interest of the City, regardless of whether that submittal is the lowest cost proposal. The City shall be the sole judge of which submittal(s) is/are City the most responsive to the City's needs. The City of Fort Meade reserves the right to request clarification of any information submitted by responding firms. The City Commission, with suitable basis provided for by law, reserves the right to reject any and all proposals, and to waive any informalities or irregularities in the proposal process.

After the City has approved the Proposer, City staff will negotiate the actual contract with the firm or individual(s). Notwithstanding the foregoing, if the City and said Proposer(s) cannot reach agreement on a contract, the City reserves the right to terminate negotiations and may, at the City Manager's or designee's discretion, begin negotiations with the next ranked provider. This process may continue until a contract acceptable to the City has been executed or all proposals are rejected. No Proposer shall have any rights against the City arising from such negotiations or termination thereof. Any Proposer recommended for negotiations must provide to the City:

- a) Its most recent audited financial statements as of a date not earlier than the end of the Proposer's preceding official tax accounting period. A copy of the most recent business income tax return will be accepted if audited financial statements are unavailable.
- b) Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of services to be rendered herein, in which the Proposer, any of its employees or subcontractors is or has been involved within the last three years.

## Right to Protest

Any actual or prospective responder who is aggrieved in connection with the solicitation or award of a contract may seek resolution of his/her complaint by contacting the City Clerk. Protests can be filed either by hand delivery or email to the City Clerk. A formal written protest is considered filed with the City when the City Clerk receives it. Accordingly, a protest is not timely filed unless it is received within the time specified above. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and shall result in the relinquishment of all rights to protest by the bidder or proposer.

## Time Limits for Filing Protests

All notices of protest must be filed within 72 hours of the posting of the City's decision or solicitation. Any formal protest must be filed within 10 days of the notice of protest. A formal written protest is "filed" when actually received by the City's Deputy City Clerk.

<b>Name</b>	<b>Melissa Cannon, CMC</b>
<b>Title</b>	Deputy City Clerk
<b>Phone</b>	863-285-1100 Ext. 233
<b>Email</b>	<a href="mailto:mcannon@cityoffortmeade.com">mcannon@cityoffortmeade.com</a>
<b>Address:</b>	PO Box 856 or 8 West Broadway St. Fort Meade, FL 33841