

Request for Proposals

Copier/Printer Lease and Services



Contact Information:

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Due Date:

On or before 4:00 p.m. on Thursday, June 27, 2019

Deliver to:

City Clerk's Office
7100 Garfield Avenue
Bell Gardens, CA 90201

I. INVITATION

The City of Bell Gardens (“City”) is requesting proposals for providing a lease for copiers/printers and support services.

Respondents to this Request for Proposal (RFP) should have extensive experience, a knowledgeable background, and strong qualifications in printer products and services. The selected individual and/or firm (“Consultant”) will be required to interface with employees and managers in an approachable manner.

II. BACKGROUND INFORMATION

Since its incorporation on August 1, 1961, the City of Bell Gardens, located in the southeastern part of Los Angeles County and bordered by the City of Commerce, Downey, South Gate, and Bell, has grown from a population of approximately 4,000 to nearly 45,000. The City provides a high level of municipal services under the City Council/City Manager form of government. City departments include Recreation and Community Services, Public Works, Finance and Administrative Services, Community Development, Police, City Clerk, and the City Manager’s Office.

The City currently has 11 printers (attached to end of this RFP) and is seeking 12 under this proposal of similar specifications. The City is seeking a single maintenance vendor to provide maintenance, customer support, and supplies for all 12 machines.

*Ford Park prints stapled booklets (8.5x11)

*Police Department will require one printer to be 3 feet wide by 2 feet deep

III. SCOPE OF SERVICES

The City of Bell Gardens desires to develop a strong partnership with a printer/copier services provider that will assist in achieving the following key objectives:

- Create and implement an optimization and standardization strategy for the City’s printer/copier fleet

- Reduce the City’s printing costs

- Improve Customer Service and Customer Support

- Improve the City’s “Green Footprint”

- Evaluate and recommend print/copy/scan flow improvements

- Minimize downtime and maintenance calls

IV. SCHEDULE

The following is an outline of the anticipated schedule for the proposal review, contract award, and study. Schedule is subject to change:

RFP released.....	June 11, 2019
RFP Responses due.....	June 27, 2019
RFP Review (week of).....	July 1, 2019
Interview(s) (week of).....	July 15, 2019
Propose to City Council.....	August 26, 2019

V. RFP REQUIREMENTS

Responses to this request should include the following information:

1. Consultant name and/or business name, DBA (if applicable) and principal contact person, including office location, address, telephone number, fax number, and e-mail address.
2. Qualifications information, which demonstrates the knowledge, experience, and capability that will enable the respondent to provide the services outlined in the Scope of Services, including a brief description and history of the firm and/or individual including the number of years in business.
3. Provide a timeline for this process
4. Provide at least three references that can be contacted for verification of the respondents experience and qualifications. The references will be public agencies, for which you and/or your firm have provided classification and compensation services within the past three years. Identify similar process on which the respondent has worked, and contact information.
5. Indicate the proposed compensation rate and fee structure for the described services and provide the price of each component including optional services.

VI. PROCEDURES FOR SUBMISSION

Interested individuals and/or firms are invited to submit three (3) copies of their responses prior to **4:00 PM, Thursday, June 27, 2019**. Proposals should be submitted to:

**City Clerk’s Office
7100 Garfield Avenue
Bell Gardens, CA 90201**

Submissions will not be accepted after the deadline.

All materials submitted in accordance with this RFP become the property of the City and will not be returned. If you have any questions regarding this RFP, please contact Nicholas Razo at 562-806-7718.

VII. REVIEW AND SELECTION CRITERIA

City staff will evaluate the materials provided in response to the Request for Proposal. In addition to cost, proposals will be evaluated utilizing the following criteria:

1. Understanding of the scope of work and the overall strategy for carrying out the needed work tasks to meet the goals.
2. Skills and experience of assigned personnel, availability of staff; experience and performance of Consultant on similar studies.
3. Consultant's expertise and ability to successfully handle communication with City staff relative to all phases of the process.
4. The present workload of the consultant and their ability to meet the proposed schedule.
5. Clarity of presentation and content of the responses to this request. Elaborate or costly submissions are not required.
6. Record of performance, including results of reference checks.
7. Proposed plan for completing the work in a timely and professional manner.

VIII. TERMS AND CONDITIONS

1. ACCEPTANCE OR REJECTION OF PROPOSAL

The City reserves the right to accept or reject any or all responses received in response to this request. The City also reserves the right to waive any informality, technical defect or clerical error or irregularity in any response. Additionally, the City may, for any reason, decide not to award an agreement based on this RFP. The City reserves the right to cancel this RFP. The City shall not be obligated to respond to any responses submitted, nor be legally bound in any manner by the submission of the response. The City reserves the right to negotiate deliverables and associated costs.

2. GENERAL DESCRIPTION OF PROPOSED AGREEMENT

Upon conclusion of the RFP process, the Administrative Services Manager will recommend an individual and/or firm to the City Manager and City Council to enter into

negotiations for the proposal described. The recommended individual and/or firm will enter into contract negotiations with the City in substantial conformity with the selected proposal and the form of the City's standard Consulting Services Agreement.

3. INSURANCE REQUIREMENTS

The selected Consultant, at Consultant's sole cost and expense and for the full term of the Agreement or any extension thereof, shall obtain and maintain at least all of the insurance requirements outlined in the City's standard Consulting Services Agreement.

All policies, endorsements, certificates, and/or binders shall be subject to approval by the City of Bell Gardens as to form and content. The selected Consultant agrees to provide the City with a copy of said policies, certificates and/or endorsements.

The selected Consultant shall satisfy these insurance requirements prior to approval of the Agreement. Please address any issues with respect to insurance requirements in your response to the proposal.

4. EXAMINATION OF PROPOSED MATERIAL

The submission of a response to this RFP shall be deemed a representation and certification by the Consultant that Consultant has read and understood the RFP, has investigated all aspects of the RFP, and is aware of the applicable facts pertaining to the RFP process, its procedures and requirements. No request for modification of the responses to this request shall be considered after its submission on grounds that the Consultant was not fully informed as to any facts or condition.

5. PUBLIC NATURE OF PROPOSAL MATERIAL

Responses to this RFP become the exclusive property of the City. At such time as the Administrative Services Manager or City Manager recommends a Consultant to the City Council, all responses to the RFP received become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Consultant as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary." The City shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, The City of Bell Gardens may not be in a position to establish that the information that a Consultant submits is a trade secret. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," the City will provide the Consultant who submitted the information with reasonable notice to allow the Consultant to seek protection from disclosure by a court of competent jurisdiction.

6. DISQUALIFICATION

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a response to the RFP without further consideration:

- A. Evidence of collusion, directly or indirectly, among Consultants in regard to the amount, terms, or conditions of this proposal;
- B. Any attempt to improperly influence any member of the selection staff;
- C. Existence of any lawsuit, unresolved contractual claim or dispute between Consultant and the City;
- D. Evidence of incorrect information submitted as part of the RFP;
- E. Evidence of Consultant's inability to successfully complete the responsibilities and obligations of the proposed scope of work; and
- F. Consultant's default under any agreement, which results in termination of the Agreement.

7. NON-CONFORMING RESPONSE

A response shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of form or to a RFP may be sufficient grounds for non-acceptance of the response, at the sole discretion of the City.

8. NON-DISCRIMINATION/NON-PREFERENTIAL TREATMENT

The successful Consultant shall not discriminate, in any way, against any person based on race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, or any other protected classification in connection with or related to the performance of City of Bell Gardens contracts.

9. ADDITIONAL TERMS AND CONDITIONS

- A. It is anticipated that the award of the Agreement resulting from the RFP shall include terms and conditions similar to those referenced in the City's standard Consulting Services Agreement. Exceptions proposed by the Consultant, if any, to the terms and conditions included in the Consulting Services Agreement should be included in the response. The City reserves the right to consider any proposal exceptions during its evaluation of the acceptability of a response.
- B. This RFP does not commit the City to pay any costs incurred in the submission of the response or in making any necessary studies or analysis in preparation of submission of the response.
- C. The City reserves the right without limitation to:
 - 1. Execute an agreement with one or more Consultant based solely on the

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- response to this RFP and any approved additions;
2. Enter into an agreement with another Consultant in the event that the originally selected Consultant defaults or fails to execute an agreement with the City;
 3. Enter into negotiations with one or more Consultant;
 4. Modify and re-issue the RFP;
 5. Take action regarding the RFP deemed to be in the best interest of the City.
- D. The City reserves the right to verify any information provided during the RFP process. The City may contact references listed or any other person known to have contracted with Consultant.
- E. An agreement shall not be binding or valid with the City unless and until it is executed by authorized representatives of the City and of the Consultant.

Function	Ricoh Aficio MP C4000	Ricoh Aficio MP 5001	Ricoh Pro 907EX	Ricoh Aficio MP C6501	Ricoh Aficio MP 2851	Ricoh Aficio MP C3300	Konica Minolta bizhub C360
Color Printing	Yes	No	No	Yes	No	Yes	Yes
Bypass Tray Feed	Yes	Yes	No	Yes	Yes	Yes	Yes
Duplex Print	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Thick Paper Print	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Collate	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sample Print	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Locked Print	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Spool Printing	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Hold Print	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Stored Print	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Staple	Yes	Yes	Yes	Yes	No	Yes	No
Punch	Yes	Yes	Yes	Yes	No	No	No
Shift Collate	Yes	Yes	Yes	Yes	No	Yes	No
Protect Printer Display Panel	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Document Server	Yes	Yes	Yes	Yes	Yes	Yes	No
Location	Finance	Public Works	City Clerk & Records	Community Development	Parks and Rec	PD Briefing	Ford Park
PPM	40	50	90	60/65	28	33	36
Quantity	1	1	2	1	4	1	1