

# REQUEST FOR PROPOSALS



The City Clerk Department is requesting proposals for:

## CITYWIDE COPIER UPGRADE PROJECT

**RELEASE DATE: April 28, 2022**

**RESPONSE DUE: May 24, 2022**

## GENERAL INFORMATION

The City of San Fernando is requesting proposals from qualified and experienced vendors for the Citywide Copier Upgrade Project for a three-year term with two optional one-year extensions. The required equipment and services are described in the Scope of Work.

## BACKGROUND

The City of San Fernando incorporated in 1911, and is currently organized according to the City Council/City Manager form of government with six departments, including a Police Department, Public Works Department, and Recreation and Community Services Department. The City employs full-time and part-time employees from a total Adopted Budget for Fiscal Year 2021-2022 of \$62.7 million, which includes a General Fund budget of \$22.5 million. The City is a cost conscious provider of outstanding public services to its citizens and local businesses.

The City believes that the open competition for services and products provides the City with the best results for its public dollars. The City is interested in receiving responsive and competitive proposals from experienced and qualified vendors to provide the lease/rental of multi-function printers and maintenance services for the Citywide Copier Upgrade Project. What follows is a description of the technical environment, contractor staffing, qualifications, and performance expectations.

## INSTRUCTIONS TO SUBMITTING FIRMS

### A. Examination of Proposal Documents

By submitting a proposal, the prospective vendor represents that it has thoroughly examined and become familiar with the services required under this RFP, and that it is capable of delivering quality services to the City in a creative, cost-effective and service-oriented manner.

### B. Questions/Clarifications

Please direct any questions regarding this RFP to Julia Fritz, City Clerk, via e-mail at [cityclerk@sfcity.org](mailto:cityclerk@sfcity.org). Questions must be received by 5:30 p.m. on **Wednesday, May 11, 2022**. All questions received prior to the deadline will be collected and responses will be emailed by **Tuesday, May 17, 2022**.

### C. Submission of Bid Proposals

All bid proposals shall be submitted via email to Julia Fritz at [cityclerk@sfcity.org](mailto:cityclerk@sfcity.org) and the subject line of the email shall read, "**City of San Fernando RFP – Citywide Copier Upgrade Project**". Proposals must be received no later than Tuesday, **May 24, 2022, before 5:30 p.m.** All proposals received after that time will not be accepted.

**D. Withdrawal of Proposals**

A vendor may withdraw its proposal at any time before the due date for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of the prospective vendor.

**E. Rights of City of San Fernando**

This RFP does not commit the City to enter into a Contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

The City reserves the right to:

- 1) Make the selection based on its sole discretion;
- 2) Reject any and all proposals without prejudice;
- 3) Issue subsequent Requests for Proposal;
- 4) Postpone opening for its own convenience;
- 5) Remedy technical errors in the Request of Proposal process;
- 6) Approve or disapprove the use of particular sub-contractors;
- 7) Negotiate with any, all, or none of the prospective firms;
- 8) Solicit best and final offers from all or some of the prospective firms;
- 9) Accept other than the lowest offer; and/or
- 10) Waive informalities and irregularities in the proposal process.

**F. Contract Type**

It is anticipated that a standard form professional services agreement contract will be signed subsequent to City Council review and approval of the recommended vendor.

**G. Collusion**

By submitting a proposal, each prospective vendor represents and warrants that; its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the prospective vendor has not directly, induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective firm has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

**CURRENT INVENTORY**

The City currently leases six (6) multi-function printers from Image 2000 and the Police Department leases seven (7) multi-function printers from Canon. The photocopiers are located throughout the City at City Hall, Public Works City Yard, Las Palmas Park, San Fernando Recreation Park, and the Police Department. Please see table below outlining the City's current inventory of leased multi-function printers that require upgrade/replacement and their respective department.

<b><u>Building/Dept.</u></b>	<b><u>Location</u></b>	<b><u>*Size / Make / Model #</u></b>	<b><u>B/W or Color</u></b>
City Hall/ City Manager/ City Clerk Area	Reproduction Room 108 117 Macneil St.	Large Sharp / MX-4111N	Color
City Hall/ Personnel Area	Reproduction Room 128 Admin 117 Macneil St.	Large Sharp / MX-M753N	B/W
Public Works City Yard	Copy Room 120 Macneil St.	Medium SHARP / MX-M283N	B/W
Las Palmas Park	505 S. Huntington St.	Large Sharp / MX-4111N	Color
Las Palmas Park	505 S. Huntington St.	Large Sharp / MX-4111N	Color
Recreation Park	208 Park Ave.	Large Sharp / MX-4111N	Color
Police Department - Detectives	910 First St.	Medium Canon	Color
Police Department - Property Control	910 First St.	(2) Printers Currently Not Working REPLACE WITH (1) PRINTER SIMILAR TO DETECTIVES	
Police Department - Records (Used Often)	910 First St.	Medium Canon	Color
Police Department - Records (Dispatch Back-Up)	910 First St.	Small Canon	B/W
Police Department - Dispatch (Used Often)	910 First St.	Medium Canon	B/W
Police Department – Reproduction Room	910 First St.	Large Canon	Color
Police Department - Watch Commander (Same as Records Color Printer)	910 First St.	Medium Canon	Color
Police Department - Report Writing Room (Same as Records B/W Printer)	910 First St.	Small Canon	B/W

\*Size: Small, Medium, and Large refers to the production capacity of the printer

## SCOPE OF SERVICE

The following sections describe the specific services being requested by this Request for Proposal. If the vendor feels that additional tasks are warranted, they must be clearly identified in the vendor's proposal.

### A. Required Equipment

1. Unit Quantities
  - a. It is anticipated the City will lease/rent a total fourteen (14) machines during the term of the contract. However, the City reserves the right to increase or decrease the number of units depending on the City's needs/requirements.
  - b. Multi-Function Printers, if possible, should be of the same brand in order to maintain a uniform fleet.
2. Toner
  - a. Vendor shall provide at least two extra toner cartridge for each machine for staff to keep on hand.
3. Return of Equipment
  - a. At the end of the lease/rental term, the successful vendor shall be required to clean or scrub the hard drive from each device and pick-up and remove all equipment furnished under this proposal from each City location and return it to the owner/lessor at no additional cost to the City.
4. Network
  - a. All multi-function printers should have a 1000 MB Ethernet, RJ-45 connection to the City's network, and an analog phone line.
5. Capabilities

Each multi-function printer shall provide the following capabilities from the City's networked devices such as:

  - a) Print
  - b) Scan to network directories (multiple at a time)
  - c) Scan to Print
  - d) Collating and Stapling
  - e) Fax
  - f) Duplex and color-scanning
  - g) Copy quality on 20 lb. bond paper without feed problems

- h) 8.5" x 11", 8.5" x 14", and 11" x 17" paper sizes for reproduction; produce copy onto 8.5" x 11", 8.5" x 14", and 11" x 17" paper sizes, and, if necessary, accept 11" x 17" paper sizes for reduction.
- i) Equipped with Optical Character Recognition (OCR) software, which allows users to convert scanned documents into editable file formats including Microsoft Word and Excel
- j) Automatic document feeder that automatically handles duplexed originals
- k) Stop automatically when the paper supply is empty or when copies do not exit the normal paper path; feature "empty paper supply" and "paper jam" indicators
- l) Auto stapling in multiple configurations
- m) Page-numbering capability
- n) 2-hole and 3-hole punch capability
- o) Energy saving features (sleep mode and/or other energy efficiencies)

6. Minimum Equipment Requirements and Features

<b>LARGE VOLUME EQUIPMENT (QTY 6 COLOR COPIER)</b>	
<b>Locations: City Hall (Reproduction Room 108), Las Palmas Park (2), Recreation Park, Police Department (Reproduction Room)</b>	
Copy Speed	70-90 Copies per Minute
Scanner Speed	60 Copies per Minute
Document Feeder	Reversing/Duplexing Auto Document Feeder (RADF)/(DADF)
Duplex	Automatic
Maximum Size Original	11" x 17"
Multiple Copies	0-99 Minimum
Paper Supply Capacity	4,000 Sheets (8½" x 11")
Number of Paper Drawers	4 (Various Paper Sizes)
Other Required Features	Finisher, Collating, Stapling, Auto Contrast, 2 and 3 Hole Punch, Page numbering
Copy Volume per Month	5,000-15,000

<b>MEDIUM VOLUME EQUIPMENT (QTY 6, 2 B&amp;W, 4 COLOR COPIER)</b>	
<b>Locations: Public Works Yard, Police Department (Detectives, Property Control, Records, Dispatch, Watch Commander)</b>	
Copy Speed	50-65 Copies per Minute
Scanner Speed	50 Copies per Minute
Document Feeder	Reversing/Duplexing Auto Document Feeder (RADF)/(DADF)
Duplex	Automatic
Maximum Size Original	11" x 17"
Multiple Copies	0-99 Minimum
Paper Supply Capacity	4,000 Sheets (8½" x 11")
Number of Paper Drawers	4 (Various Paper Sizes)
Other Required Features	Finisher, Collating, Stapling, Auto Contrast, 2 and 3 Hole Punch, Page numbering
Copy Volume per Month	7,000-20,000

<b>SMALL VOLUME EQUIPMENT (QTY 2, B&amp;W)</b>	
<b>Locations: Police Department (Records / Dispatch Back Up &amp; Report Writing Room)</b>	
Copy Speed	20-45 Copies per Minute
Scanner Speed	30 Copies per Minute
Document Feeder	Reversing/Duplexing Auto Document Feeder (RADF)/(DADF)
Duplex	Automatic
Maximum Size Original	11" x 17"
Multiple Copies	0-99 minimum
Paper Supply Capacity	500 Sheets (8½" x 11")
Number of Paper Drawers	3 (Various Paper Sizes)
Other Required Features	Finisher, Collating, Stapling, Auto Contrast, 2 and 3 Hole Punch, Page numbering
Copy Volume per Month	5,000-10,000 Copies

**B. Required Services**

1. Term Requested

- a. A proposal for a three-year equipment lease and maintenance services is requested with two optional one-year extensions.

2. Government Contract Pricing/Cooperative Agreement

- a. If most cost effective, the City's preference is for all equipment provided under this proposal to reflect government contract pricing. Vendors shall include in their proposal the name of the governmental entity or the organization that negotiated the contract and the contract number. Prices as proposed shall remain firm during the term of the contract.

3. Installation

- a. Prior to the installation at any site, the installing vendor shall survey and review the proposed installation location to ensure that it meets the manufacturer's established installation criteria. Should the proposed installation location not meet established installation criteria, the installing vendor and the City shall attempt to locate an alternate, mutually agreeable location for the machine at the appropriate site. Should a mutually agreeable location meeting the manufacturer's established installation criteria not be available, the installing vendor shall not install the machine and shall notify City Project Manager immediately, in writing, of all particulars prohibiting the installation.
- b. City Project Manager may, after review, terminate the order for that particular installation site without incurring any obligation or cost to the City or assessing any additional costs to the vendor.

c. Successful Vendor shall provide technical assistance as required for installation.

4. Maintenance

a. Vendors shall provide guaranteed maintenance service, including all parts and labor, at the rates proposed herein for the duration of the lease/rental period. In the event any machine cannot be repaired to the extent that it demonstrates adequate performance and reliability, vendor shall guarantee its replacement with the same or like model at no additional cost. Vendors shall include the cost of a full maintenance agreement in their proposal.

b. Vendors shall guarantee repair services Monday through Friday from 8:00 a.m. to 5:00 p.m. Maximum service response time at each City location shall not exceed nine (9) work-hours. Vendors shall also include in their proposals the number of technicians who will be responding to service calls from the City and the qualifications of those technicians.

5. Training

a. Training shall be provided by the successful Vendor to City staff upon equipment installation, and as required thereafter by the City. Instruction shall encompass basic operation, basic system feature utilization, and utilization of network features

**PROPOSED TERM OF CONTRACT**

The proposed term of the contract is three years, with options for two one-year extensions at the City's discretion.

**SCHEDULE FOR SELECTION**

RFP Available:	April 28, 2022
Deadline for submittal of Questions:	May 11, 2022
Response to Questions:	May 17, 2022
Deadline for submittal of Proposal:	May 24, 2022
Interviews and demonstrations	May 31, 2022 to June 10, 2022
Agreement Presented to Council for Review & Approval:	June 20, 2022

**METHOD OF SELECTION AND NOTICES**

The City Clerk will evaluate the information provided in the submitted proposals using the following criteria as a guideline:



- Completeness and Comprehensiveness.
- Responsiveness to City's issues.
- Potential to benefit the City.
- Experience of the firm providing similar services to other municipalities.
- Cost effectiveness.
- Quality of proposed staff.

## **INFORMATION TO BE SUBMITTED**

The Proposals must include the following information:

1. Prospective Vendors must submit one *digital copy of their proposal via email*.
2. Include a *Transmittal Letter*
  - a. This section should include the Vendor name and representative contact information (email and phone number).
  - b. A statement to the effect that the proposal will remain valid for 90 days from the proposal due date.
  - c. Acknowledgment of receipt of addenda, if any.
  - d. Signature of the person authorized to bind the terms of the proposal.

3. Include a *Proposal Summary Section*

This section shall discuss the highlights, key features, and distinguishing points of the Proposal. A separate sheet shall include all the contact people on the Proposal and how to communicate with them.

4. Include a *Profile of the Proposing Vendor(s) Section*

This section shall include a brief description of the vendor, including size, location of office(s), number of years providing service, organizational structure of the responsible division, etc.

Additionally, this section shall include a listing of any lawsuit and the result of that action resulting from (a) any public project undertaken by the Vendor where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Vendor or its insurers within the last five years.

5. Include a *Qualifications of the Vendor* Section

This section shall include a brief description of the Vendor's qualifications and previous experience on similar or related projects. Provide a description of pertinent project experience with other public municipalities (maximum of four) that includes a summary of the work performed, the total project cost, the period over which the work was completed, and the name, title, and phone number of clients to be contacted for references. Give a brief statement of the Firm's adherence to the schedule and budget for each project.

6. Include a *Work Plan* Section

In this section, present a well-conceived service plan. This section of the proposal shall establish the Vendor's understanding of the City's objectives and work requirements and the Vendor's ability to satisfy those objectives and requirements. Describe the proposed approach for addressing the scope of service, outlining the approach that would be undertaken in providing the requested services. Include a timetable for providing the service. Describe related service experience by the Vendor in similar work. Please describe the role, extent of services (number of people used, engagement duration, and contract value).

7. Include a *Project Staffing* Section

In this section, discuss how the Vendor would propose to staff this project. Designate an administrator who would serve as a day-to-day contact for the City. Vendor's key project team members shall be identified by name, specific responsibilities on the project and their qualifications. An organizational chart for the project team and resumes for key Firm personnel shall be included. Key Vendor personnel will be an important factor considered by the City Clerk. **There can be no change of key personnel once the proposal is submitted, without prior approval of City.**

8. Include *Proposal Costs Sheet and Rates* Section

In this section, include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the City. Government contract pricing should be used if most effective. Exhibits "A-C" should be included in proposal.

The Vendor shall state any costs associated with de-installation and pick up of equipment at the end of the lease. The City will not be liable for any costs not specifically detailed in proposal.

In addition, include the costs for any other services that are considered optional additions.

9. Include a *Delivery* Section

The vendor shall state in its proposal the number of business days necessary for delivering and installing equipment.

The vendor is expected to start immediately after the Contract Services Agreement has been signed by all parties and executed by the City, business license has been obtained, and required insurance has been provided.

The vendor must detail all anticipated expenses that will be incurred by the City for the delivery and installation of equipment.

The City will not be liable for expenses not detailed in RFP response.

The vendor shall invoice the City for delivery and installation upon written acceptance of the equipment by the City.

Delivery and installation cost shall include on-site training by a fully qualified representative of the vendor. The date of the equipment training shall be chosen by the City after delivery and installation. It may be necessary for vendor to conduct multiple training sessions at City Hall as well as at off site City locations. All user manuals and operating guides shall also be provided with the equipment.

**EXHIBIT "A"  
EQUIPMENT PRICING**

<b>Model Number: _____</b> <b>Description: _____</b>	<b>VENDOR RESPONSE</b>
Base Monthly Payment: 3 year lease or rental	
Network Printing	
Network Scanning	
Network Faxing	
OCR Software	
Additional Feature _____	
Additional Feature _____	
Copy and Scan allowance included in Base Monthly Payment (B&W & Color)	
Additional Copy Charge (B&W & Color)	
Additional Scan Charge (B&W & Color)	
Monthly Maintenance Charge	
Destination, Delivery and/or Installation Charge	
Training Charge	
Average Monthly cost for Supplies, including staples (based on estimated range)	
Monthly Subtotal	
Tax (10.25%)	
Other Costs	
Total Monthly Costs	
Responses are to reflect Government Contract Pricing. Please identify the jurisdiction and contract number	
<b>*Vendors are requested to submit one copy of this page for each proposed Model. Please make additional copies of this page as required</b>	

**EXHIBIT "B"**  
**EQUIPMENT FEATURES**

<b>Model Number: _____</b>	<b>VENDOR RESPONSE</b>
<b>Description: _____</b>	
Number of Units Proposed	
Dimensions & Weight	
Document Feeder (Type)	
Electrical Requirements	
Network Requirements	
Network Printer Speed (copies per minute)	
Network Scan Speed (scans per minute)	
Network Fax Speed (scans per minute)	
Color Scanning (Yes or No)	
Optical Character Recognition (OCR) Software	
Duplexing Capability (Yes or No; Speed)	
Reduction/Enlargement (Yes or No; %)	
Job Interrupt/Job Recovery Display	
Maximum Output Size (Dimensions)	
Maximum Size Original (Dimensions)	
Print Resolution	
Scan Resolution	
Page Numbering (Yes or No)	
Margin Shift (Yes or No)	
Stapling	
Paper Drawers (Number of)	
Paper Supply Capacity	
Single-Sheet Bypass Capability (Yes or No)	

2 and 3 Hole Punch Capability (Yes or No)	
Memory Capacity	
Energy Star Certified (Yes or No)	
Energy Saving Features	
Estimated Energy Usage	
Estimated Energy Savings	
<p><b>*Vendors are requested to submit one copy of this page for each proposed Model. Please make additional copies of this page as required.</b></p>	

**EXHIBIT "C"  
EQUIPMENT PERFORMANCE AND SERVICE**

<b>Model Number: _____</b> <b>Description: _____</b>	<b>VENDOR RESPONSE</b>
Recommended Volume Capacity per Month	
Frequency of Scheduled Preventative Maintenance	
Anticipated Performance Capability – Historical Pattern of Service	
Average Service Response Time	
Number of Technicians Capable of Providing Service to the City of San Fernando	
Length of Time Equipment Has Been Marketed	
Extensiveness of Product Testing - Scope of Quality Assurance	
Manufacturer or Distributor	
Number of Years Engaged in Providing Equipment within Scope of Specification Under Present Business Name	
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