



City of Hyattsville Photo Copier Lease

**Request for Proposal
RFP# ADM02212018**

4310 Gallatin Street
Hyattsville, Md. 20781

Issued: February 21, 2018

Pre-Bid: None Scheduled

Responses Due: March 20, 2018

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REQUEST FOR PROPOSAL

**PHOTO COPIER LEASE
CITY OF HYATTSVILLE, MARYLAND
RESPONSE DUE DATE: MARCH 20, 2018**

The City of Hyattsville, Maryland is seeking a firm to supply and service four (4) copier machines to support the City's operations for a term of 36-months. The four devices will be located at two locations. Two of the four devices will be required to be relocated, by the contracted Firm, to new facilities during the term of the lease. The City anticipates the need to secure four (4) additional photo copier devices within the 36-month term.

A copy of this RFP is available for viewing at the City of Hyattsville Offices at 4310 Gallatin Street, upon request, on or after February 21, 2018.

Sealed proposals must be received by mail by 4:00 PM on Tuesday, March 20, 2018 to the following:

**Photo Copier Lease
RFP# ADM02152018
City of Hyattsville
Attn: Julius Wiggins
Coordinator of Contracts, Grants and Procurement
4310 Gallatin Street, 3rd Floor
Hyattsville, Maryland 20781**

Proposals will not be accepted after 4:00 p.m.

BACKGROUND AND OBJECTIVE

The City of Hyattsville is scheduled to replace four (4) existing copier machines in April 2018. The devices are leased equipment and are networked to support the City's general operations and are located within enclosed office buildings. Three (3) devices are located within the City's main office at 4310 Gallatin Street, Hyattsville. The fourth device is located at the City Department of Public Works Operations Yard at 4633 Arundel Place, Hyattsville.

The City intends on replacing the existing devices with an equal quantity of devices. The City's Department of Public Works and Police Department are scheduled to occupy new facilities in 2019 and therefore it may be necessary for the City, through an amendment to the lease, request additional devices at that time. The responding firm will be required to furnish additional devices consistent with the rate schedule agreed to between the City and the Firm selected through this solicitation.

RFP SOLICITATION SCHEDULE

The following RFP solicitation schedule is intended to provide a general overview of the solicitation process to those interested in preparing a proposal. These durations and dates are for information purposes only and the City reserves the right to revise any of the durations and to terminate and/or to not initiate any and/or all of the solicitation steps.

February 21, 2018: Solicitation I s s u a n c e
March 5, 2018: Question Period Concludes at 2:00 PM
March 20, 2018: Bids Due by 4:00 PM
March 21, 2018: Bid Opening, 11:00 AM
March 22, 2018: Evaluation Period Commences
March 28, 2018: Evaluation Period Concludes & Demonstrations Scheduled
April 6, 2018: Notice of Recommended Firm

The firm determined to best meet the needs articulated in this solicitation will be recommended the award of a contract by the City of Hyattsville.

PRE-BID CONFERENCE

The City of Hyattsville will not host a pre-bid conference for this solicitation.

SCOPE OF SERVICES

The scope of services are as follows:

1. Cost and Term of Lease

- 36-consecutive months and will convert to a month-to-month lease at the expiration of the term, not to exceed a total of 42-months;
- Summary of costing/financing options;
- Monthly lease payment details;
- Total monthly copy limit and/or overage charges;
- The unit cost rate of each device provided by the Firm shall remain the rate for additional devices for the Term of the Lease. The City will

2. General technical requirements for copier functionality at a minimum are to include:

- Furnish two (2) Copystar CS 4052ci (or identically capable) devices with the following features:
 - 40 PPM Black & White
 - 40 PPM Color
 - 12 x 18 full bleed
 - 12 x 36 banner print
 - 175 sheet document feeder
 - Duplex, 2 GB Ram
 - 160-gig hard drive
 - Two (2) – 500 sheet drawers
 - 150 sheet bypass
 - 600 MHZ processor
 - Network Print
 - Network Scan
 - Two-sided Printing
 - Staple & Three-Whole Punch Capable
 - Sorting & Collating
 - Secured use and control via identification code
 - Reducing and enlarging image
 - Capable of centralized management of user access and privileges
 - Finisher
 - Stand
- Furnish two (2) Copystar CS 8002i (or identically capable) devices with the following features:
 - 80 PPM Black & White
 - 270 Dual scan feed
 - 100 images per minute
 - Duplex, 2 GB Ram
 - Two (2) 160-gig hard drive
 - Two (2) 500 sheet drawers
 - One (1) 3,000 sheet deck
 - 150 sheet bypass
 - 800 MHZ processor
 - Network Print
 - Network Scan
 - 4,000 Sheet Finisher
 - Two-sided Printing

- Staple & Three-Whole Punch Capable
- Sorting & Collating
- Secured use and control via identification code
- Reducing and enlarging image
- Capable of centralized management of user access and privileges
- Stand

3. Reporting Requirements

- Equipment must be capable of providing reports of copy and print counts based on user and function for defined dates and times

4. Maintenance Requirements

- Monitoring
 - i. All units will be networked and will be monitored electronically for repair and toner/ink status.
 - ii. The Firm will provide 24-hour device support by phone to the City.
 - iii. The Firm is required to provide the City with an in-person maintenance schedule as part of the Firm's proposal. The in-person maintenance schedule must be consistent with the device manufacturer's recommended maintenance schedule.
- Repairs
 - i. The Firm shall guarantee the availability of replacement parts, applicable accessories and equipment within 24-hours of such report. If a defect(s) remain unresolved for a period of 48-hours or more, the Firm will provide the City with a comparable loaner device, including installation, at no additional cost.

5. Deliver and Installation of Equipment

- Delivery and Installation of equipment
 - i. The Firm shall state in its proposal the number of business days necessary for delivery and installment of equipment. Firm must detail all anticipated expenses that will be incurred by the City of Hyattsville for the delivery and installation of equipment. The City will not be liable for expenses not detailed in the RFP response. The Firm shall invoice the City for delivery and installation upon written acceptance of the equipment by the City. The Firm shall also be responsible for de-installation of all leased equipment being replaced by the new Firm agreement and delivering such equipment to an appropriate location as determined by the manufacturer pursuant to the City's previous lease agreement.
- Relocation and Re-Networking
 - i. The Firm shall be responsible for relocating any photo copier devices. The City will provide the firm with a minimum of 14 calendar days notice, prior to the date at which any devices are to be relocated to another facility. The Firm will be responsible for reconnecting the printer devices to the facility network.
- Training and materials
 - i. Delivery and installation cost shall include on-site training by a fully qualified representative of the Firm. All user manuals and operating guides shall also be provided with the equipment. The date of the equipment training shall be chosen by the City after delivery and installation.

6. End of Contract

- The Firm shall be responsible and state any costs associated with deinstallation and haul away of equipment at the end of the lease, including the destruction or erasure of data contained on copier hard-drives. The City will not be liable for any costs not specifically detailed in your RFP response.

REQUIRED SUBMITTALS FOR PROPOSAL

Each prospective firm's proposal must consist of two separate sections, a "Technical" section and a "Sealed Dollar Cost Section" section, which are to be prepared in accordance with the following guidelines. For firms submitting bids via email, proposals must be submitted as separate pdf documents and must be clearly labeled as either the "Technical Section" or "Sealed Dollar Cost Section".

For firms submitting by mail, you must provide a **total of six (6)** copies of each section of the proposal to include five (5) bound paper copies printed on 8"x11" paper and one (1) unbound copy printed on 8"x11" paper. All materials must be submitted to the City by **4:00 pm on March 20, 2018**.

Failure to comply with any of the requirements described above will result in a disqualification of the proposal.

EVALUATION CRITERIA AND SELECTION PROCEDURES

Evaluation Criteria:

Selection of successful firm will be based upon the submission required in this section. The firm is required to provide responses to each of the following:

- The name of the firm, managing principal/executive director;
- The firm's principal place of business;
- The firm's tax status, company structure and board of directors;
- Any applicable industry certifications;
- Identification experience and role of key individuals in the management team and proposed representative to serve as the City's Point of Contact.
- The City will base the selection of firms on documentation submitted in both the Technical Proposal and Sealed Dollar Bid Proposal. The City of Hyattsville will review all submissions and select the three firms receiving the highest scores in the evaluation process;
- The City will select the firm and authorize the staff to proceed with execution of an agreement. If the City is unable to agree to terms with the selected firm, the City will consider executing an agreement with the firm that received the second highest evaluation.

GENERAL CONDITIONS FOR PROPOSALS

Failure to read the (RFP) and comply with its instructions will be at the firm's own risk. Corrections and/or modifications received after the closing time specified in this RFP will not be accepted. The proposal must be signed by a designated representative or officer authorized to bind the firm contractually. Submission of a signed proposal to the City will be interpreted to indicate the firm's willingness to comply with all terms and conditions set forth in the submission of qualifications.

The RFPs will be received by the City Clerk, no later than **4:00 pm, March 20, 2018** and shall be emailed, mailed or hand delivered to:

**Proposal in Response to RFP#ADM02152018
City of Hyattsville
4310 Gallatin Street
Hyattsville, Maryland 20781
Attn: Julius Wiggins**

TECHNICAL BID SECTION

No information regarding professional fees or costs should be included anywhere in the Technical Section.

The purpose of the technical section of the proposal is to identify the qualifications of your firm, competence and capacity of the firms seeking to undertake scope of services stated in this request for proposals. The technical section must include the following:

- Must be completed on company letterhead and must clearly identify the firm's owner or CEO as well as the firm's point of contact concerning the proposal, the firm's main and/or local addresses, telephone number, and email address where the contact person can be reached. If the firm must also identify a project manager in this section that will serve as the City of Hyattsville's point of contact.
- Demonstrate the qualifications of the firm and identify the particular staff to be assigned to this engagement.
- Specify details of computer hardware furnished through the proposal.
- Include a brief statement clearly articulating the understanding of the work to be performed and must specify the intended scope of work of the proposal. Firms are encouraged to clearly state whether they are proposing to conduct all of the work "in-house" or will sub-contract a specific phase of the scope of work.
- Specify any computer equipment/licensing necessary to integrate and operate the ALPR to be purchased separately by the City.
- Must indicate the firm's anticipated availability for the project and an estimated performance schedule, if selected for the project.
- The proposal must identify two (2) professional references of work performed by the responding firm. The firm is required to have performed the work within the past 48-months.

SEALED DOLLAR BID SECTION

The "Sealed Dollar Cost Section" must be submitted in a **separate document** from the "Technical Proposal" documents. The sealed dollar cost bid section must include a completed bid form, which is listed as **Attachment A**.

The Sealed Dollar Cost Section of the proposal must contain all pricing information relative to providing the work as described in this request for proposals. **The Sealed Dollar Cost Section must include a detailed cost breakdown of unit type and quantity.**

All proposers must provide a "fully-loaded" cost per page analysis with clearly stated cost driver assumptions (equipment lease, maintenance, etc.). Proposers may choose to present cost information in another format. However, proposers may be eliminated from consideration if the requested simplified number is not communicated. For services not specifically requested herein, but which the proposer charges fees, or where a different level of service is proposed, the proposer shall provide a description of the service and the proposed fee structure. It is the proposer's responsibility to insert those items in a clear and understandable format. Ancillary services should be priced in a separate cost table and should not be included in the total proposed cost included in the Scope of Services as requested.

Proposing vendors are required to provide an annualized total for all service charges based on the assumed cost drivers. Whenever possible, proposers should provide a discussion of the particular cost drivers and the impact changes in activity may have on cost.

The City of Hyattsville will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

EVALUATIONS OF PROPOSALS AND AWARD OF CONTRACT

The submitted proposals (not including the Sealed Dollar Cost Bid) will be publicly opened and read on **March 21, 2017 at 11:00 AM in the Mary Prangley Room, 2nd Floor, of the City of Hyattsville's Municipal Building, 4310 Gallatin Street, Hyattsville, Maryland.**

The separate Technical Bid of the proposals submitted will be reviewed and evaluated first. The qualifying firms from this section will have their sealed dollar cost bid opened and evaluated. The firm best meeting the experience, approach and cost requirements will then be selected.

The City of Hyattsville reserves the right to reject any and all RFP submissions and further reserves the right to re-issue the RFP.

Evaluations will commence on March 21, 2018. The recommendation from City Staff will be submitted to the City of Hyattsville Mayor and Council for consideration of approval in May 2018. Once approved, the City Administrator is authorized to execute a contract for services lease agreement and will submit a Purchase Order (PO) to the selected contractor.

QUESTIONS REGARDING SPECIFICATIONS OR PROPOSAL PROCESS

To ensure fair consideration for all firms, the City prohibits communication to or with any department director, division manager, or employee during the submission process. Such communications initiated by a Firm may be grounds for disqualifying the Firm from consideration for this RFP award and/or any future City RFP opportunities.

For questions relative to interpretation of specifications or the proposal process please submit these inquiries to the contact person below. No interpretations of the meaning of the RFP documents will be made to any Firm orally. Every request for such interpretation shall be in writing to the City of Hyattsville Procurement Office, and to be given consideration must be received in writing no later than 2:00 PM on Wednesday, March 5, 2018. Direct inquiries to:

Julius Wiggins
Coordinator of Purchasing, Contracts and Grants
City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781
FAX – (301) 985-5007
jwiggins@hyattsville.org

All such interpretations and/or Addendums to the RFP and will be emailed to all prospective firms at the number furnished by them by Wednesday, March 12, 2018.

Additionally, the City prohibits communications by a Firm to any City Official or employee evaluating or considering the proposals prior to the time an award decision has been made. Any communication between the Firm and the City will be initiated by the Coordinator of Procurement, Contracts & Grants to obtain information or clarification needed to develop a proper, accurate evaluation of the proposal. Any communications outside of the Coordinator of Procurement, Contracts & Grants with a Firm shall be grounds for disqualifying for this RFP award and/or any future City RFP opportunities.

PRICE TO REMAIN FIRM

Any costs proffered with a proposal must be valid for a period of **90-days** from the due date of the proposal once the firm is picked.

AMENDMENT OR CANCELLATION OF THE RFP

The City of Hyattsville reserves the right to cancel, amend, modify or otherwise change this application process at any time if it deems to be in the best interest of the City of Hyattsville to do so.

PROPOSAL MODIFICATIONS

No additions or changes to any proposal will be allowed after the application due date, unless such modification is specifically requested by the City of Hyattsville. The City, at its option, may seek retraction and/or clarification by an applicant regarding any discrepancy or contradiction found during its review of applications.

SUSPENSION AND/OR DEBARMENT

Firms, Contractors, Companies or Sub-Contractors which are either suspended or debarred from performing work by the State of Maryland or within Prince George's County, Maryland are prohibited from submitting an application under this Program. A firm that submits a proposal that is found to have been suspended and/or debarred from conducting business within Prince George's County, Maryland, such firm will be reported to the State's Attorney General and Comptroller's Office.

PRESENTATION OF SUPPORTING EVIDENCE

Firms responding to this solicitation must be prepared to provide substantiation of any experience, performance, ability and/or financial sureties claimed in their proposal that the City of Hyattsville deems to be necessary or appropriate.

ERRONEOUS DISBURSEMENT OF FUNDS

The City of Hyattsville reserves the right to correct any inaccurate awards of monies under this Program made to an applicant. This may include, in extreme circumstances, revoking an award of funds made under this program to an applicant subsequently awarding those funds to another applicant.

PROPOSAL PREPARATION COSTS

Firms are responsible for all costs and expenses incurred in the preparation of a proposal to respond to this solicitation.

SUB-CONTRACTORS

The City of Hyattsville must approve any and all subcontractors utilized by the successful respondent prior to any such subcontractor commencing any work. Respondents acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of the City of Hyattsville and that the City Administrator or their designee may communicate directly with any subcontractor as the City of Hyattsville deem to be necessary or appropriate. It is also understood that the successful respondent shall be responsible for all

payment of fees charged by the subcontractor(s). The successful respondent shall provide a performance evaluation of any subcontractor promptly to the City. The successful respondent must provide the majority of services described in the Scope of Services.

LEGAL TERMS

It is the policy of the City of Hyattsville that all legal disputes are heard in a court of law in Prince George's County, Maryland, and that each party is responsible to pay for the cost of their own legal fees. This solicitation is not a contract and shall not be interpreted as such.

The City of Hyattsville will not agree to terms that are not consistent with this policy.

END OF RFP