

# City of Barstow

## REQUEST FOR PROPOSAL (RFP)

For

**Copier Equipment and  
Maintenance Services**



**Issued: Wednesday, August 29th, 2016**

**Submission Deadline:  
Wednesday, September 7th, 2016 at 12:00 Noon.**

## **1. GENERAL**

- 1.1 Your company is invited to submit a proposal in response to the enclosed specifications for copier equipment and management services.
- 1.2 The City of Barstow is seeking to replace copiers within various departments at various locations
- 1.3 The successful Vendor's bid and the terms and conditions stated in this RFP will be made part of the contract between the City of Barstow and the Vendor. This RFP outlines the specifications and requirements, but not necessarily all of the terms and conditions, the City of Barstow will incorporate into the final agreement between the City of Barstow and the successful Vendor.
- 1.4 The City of Barstow will evaluate all Vendors' proposals. Distribution of this RFP or receipt of any proposal will not constitute a commitment by the City of Barstow to any or all of the bid participants. At its sole discretion, the City of Barstow may award a portion of the contracted products/services to more than one Vendor, reject all proposals, or further negotiate with Vendors if it is determined that the submitted proposals are not economically beneficial to the City of Barstow or for other business reasons. This is a Request for Proposal and not a binding offer to contract.
- 1.5 The City is subject to the provisions of the California Public Records Act. If the Vendor considers that any information supplied by him/her is either proprietary or confidential in nature, this should be highlighted and the reasons for its sensitivity given. In such cases the relevant material will, in response to PRA requests, be examined in the light of the exemptions provided for under Act.

## **2. SCOPE OF THIS RFP**

- 2.1 The purpose of this RFP process is to provide your company with the opportunity to describe how it can meet specific business requirements of the City of Barstow It is the intent to enter into a five year(60 month) lease agreement. The need is to replace 12 copiers, however, the quantities may increase during the year depending on the need of the City sites/departments.
- 2.2 The City of Barstow is seeking a provider of multi-functional equipment to achieve the following goals:
  - (a) Reduce overall cost of document production.
  - (b) Have access to state of the art digital technology with copy/print/scan capabilities.
  - (c) Improve service and support for all locations.
  - (d) Streamline multiple vendors to one vendor
- 2.3 The City of Barstow is seeking to replace its current copiers upon the expiration of current lease agreements. The intent is to have all departments working with a single vendor in order to obtain better pricing and consistency in service.

**3. RFP PROCESS**

- 3.1 RFP Schedule
- Release of RFP August 29, 2016
- Proposal Due (By 12 Noon) September 7, 2016
- Selection of Vendor(s) September 9, 2016
- Notification of Selected Vendor(s) September 12, 2016

**THE CITY OF BARSTOW RESERVES THE RIGHT TO CHANGE THIS SCHEDULE AND/OR DISCONTINUE THE RFP PROCESS AT ANY TIME.**

3.2 Proposals, Content and Format. Your proposal must include an introduction. You may determine the contents of the introduction. However, you must include a general statement of understanding along with a statement of the purpose and scope of your proposal. All proposals must conform to the instructions in this RFP. You are invited to submit additional information or materials that you believe will help the City of Barstow evaluate your proposal.

3.3 The following RFP Attachments must be included in your proposal:

- Attachment 1 – Minimum Features
- Attachment 2- Supplier Information Form
- Attachment 3 - Authenticity of Bid Proposal

3.4 You must submit a total of two (2) copies of your proposal in a sealed envelope marked "**RFP – Copier Services**" addressed to:

**JoAnne Cousino, City Clerk  
City of Barstow  
220 E Mountain View St  
Barstow, CA 92311**

3.5 **Proposals must be received prior to 12:00 noon on Wednesday, September 7th, 2016.**

ANY PROPOSAL RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED. Electronic or faxed proposals will not be considered.

3.6 The City of Barstow may award the project to any Vendor at any time without previously notifying the other Vendors.

3.7 Vendors' Questions: Vendors will have the opportunity to ask questions regarding the RFP. Questions should be directed to JoAnne Cousino, City Clerk at [jcousino@barstowca.org](mailto:jcousino@barstowca.org)

Any material information that is provided as a result of a Vendor's inquiry that could provide an unfair advantage will be shared with all Vendors.

**4. PRODUCT AND SERVICE SPECIFICATIONS**

4.1 Product Specifications: All equipment must be new (unused) and the latest model and release.

- 4.2 Delivery and Installation: You must include delivery and installation as well as network connectivity in pricing. The City of Barstow will make a determination regarding the shipment of current equipment, if necessary.
- 4.3 Quality: All Vendors are expected to provide reliable and consistent goods and services of the highest quality in compliance with laws and common practices in the United States and with regard for the environment.
- 4.4 The City of Barstow reserves the right to eliminate any prospective vendor(s) that does not adhere to all the laws and regulations necessary for doing business with a public entity such as the City of Barstow.
- 4.5 Invoicing: Unless equipment is added or deleted, bid prices are to remain firm for the term of the lease. Bid prices are to include the total cost of leasing the equipment based on the proposed lease term. Lease payments will be made to the Vendor monthly and will include the cost of maintenance for the cost-per-copy program. Lease payments will also include any and all taxes, including sales and property taxes associated with the lease. Failure to include these costs in the bid will be cause for rejection of the bid.

**5. SERVICE/MAINTENANCE PROVISIONS**

- 5.1 Vendor will provide full service and maintenance coverage, including all consumables, with the exception of paper and staples. Vendor will provide a blended service rate for all equipment.
- 5.2 Vendor will provide a minimum response time of two (2) to four (4) hours for service calls or maintenance requests, unless the call is logged in after 3:00 p.m. If logged in after 3:00 p.m., service or maintenance will be provided by 10:00 a.m. the following work day.
- 5.3 All responses to service calls will be made within four (4) hours by a qualified technician with proper repair equipment on-site. Technicians must be available from 8:00 a.m. through 5:00 p.m. Monday through Friday, with the exception of legal holidays.
- 5.4 There will be no additional charges or overtime for time spent repairing equipment before or after the City's normal operation hours (7:30 a.m. to 5:50 p.m. and Fridays at 4:30 p.m.).
- 5.5 All parts and labor maintenance charges will be covered in full and included in the cost- per-copy charge. No additional bills for extra charges will be submitted without prior written agreement between both parties.

5.6 All maintenance, including preventative maintenance, will be in accordance with the original equipment manufacturer's standards.

5.7 List schedule for preventative maintenance plan for equipment.

5.8 Delivery Guarantee: Equipment will be delivered as agreed upon by the City of Barstow and Vendor.

EXHIBIT A

Minimum Features and Options of Proposed Equipment

Quantity	Min B/W Speed	Color	Additional High Cap Feeder Tray	50 Sheet Stapler Multi-Position	Network Print/Scan/Fax	Booklet maker	Hole Punch
1	35 PPM (11x17) Finance (Office Finisher)	Yes	No	Yes	Yes	Yes	Yes
1	35 PPM (11x17) Waste Water (Office finisher)	Yes	No	Yes	Yes	No	No
1	35 PPM (11x17) Cora Harper) Office Finisher	Yes	No	Yes	Yes	Yes	Yes
1	110 PPM / Copy Room - B/W (Stapler Finisher)(11x17)	No	Yes	Yes	Yes	Yes	Yes
1	70 PPM/Copy Room Color (Advanced Finisher)11x17	Yes	Yes	Yes	Yes	Yes	Yes
1	70 PPM (Planning) Advanced Finisher 11 x 17	Yes	Yes	Yes	Yes	No	Yes
1	55 PPM PD -small unit) Reception Area	Yes	No	No	Yes	No	No
1	55 PPM (Detectives) Office Finisher/Stapler	Yes	No	Yes	Yes	No	Yes
1	30 PPM (Day Care) Office Finisher/Stapler	Yes	No	Yes	Yes	No	No
1	30 PPM (Engineering) Office Finisher	Yes	No	No	Yes	No	No
1	30 PPM (Corp Yard)	Yes	No	No	Yes	No	No
1	36 PPM BW/Color (Front Reception Desk Area)	Yes	No	Yes	Yes	No	Yes

ATTACHMENT 1

**Price Quote**

(This form must be included with submission of your Proposal)

<b>Quantity</b>	<b>Copier</b>	<b>60-month Lease</b>		
NUMBER #	PPM	Monthly Equipment Charge	Cost per Copy - B/W	Cost per Copy - Color
1	30 PPM			
1	30 PPM			
1	30 PPM			
1	35 PPM			
1	35 PPM			
1	35 PPM			
1	36 PPM			
1	55 PPM			
1	55 PPM			
1	70 PPM			
1	70 PPM			
1	110 PPM			

ATTACHMENT 2

**Supplier Information Form**

(This form must be included with submission of your Proposal)

VENDOR NAME

---

ADDRESS

---

CONTACT

---

TELEPHONE

---

STATEMENT OF VENDOR'S QUALIFICATIONS

1. Address of principal place of business:
2. Closest servicing location:
3. Number of local technicians:
4. Regular maintenance schedule for leased copiers.
5. Guaranteed minimum response time?
6. List three (3) current customers that are similar to the City of Barstow in type and products and/or services leased.

Company Name	Contact Name	Phone

7. Additional Information: Include any additional information that you think will be helpful in evaluating your proposal.

ATTACHMENT 3

**Authenticity of Bid Proposal**

(This form must be included with submission of your Proposal)

By signature of its authorized representative below, Vendor agrees that the attached proposal is per the specifications set forth in the Copier Equipment and Management Services RFP dated Aug 2, 2016, for the City of Barstow, and Vendor accepts the terms and conditions of this RFP.

Signature:

Name:

---

Title:

---

Date:

---