

City of Portsmouth
Portsmouth, New Hampshire
Finance Department
RFP # 17-12
Multi Function Device
REQUEST FOR PROPOSALS

The City of Portsmouth, New Hampshire is seeking proposals for one Multi Function Device (copy machine) or comparably named machine. Sealed Proposals plainly marked “Multi Function Device RFP #17-12” on the outside of the mailing envelope, addressed to the City of Portsmouth Purchasing Department, 1 Junkins Avenue, Portsmouth, New Hampshire 03801 will be accepted until 2:00 p.m., January 10, 2012.

Proposal specifications may be obtained from the City’s web site at <http://www.cityofportsmouth.com/finance/purchasing> or by contacting the Purchasing Coordinator at the above address, or at (603) 610-7227.

Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to vendors. Vendors submitting a proposal should check the web site daily for addenda and updates after the release date. Vendors should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City and to negotiate the terms and conditions of any proposal leading to execution of a contract. Questions may be directed to the Purchasing Coordinator, in writing, at purchasing@cityofportsmouth.com.

Continue below for the complete document.

INTENT OF SOLICITATION AND OBJECTIVE

The objective of this solicitation is to enter into a lease to purchase agreement for one multi function device (copy machine) or comparably named machine.

The annual volume for the copy machine that is being replaced is 14,268.

REQUIRED FEATURES

Speed range: 25 -30 ppm

Color Copies

Networking capabilities

Printing

Scanning

Faxing

Stapling, three hole punch, sorting, collating

Auto feed

Duplexing

Three drawers, 8.5" x 11", 8.5" x 14", and 11"x17"

Bypass drawer

EQUIPMENT DEMONSTRATION AND ACCEPTANCE TESTING

Equipment Demonstration:

The top ranked vendor will be asked to demonstrate their proposed machine at a location acceptable to both parties. The equipment used in the demonstration shall be the same as the manufacturer's model identified in the Proposal documents: therefore, the demonstrated equipment shall create an expressed warranty that the actual equipment provided by the successful vendor under the contract shall conform to the equipment used in the demonstration. If the equipment fails to meet our expectations, or does not match up with our needs, the City will proceed to the next highest ranked vendor.

Acceptance Testing:

The top ranked vendor must be prepared to provide and install their proposed equipment for acceptance testing at no cost to the City for a period of 30 days. The City will pay per copy for copies made during the acceptance testing period.

Equipment Warranty:

The City requires the Successful Vendor to warrant its products and/or services against faulty labor and/or material for the entire contract period. In the event that the machine fails to perform according to the Contract or Service Level Agreement within the first ninety (90) days, following the thirty (30) day test period, the City reserves the right to require the immediate removal and replacement of the machine with the same or better model.

Equipment Malfunction:

If at any time during the contract period, the machine continually malfunctions, and is out of service requiring vendor service calls, to the point where production is compromised within the Department, the Successful Vendor will replace the machine with an equal or better model for

the duration of the contract period, at no additional cost to the City.

QUALIFICATIONS OF VENDOR

1. List three (3) references, including company name, address, contact name and phone number, of municipalities or similar size companies in which you provide or have provided copy machine services for a period of at least three years. Vendor shall supply executed releases, see Appendix A, for all references.
2. What is your company's service/repair response philosophy and how is this accomplished?
3. What are your corporate and personnel qualifications that will ensure we will be satisfied over the four or five years of involvement?
4. What equipment manufacturers do you represent and why?
5. Any other reasons why the City should consider your company for being selected?

DISQUALIFICATIONS OF VENDOR

Any or all of the following reasons may be deemed by the City of Portsmouth in its sole discretion as being sufficient for the disqualification of a vendor and/or the rejection of the proposal:

1. More than one proposal for the same work from an individual, firm, or corporation under the same or different name;
2. Evidence of collusion among vendors;
3. Failure to submit all required information requested in the request for proposal;
4. Unsatisfactory performance on previous contracts;
5. Poor references; or
6. Such disqualification would be in the best interests of the City.

SUBMITTAL REQUIREMENTS

1. The Make, Model, Size, and features of proposed machine (One Machine per Vendor)
 - a. Cost of proposed machine - Price Proposal Forms;
 - b. References;
 - c. Appendix A – for all three references;
 - d. Additional copier features included, in addition to the ones required;
 - e. Rationale for equipment selection;
 - f. Equipment Energy Star rating (if applicable);
 - g. Equipment EPEAT - global Environmental Rating (if applicable).
2. A Detailed Finance Plan based on a 48 and a 60 month equipment lease options plans including:
 - \$1.00 buyout option
 - FMV buyout option
 - a. Specific language for municipal “non-Appropriation of Funds”;
 - b. Total monthly lease amount for both options;
 - c. Price Proposal Forms (attached);
 - d. Sample Contract Terms and Conditions are to be submitted with the RFP.
3. A Detailed Servicing Plan to include:

- a. Complete program of service, repair, parts and all copier supplies (except paper and staples) plan;
 - b. A fixed “Cost-Per-Copy” with zero allowance, for black & white and color copies to fund the servicing plan for the length of the contract period;
 - c. Percentage increase of “Cost-Per-Copy” per year, if the agreement is extended beyond the end of the lease and continued on a monthly basis;
 - e. A single point of contact for all copier related needs (service, supplies, training, equipment);
 - f. Service response or up-time guarantee.
 - g. Statement of the vendors pledge for quality parts and services personnel.
4. Training:
Provide a detailed plan for employee training, including the number of training sessions.
5. Delivery and Installation:
Vendor must state the approximate number of days from the award that delivery, installation and training will be complete. Not to exceed 30 days.
- 9 Other Items:
- a. Warranty Information;
 - b. Account representative designation with background, certification and other pertinent information;
 - c. References.
10. Manufacturer “cut-sheet” for the machine proposed.

RESPONSE REQUIREMENTS

Firms submitting proposals are asked not to use plastic covers, bindings and dividers. Where possible proposals should be double-sided and brevity is encouraged.

1. Each vendor shall submit 3 copies of their proposal.
2. Required responses must be fully completed as requested.
3. Any other materials may accompany response, but are not required.
4. Any limiting or vendor substitutions must be fully explained.

Required responses must be received in the Finance/Purchasing Department, City of Portsmouth, 1 Junkins Avenue, Portsmouth, NH no later than 2:00 p.m., January 10, 2012.

EVALUATION CRITERIA

Proposals will be evaluated according to the following:

1. Responsiveness to the RFP requirements.
2. Qualification of company, and manufacturer, including references.
3. Demonstrated success in Municipality setting.
4. Cost of equipment and acceptable financing plan.

6. Cost of Service, on a per -copy basis, with no minimum allowance.
7. Other “intangibles” including a determination by the City as to which vendor and product will best meet the needs of the City.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City and to negotiate the terms and conditions of any proposal leading to execution of a contract.

The City reserves the right to make such inquiries regarding the vendors’ qualifications and reputation as it deems necessary to evaluate the vendors.

MISCELLANEOUS INSTRUCTIONS AND INFORMATION

Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Vendors submitting a proposal should check the web site daily for addenda and updates after the release date. Firms should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

Proposals submitted will be maintained confidentially only until the City reaches a contract with a vendor or the City cancels/rejects all proposals. Thereafter, proposals are available for public inspection.

In the event that a vendor desires to submit information confidentially, the vendor must seek the City’s prior agreement to such submission. The City discourages the submission of confidential information. With the exception of certain financial records and highly technical/trade secret materials, such agreement is generally not forthcoming.

Vendor's Qualifications Statement

Vendor Name: _____

Principal Place of Business: _____

Number of Years in Business under Present Name: _____

If in business less than 10 years under present name please disclose any prior business identity and date(s) of transition: _____

Where organized/state of incorporation: _____

Is the organization registered to do business in the state of New Hampshire and if so please identify your registered agent for service of process: _____

Location of all Manufacturing, Office and/or Business Facilities: _____

◆ **(attach additional sheets as necessary)**

List any additional expenses associated with the lease to purchase and maintenance of the proposed machine.

DATE: _____

Submitted by:.....
(Name of Firm)

Signature:

Print Name:.....

◆ Title:

Company Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

APPENDIX A

RELEASE OF ALL CLAIMS FOR PURPOSE OF REFERENCE CHECK

TO: _____
Name of Reference ("Reference")

Name of Employer/Organization ("Entity")

Address

Address

On behalf of the undersigned Vendor, I hereby agree to release and hold harmless the above-named Reference and Entity from any and all claims and causes of action including without limitation actions for defamation, slander or interference with contractual relations for any statements made to the City during the course of the City's investigation of Vendor's qualifications.

Dated: _____ Contractor: _____

By: _____

Print Name: _____

Title: _____