

***Requests for Proposals***

***For***

***Copiers***



***Issued by  
City of SeaTac  
October 21<sup>st</sup>, 2016***

**A. Purpose:** The purpose of soliciting proposals is to identify a provider for copiers and copier maintenance for the City of SeaTac for the next 4-5 years.

**B. Deadline for Submittal:** To be considered, proposals shall be received no later than Noon, 12:00 p.m. on Thursday, November 10<sup>th</sup>, 2016 at the address shown below:

City Clerk's Office  
SeaTac City Hall  
4800 S. 188<sup>th</sup> St.  
SeaTac, WA 98188

**C. Proposals shall be clearly marked on the outside:** "SEALED PROPOSAL – COPIERS 2016". All copies shall be delivered in a sealed envelop or package.

Late proposals are ineligible and will not be considered. Timeliness shall be the responsibility of the proposer. The City assumes no responsibility for proposals received late due to the US Postal Service or other delivery services.

**D. Modifications of Proposal:** In the event that a proposer desires to change any part(s) of a previous proposal, the entire proposal, including all required copies must be re-submitted prior to the closing date and time. After the closing date, no modification(s) including partial modifications will be considered. Only the last proposal submitted shall be considered as determined by the date of the authorizing signature of the proposer.

**F. Copies of Proposal:** Proposers shall submit one original and seven (7) copies of their complete proposal. Proposals which do not contain the prescribed number of copies will be deemed unacceptable and will not be considered.

**G. Proposal Costs:** The City is not liable for any costs incurred by a proposer prior to the full execution of a contract. All costs incurred in response to this RFP, including meetings of the Proposal evaluators, or contract negotiation sessions, are solely the responsibility of the proposer.

**H. Right to Reject, Negotiate, and/or Cancel:** The City reserves the right to reject any and all proposals if such a rejection is in the City's best interest. This RFP is a solicitation for offers and is not to be construed as an offer, guarantee or a promise that the solicited services will be purchased by the City. The City may withdraw this request for proposals at any time and for any reason without liability for damages, including, but not limited to, bid preparation costs. Additionally, the City reserves the right to negotiate with the apparently

successful proposer and may request additional information or modification from a proposer.

**I. Evaluation Process:** Representatives from various City departments will review the proposals based on the criteria described below. The review may include site visits to the proposers business. A recommendation for a successful proposer will be submitted to the City's Administration and Finance Committee to consider before the public during its regularly scheduled meeting. The successful proposer will then be invited to meet with the City to develop a contract or contracts to present to the City Council for their review and consideration.

**J. Proposal Evaluation Criteria:** Proposals will be rated on service, price, vendor relations, and machine quality. Service will be evaluated on such things as timely responses, quality of work, and references. Pricing will be based on the pricing sheets provided in Appendix B. Actual costs of each machine will be negotiated with the successful proposer based on the features selected to address each departments needs. The City will look at professionalism, honesty and history of the vendor and its staff. Machine quality will include flexibility of optional features to meet the City's needs, reliability of machines, etc. Evaluations may include contacts of references listed in the proposals.

**K. Proposal Requirements:** Proposals shall include the following sections:

1. Cover letter with authorized signature of proposer and date of submittal.
2. Pricing sheets for the categories listed in Appendix B. Bids without these sheets will not be considered. (See forms in Appendix B.)
3. Proposer Qualifications sheet. (See form in Appendix C)
4. Brief description of proposer's business history, profile of key staff that will be working with the City, and a list of a minimum of six (6) references of other similar governmental agencies or businesses that currently use the services and copiers proposed.
5. List of state, federal or other pricing contracts/plans through which the City of SeaTac may be served by the proposer for the next 4-5 years. List shall include at least contract numbers, models and brands included in the pricing sheets, date of expiration of contracts, and years available.

Proposals not including all items above shall be deemed incomplete and will be rejected.

**M. City's Copier Requirements:** Appendix A includes a list of current copiers in service at the City of SeaTac. The actual number of copier placements may vary up or down slightly during the contract period. Machine pricing shall include installation/removal charges of machines placed under this RFP. Maintenance charges shall be on a cost per copy basis including costs of all supplies (except paper) such as toner and staples, etc.; replacement parts; labor; and travel. The

City shall incur no other charges than the monthly per copy cost for maintenance and monthly lease machine charge if not owned by the City.

**Appendix A**  
**Copiers Currently in Use**

The City currently uses the following Konica Minolta BizHub models (quantity):

BizHub 25	(2)
BizHub 283	(2)
BizHub 423	(2)
BizHub 552	(1)
BizHub 652	(1)
BizHub Pro 950	(1)
BizHub C3350	(2)
BizHub C552	(2)
BizHub C360	(1)
Total	(14)

Note: This list is subject to change. The final count of machines to be included in a contract derived from this RFP process is subject to negotiation between the successful proposer and the City.

**Appendix B**  
**Pricing Forms to use in Proposal**

**Pricing Sheet – Low End**

Average monthly copy volume: 1,000-3,000

Copy speed: 20-25 ppm

**S A M P L E**

Minimum features: 250 sheet capacity; 8.5x14; 50 sheet bypass; reduce/enlarge; networked

Brand and Model Proposed	Monthly on 4-year lease	Monthly on 5-year lease
MonkPen, Inc.  MP-1020	\$.50	\$.25
Maintenance: Cost/copy w/supplies included	.001	.001

Other features included in costs above: Unlimited quill supply; low power consumption.

\* Annual maintenance agreement includes 36,000 copies. An additional charge above 36,000 will be accessed at \$.0075/copy.

**S A M P L E**

**Pricing Sheet – Low End – Black & White**

Copy speed: 20-30 ppm

Minimum features: 500 sheet capacity; up to 8.5x14; multiple trays for various sized paper; automatic document feeder; duplexing; stapling; output stacker/sorter; networked; scanner; fax; printer

Brand and Model Proposed	Monthly on 4-year lease	Monthly on 5-year lease
Maintenance: Cost per copy w/supplies included		

Other features included in costs above:

## ***Pricing Sheet – Mid Range – Black & White***

Copy speed: 40-59 ppm

Minimum features: 1000 sheet capacity; up to 11x17; multiple trays for various sized paper; automatic document feeder; duplexing; stapling; output stacker/sorter; networked; scanner; printer

Brand and Model Proposed	Monthly on 4-year lease	Monthly on 5-year lease
Maintenance: Cost per copy w/supplies included		

Other features included in costs above:



## **Pricing Sheet – High End – Black & White**

Copy speed: 60-69 ppm

Minimum features: 1000 sheet capacity; up to 11x17; multiple trays for various sized paper; automatic document feeder; duplexing; stapling; output stacker/sorter; networked; scanner; printer

Brand and Model Proposed	Monthly on 4-year lease	Monthly on 5-year lease
Maintenance: Cost per copy w/supplies included		

Other features included in costs above:

## **Pricing Sheet – Production – Black & White**

Average monthly copy volume: 10,000+

Copy speed: 90+ ppm

Minimum features: 1000 sheet capacity; up to 11x17; multiple trays for various sized paper; automatic document feeder; duplexing; stapling; output stacker/sorter; post process inserter; networked; scanner; printer

Brand and Model Proposed	Monthly on 4-year lease	Monthly on 5-year lease
Maintenance: Cost per copy w/supplies included		

Other features included in costs above:

**Pricing Sheet – Low End – Color**

Copy speed: 20-30 ppm

Minimum features: 500 sheet capacity; up to 8.5x14; multiple trays for various sized paper; automatic document feeder; duplexing; stapling; output stacker/sorter; networked; scanner; printer

Brand and Model Proposed	Monthly on 4-year lease		Monthly on 5-year lease	
Maintenance: Cost per copy w/supplies included	B/W	Color	B/W	Color

Other features included in costs above:

**Pricing Sheet – Mid Range -- Color**

Copy speed: 40-59 ppm

Minimum features: 1000 sheet capacity; up to 11x17; multiple trays for various sized paper; automatic document feeder; duplexing; stapling; output stacker/sorter; networked; scanner; printer

Brand and Model Proposed	Monthly on 4-year lease		Monthly on 5-year lease	
Maintenance: Cost per copy w/supplies included	B/W	Color	B/W	Color

Other features included in costs above:

**Pricing Sheet – High End -- Color**

Copy speed: 60-69 ppm

Minimum features: 1000 sheet capacity; up to 11x17; multiple trays for various sized paper; automatic document feeder; duplexing; stapling; output stacker/sorter; networked; scanner; printer

Brand and Model Proposed	Monthly on 4-year lease		Monthly on 5-year lease	
Maintenance: Cost per copy w/supplies included	B/W	Color	B/W	Color

Other features included in costs above:

## **Appendix C Proposer Qualifications**

Proposer must respond (Y or N) to each item.  
Comment area may be used at Proposer discretion.

		Yes	No
1.	All components must be current technology, not end-of-life (EOL) products, factory seconds, or close-out processors		
2.	Detailed packing slip enclosed with each shipment		
3.	Three (3) week maximum delivery time from receipt of purchase order (or notification of backorder time)		
4.	All hardware drivers readily available online		
5.	Proposer of printers must have a web based product configuration tool, indicate web address		
6.	Proposer must have toll-free technical support		
7.	Proposer must have a single point of contact from whom quotes are obtained and through whom orders are placed (Fill out Point of Contact List Appendix A)		

8.	Proposer must provide pre-sales and post-sales support such as: quote generation and updating, addressing order discrepancies, expediting deliveries, etc. (Fill out Point of Contact List Appendix A).		
9.	Proposer must provide service history reporting by serial number (must be available on-line)		
10.	Proposer may use existing contract for pricing baseline, please indicate contract (State of Washington, WSCA, King County, etc.)		
11.	Proposer of copiers shall describe in detail user training included in Proposal price.		
12.	Proposer shall describe in detail the metering count and rate process calculations.		
13.	Proposer shall describe in detail their Managed Print Services software/equipment		

Proposer must fill out completely

**1. Pre-sales / Post-sales / Order Entry**

Name of Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Web Link: \_\_\_\_\_

**2. Technical Support**

Name of Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Web Link: \_\_\_\_\_

### **3. Warranty Support**

Name of Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Web Link: \_\_\_\_\_

### **4. Leasing Support**

Name of Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Web Link: \_\_\_\_\_



