

City of Galesburg



RFP for Multi-Function Office Machines

November 2009

**CITY OF GALESBURG
55 W TOMPKINS ST
GALESBURG, IL 61401
PHONE: (309) 345-3678**

**REQUEST FOR PROPOSALS
FOR
MULTI-FUNCTION OFFICE MACHINES
BY
CITY OF GALESBURG
ISSUED NOVEMBER 15, 2009
RESPONSES DUE NO LATER THAN:
11:00 A.M., CST, DECEMBER 4, 2009**

Instructions to Offerors

1. An advertisement requesting proposals for the above work was published in the Galesburg Register-Mail on November 15, 2009. As stated in such notice, sealed proposals will be received until 11:00 a.m. local time, December 4, 2009, at City Hall, 55 West Tompkins Street, Galesburg, Illinois. Proposals shall be addressed to the Purchasing Agent.
2. The person, firm or corporation making a proposal shall submit it in sealed envelopes on or before the hour and the date stated above. The submitted proposals shall clearly reference "RFP for multi-function office machines" on the outside of the submission envelope along with the name of the submitting vendor.
3. Each respondent shall insert the cost, and supply all the information, as indicated in the RFP. The cost inserted shall be net and shall be the full cost for the equipment specified, including all factors whatsoever.
4. Contractors and any sub-contractors will be required to comply with all applicable provisions of the Davis-Bacon Act, as amended to date, including those affecting labor standards and prevailing wage rates and those prohibiting discrimination on the grounds of race, color, national origin and sex.
5. No charge will be allowed for taxes from which the City of Galesburg is exempt: the Illinois Retailer's Occupation Tax, the Service Occupation Tax, the Service Use Tax, the Use Tax, Federal Excise and Transportation Tax.
6. Each respondent shall affirm that no official or employee of the City of Galesburg is directly or indirectly interested in this proposal for any reason of personal gain.

7. The City requires performance bonds on projects greater than \$50,000. Contractors shall include the cost of required performance bonds as a part of their submitted proposal.
8. The City of Galesburg reserves the right to reject any and all proposals, to waive any informalities or technicalities in the proposals.
9. The submission of the proposal or bid by the Offeror in response to this Advertisement for Bid/Proposal constitutes an acknowledgement of and an agreement by the Offeror/Bidder that it understands and will comply with the Illinois Prevailing Wage Act and the Illinois Preference Act (30 ILCS 570)
10. The City has adopted an "Equal Employment Opportunity Clause" which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Galesburg, Illinois.
11. The City of Galesburg has adopted an Affirmative Action Program. All formal sealed proposals must be accompanied by a properly prepared Certificate of Compliance Form, whereby the vendor certifies the number of employees he has in each class of employment, and that affirmative action has been taken to ensure equality of opportunity in all aspects of employment.
12. The successful offeror is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the contract to be signed or its rights, title or interest therein or its power to execute such Agreement to any other person, company or corporation without the previous consent and approval, in writing, by the City of Galesburg.
13. All proposals shall be binding for 60 days and no proposal may be changed or withdrawn, without the express written consent of the Purchasing Agent.
14. These instructions are to be considered an integral part of any proposal.

Dated: November 15, 2009

Kraig Boynton
Purchasing Agent

General

The City of Galesburg is requesting proposals for a sixty (60) month fair market value lease for five multi-function office machines. Lease requirements will include:

- Cost per copy maintenance plan with pricing fixed for the sixty (60) month term
- All equipment and maintenance will be required to be billed on a single invoice in a spreadsheet format
- Lease pricing to include a minimum 50,000 copies/prints B&W per month and a minimum 30,000 copies/prints color per month with a stated and fixed overage per copy over each amount.
- As a part of this lease agreement, copy minimums and fixed overage stated above are to be reviewed at the end of year one. If cost effective to the City, vendor agrees to renegotiate minimums and overage fees for years two through five of lease agreement.
- No copy minimums on individual pieces of equipment.
- Overage costs to be reconciled on a quarterly basis.
- Paper sizes up to 11 x 17 are to be counted as one meter click.
- Monthly costs are inclusive of all supplies and maintenance (excluding paper and staples)
- All training and analyst services
- Delivery and property insurance
- No third party leasing will be accepted

Background

The City has an existing (60) month lease for five multi-function office machines. This lease is on Sharp Equipment and will expire 02/28/10. In addition, the City has two Sharp machines that are under lease until 11/14/12 and one Sharp machine that is under lease until 01/31/13. Further, the City owns two Sharp machines in which the maintenance of those machines is currently being pooled under our existing lease contract for cost savings. Over the past month, City Staff have interviewed various brands of equipment to determine what technology and options may be cost effectively available to the City. The requests made in this RFP are based on those interviews. A specific listing of the existing machines, their location, average volume, speed, and options/accessories is included on the following pages.

Existing Five Unit Lease

Location	Model #	Average Mo. Volume	Speed	Options/Accessories
<u>Finance</u>	AR-M450N	6,930	45 PPM	Networked 2000/500/500 Paper Capacity Duplexing Saddle Stitch Stapler Finisher with Hole Punch 8 Mail Bin Trays - For Print Jobs (NOT UTILIZED) Post Script Font Expansion Kit Facsimile Expansion Kit with Expanded Memory Network Scanning - 10 User Licenses Digital Surge Protector
Maint. Included in pooled lease				
<u>Community Development</u>	AR-M350N	11,040	35PPM	Networked 2000/500/500 Paper Capacity Duplexing Saddle Stitch Stapler Finisher with Hole Punch 8 Mail Bin Trays - For Print Jobs (NOT UTILIZED) Post Script Font Expansion Kit Facsimile Expansion Kit with Expanded Memory Network Scanning - 15 User Licenses Digital Surge Protector
Maint. Included in pooled lease				

<u>City Hall - Basement</u>	AR-M550N	11,310	55PPM	Networked 2000/500/500 Paper Capacity 3500 Sheet Large Capacity Cassette Saddle Stitch Stapler Finisher with Hole Punch Post Script Font Expansion Kit Network Scanning - 10 User Licenses Digital Surge Protector
Maint. Included in pooled lease				
<u>Public Safety - Report Rm</u>	AR-M350N	5,550	35PPM	Networked 2000/500/500 Paper Capacity Duplexing Saddle Stitch Stapler Finisher Post Script Font Expansion Kit 8 Mail Bin Trays - For Print Jobs (NOT UTILIZED) Digital Surge Protector
Maint. Included in pooled lease				
<u>Public Safety - Records</u>	AR-M550N	16,650	55PPM	Networked 2000/500/500 Paper Capacity 3500 Sheet Large Capacity Cassette 2 Tray stapler finisher with hole punch Post Script Font Expansion Kit Facsimile Expansion Kit with Expanded Memory Network Scanning - 10 User Licenses Digital Surge Protector
Maint. Included in pooled lease				

Add'l Units (Not in existing lease; but may be considered in proposal)

Location	Model #	Average Mo. Volume	Speed	Options/Accessories
<u>Public Safety - Detectives</u> City Owned	AR-168D	1,140	16PPM	Networked 250/250/50 Paper Capacity Deluxe Cabinet Network Scanning - 3 User Licenses Digital Surge Protector
Maint. Included in pooled lease				
<u>Community Center</u> City Owned	AR-M237	1,950	23PPM	Networked 500/500/50 Paper Capacity Deluxe Cabinet Facsimile Expansion Kit with Expanded Memory Digital Surge Protector
Maint. Included in pooled lease				
<u>Admin/CM's Office</u> In 60 Mo. lease through 11/14/12 Lease buyout to return equipment	AR-M317	4,320	31PPM	Networked 500/500/500/500/50 Paper Capacity Saddle Stitch Stapler Finisher with Hole Punch Facsimile Expansion Kit with Expanded Memory Job Separator Tray Network Scanning - 10 User Licenses Deluxe Low Cabinet Digital Surge Protector
03/01/10	\$4,664.54	Maint. Included in pooled lease		

<u>City Clerk</u>	AR-M317	2,250	31PPM	Networked
In 60 Mo. Lease through 11/14/12				500/500/500/500/50 Paper Capacity
Lease buyout to Return Equipment	03/01/10	\$5,104.77		Saddle Stitch Stapler Finisher with Hole Punch
Maint. Included in pooled lease				Facsimile Expansion Kit with Expanded Memory
				Job Separator Tray
				Network Scanning - 10 User Licenses
				Deluxe Low Cabinet
				Digital Surge Protector
<u>Election</u>	AR-168S	480	16CPM	Stand Alone Copier
Owned				250/50 Paper Capacity
Maintenance Invoiced Annually				Facsimile Expansion Kit
				Digital Surge Protector
<u>Water Department</u>	AR-M207E	1,050	20CPM	Networked
Owned				250/250/50 Paper Capacity
Maintenance Invoiced Annually				Facsimile Expansion Kit with Additional Memory
				Duplexing
				Network Scanning - 3 User Licenses
				Digital Surge Protector
<u>Recreation Division</u>	AR-M350NB	7,110	35PPM	Networked
In 60 Mo. Lease through 01/31/13				500/500/500/500/50 Paper Capacity
Maintenance Invoiced Monthly				Duplexing
Lease buy out to return equipment	03/01/10	\$5,215.43		30 Sheet Stapler Finisher
				Network Scanning - 10 User Licenses
				Digital Surge Protector

<u>Community Development</u>	MX-2300N		23PPM	Networked COLOR
Owned	B&W	2,730		500/500/500/500/100 Paper Capacity
Maintenance Invoiced Monthly	Color	4,800		Network Scanning Standard - 1 User License Duplexing Digital Surge Protector

DETAILED SPECIFICATIONS

Moving forward

In interviewing many vendors and reviewing their products, it was determined that there have been substantial technological advances in equipment and cost reduction in color equipment since the last time an equipment lease of this nature was negotiated by the City. The City would like to incorporate new technology where economically feasible into a new lease in an effort to produce more professional looking documents. The City is currently reviewing documents that are outsourced and attempting to determine what will continue to be produced and what could actually be produced in house with proper technology at a reduced cost to the City.

As this is one of the main goals, the City is looking to expand the capabilities of the existing machine in the basement. The City would like to consider installing a full – color multi-function machine in the basement that would handle large volumes of black & white as well as color production. In addition, staff would like to see the basement unit offer a wide array of finishing capabilities allowing for the processing of professional documents. Further, this machine should also offer color scanning technology and an accounting package for work flow expense determination.

In addition, the City has reviewed the existing machines in other areas that are included in this lease. Due to color technology becoming more economical, the City would now like to incorporate machines capable of both black & white and color in all areas to continue to work efficiently. The new units would be required to include at a minimum what has been included on the machines in the existing lease (aside from the mail bin sorter). Further, the new machines should also offer color scanning technology and an accounting package for work flow expense determination.

As the City continues to move forward in reducing paper documentation, heavy consideration will be given to those proposals that address the need for the City to reduce paper through use of scanning capabilities. The City utilizes a software program called LaserFiche. The City made an investment in this program as the need for archiving information in an electronic format grew out of necessity due to lack of storage space. Proposers will be required to address how their solutions will be able to work with Laserfiche in directly scanning (preferred method) documents into the system. The intent is to allow for users to scan, name, and place documents into Laserfiche at the multi-function unit utilizing a full keyboard for entry. The City will consider other multi-step options for scanning documents to Laserfiche. However, we would like to limit the number of steps necessary in this process to make it more user friendly.

In any event, the machines will be required to: scan to desktop, scan to email, scan to laserfiche. In all situations, it would be preferred that scans be in color. Further, as accounting functions/ operator codes are required on the machines, the City would also like to explore the possibility of utilizing our existing door FOBs for identification purposes at the machine. Please discuss whether or not this is an option from your company and, if so, the associated cost for including this type of technology.

Minimum Requirements for New Machines

Below is a listing of the anticipated detailed **minimum** specifications for each location. Proposals should specify what make and model of machine they are offering, discuss the details of the machine, including whether or not it meets the requested minimum specifications. Vendor should also include what sizes and weight of paper can be managed through each machine.

Finance Department Machine (minimums)

- Minimum 50/50 CPM/PPM
- Minimum 80 GB Hard Drive with Document Filing
- Minimum 100 sheet duplexing
- Two 500 sheet multi- purpose cassettes with deluxe cabinet
- Would like to handle paper sizes from postcard to legal sized.
- Large capacity cassette (3500 sheets)
- Saddle stitch finisher with 3-hole punch unit
- Post script font expansion kit
- Facsimile expansion kit
- External accounting module
- Document filing
- Full sized keyboard
- USB Port on front of machine
- Z-fold capability
- Network printing/scanning

Community Development Machine (minimums)

- Minimum 50/50 CPM/PPM
- Minimum 80 GB Hard Drive with Document Filing
- Minimum 100 sheet duplexing
- Two 500 sheet multi- purpose cassettes with deluxe cabinet
- Would like to handle paper sizes from postcard to legal sized.
- Large capacity cassette (3500 sheets)
- Saddle stitch finisher with 3-hole punch unit
- Post script font expansion kit
- Facsimile expansion kit
- External accounting module
- Document filing
- Full sized keyboard
- USB Port on front of machine
- Z-fold capability
- Network printing/scanning

Public Safety Report Room Machine (minimums)

- Minimum 30/30 CPM/PPM
- Minimum 80 GB Hard Drive with Document Filing
- Minimum 100 sheet duplexing
- Four 500 sheet multi-purpose cassettes with deluxe cabinet
- Would like to handle paper sizes from postcard to legal sized.
- USB Port on front of machine
- Capable of stapling and 3 –hole punch.
- Post script font expansion kit
- External accounting module
- Document filing
- Full sized keyboard
- Network printing/scanning

Public Safety Records Room Machine (minimums)

- Minimum 60/50 CPM/PPM
- Minimum 80 GB Hard Drive with Document Filing
- Minimum 100 sheet duplexing
- One 2,000 sheet large capacity cassette
- Two 500 sheet multi-purpose cassettes with deluxe cabinet
- 4,000 sheet finisher with 3-hole punch
- Would like to handle paper sizes from postcard to legal sized.
- Post script font expansion kit
- External accounting module
- Document filing
- Full sized keyboard
- Network printing/scanning
- USB Port on front of machine

City Hall Basement Machine (minimums)

- Minimum 70/50 CPM/PPM
- Minimum 80 GB Hard Drive with Document Filing
- Minimum 150 sheet duplexing
- One 2,000 sheet large capacity cassette
- Two 500 sheet paper drawers with deluxe cabinet
- 100 sheet bypass tray
- Would like to handle paper sizes from postcard to legal sized.
- Large capacity cassette (3500 sheets)
- Saddle stitch finisher with 3-hole punch unit
- Page inserter
- Post script font expansion kit
- Facsimile expansion kit
- External accounting module
- Document filing
- Full sized keyboard
- USB Port on front of machine
- Z-fold capability
- Network printing/scanning

In any solution offered as a part of this request, the City would like to minimize the need for software licensing as a part of this solution. If licensing of any products is required, the cost of this licensing should be factored into the lease agreement by the vendor. Each vendor will be responsible for determining and ensuring applicable minimum licenses that will be required and should indicate the number provided (included) in the detail of their proposal. Further, the City would like to be able to push out any software or any updates to software rather than having to load on each individual machine. Please address this issue in detail.

In considering customer satisfaction, the City is requiring that equipment proposed must have written guarantee that states:

1. *If you are not satisfied with your (manufacturer's name) equipment, at your request (dealer's or manufacturer's name) will replace it without charge to you with an identical model or on with comparable features and capabilities. The term of this guarantee will be three years from equipment delivery or the entire term of the lease agreement. This guarantee applies to (manufacturer's name) equipment, acquired by you from (dealer or manufacturer's name) and continuously maintained by (dealer or manufacturer's name) under our warranty service agreements. This guarantee is not applicable to equipment damaged or destroyed to reasons beyond (dealer's or manufacturer's name) control or responsibility.*

2. *(Dealer's or manufacturer's name) guarantees that only manufacturer's parts and supplies will be used in repairing and supplying replenishment of quoted equipment. This guarantee also insures that when service is performed on this equipment that the City will be credited for those copies/prints made during each service call and will be so noted on the billing statement.*

Further, vendors should guarantee that the hard drives of the leased equipment will be destroyed at the end of the lease term and provide for the method in which this occurs.

Vendors should address the requests above in detail in their submitted proposals. If there is additional technology that a vendor would anticipate as useful to the City, it should be noted along with the cost of adding that technology to the device. Further, vendors should address special situations, such as equipment upgrades due to technology advancement that might be available during the course of the lease.

Proposers are also being requested to consider three additional units currently under lease as indicated in prior information. If selected, the City would anticipate replacing these units with equivalent units that have the same features and functions with the addition of color printing and scanning capabilities. Detailed information should be provided on each one of these units as well. As a part of this consideration, the City is providing the lease buyout to return on each one of these units effective March 01, 2010:

- Sharp AR-M317 Copier (City Clerk's Office) \$5,104.77
- Sharp AR-M317 Copier (Administration) \$4,664.54
- Sharp Ar-M350NB Copier (Recreation) \$5,215.43

In addition, proposers shall note that it will be the intent of the City to work closely with the awarded vendor on the possibility of incorporating new machines or maintenance of equipment. Proposers should address how they would anticipate this relationship might work.

The City anticipates narrowing down possible vendors as a part of this process to two or three after reviewing the proposals and asking follow up questions. Upon that narrowing, the City may elect to require a formal presentation regarding a vendor's submitted proposal. In addition, prior to making a final selection, the City will require the anticipated vendor to supply a demonstration machine comparable to the proposed units at no cost to the City for a period of two weeks in order for the City to make a reasonable decision as to whether or not that vendor should be selected.

Proposal Format:

Each respondent shall be required to submit one original and four copies of their respective proposal in a sealed envelope or box to Mr. Kraig Boynton, Purchasing Agent, 55 W Tompkins St., Galesburg, IL, by 11:00 a.m. local time on December 4, 2009. The outside of the envelope or box shall identify the vendor and the works, "RFP for multi-function office machines" written on the outside of the envelope. Each proposal shall be submitted on company letterhead and shall include a contact person, phone number, fax number, and email address.

Responses should include:

1. Company history.
2. Product proposal/solutions for five machines (with detail)
3. Product proposal/solutions for additional machines (if offering buyout of future leases)
4. Detail of maintenance to be included in lease (including types of service & response times, loaner machines, and replacement machines)
5. Detailed cost of machine/maintenance lease
6. Detail of any additional functions or services (including pricing) and any other opportunities your firm offers that may not have been considered or stated in this request but might prove to have a bearing on selection.
7. Minimum of three references with contact information

All comments or concerns regarding this RFP should be addressed to the Purchasing Agent via email. This will allow for responses to go to all vendors in the event that the question has a pertinent relevance to all those involved.

RETURN WITH BID

TO THE CITY OF GALESBURG, ILLINOIS
CERTIFICATE OF COMPLIANCE

EMPLOY- MENT	SUPER- VISORY	SALES	OFFICE	SKILLED	SEMI- SKILLED	NON- SKILLED
WHITE						
BLACK						
OTHER						
MALE						
FEMALE						

(PLEASE FILL IN THE NUMBER OF EMPLOYEES IN EACH CLASS)

1. THE CONTRACTOR OF COMPANY WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEES OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, CREED, COLOR, SEX, AGE, NATIONAL ORIGIN, HANDICAPPING CONDITION UNRELATED TO ABILITY TO PERFORM THE JOB; AND, WILL TAKE AFFIRMATIVE ACTION TO ENSURE THAT APPLICANTS ARE EMPLOYED WITHOUT REGARD TO THEIR RACE, CREED, COLOR, SEX, AGE, HANDICAP OR NATIONAL ORIGIN. SUCH ACTION SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING: EMPLOYMENT, UPGRADING, DEMOTION OR TRANSFER, RECRUITMENT OR RECRUITMENT ADVERTISING, LAYOFF OR TERMINATION, RATES OF PAY OR OTHER COMPENSATION, AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP. THE CONTRACTOR OR COMPANY AGREES TO POST, IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NON-DISCRIMINATION CLAUSE.

2. THE CONTRACTOR OR COMPANY WILL, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES OR ON THEIR BEHALF, STATE THAT ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, CREED, COLOR, SEX, AGE, HANDICAPPING CONDITION UNRELATED TO ABILITY OR NATIONAL ORIGIN. THE SAME SHALL HOLD TRUE WHEN RECRUITMENT SOURCES ARE USED TO SECURE APPLICANTS.

3. THE CONTRACTOR OR COMPANY AGREES TO NOTIFY ALL OF ITS SUBCONTRACTORS OF THEIR OBLIGATION TO COMPLY WITH THE NON-DISCRIMINATION POLICY.

4. In the event of the Contractor's or Company's non-compliance with the non-discrimination clauses of the Contract or Purchase or with any of such rules, regulations or orders, the CONTRACT OR Purchase may be cancelled, terminated or suspended in whole or in part and the Contractor or Company may be declared ineligible for further City Contracts or Purchases in accordance with the Affirmative Action Program adopted by the Galesburg City Council at their meeting on August 6, 1990.

BY: _____

Bidder