



City of Lompoc

January 12, 2017

RE: Notice of Intent to Award RFP No. 2832 - Copiers and Maintenance

We would like to extend our thanks to all proposers who submitted detailed Copier proposals. The City has received offerings from 3 proposers.

Proposals received after the due date and time were not considered.

The City of Lompoc followed the evaluation method outlined in the Request for Proposal using the following evaluation criteria:

- Suitability of the Products, Services to meet the needs of the City including (20%):
- Vendor Experience and Qualifications (20%):
- Cost Proposal (30%):
- Compliance with the RFP requirements and process specified in this section (10%):
- Trial Evaluations (20%).

In the Suitability criteria rating weight was given for digital machines, fast first copy (under 5 seconds), high resolution, volume rating beyond minimum, duty cycle beyond minimum, copy speed beyond minimum, paper capacity, network capability, fax capability, network cost.

In the Vendor Evaluation criteria rating weight was given for a proposal that documented vendor qualification, experience, awards, references, City references, maintenance/support and training plan.

The Proposal Machine Cost was evaluated for a lifecycle cost to own which included Initial Purchase Price (which varied between 44-56% of the total) and for Ongoing Maintenance Cost (which varied between 44-56% of the total).

In each speed class the highest rated copiers were invited to trial evaluations.

The Trial Evaluation took place in each department under actual use conditions and represented the analysis/judgment of end users in each department.

At the COLT Transit Office, Lompoc Police Department, Wastewater Treatment Plant, and Corporate Yard:

The City intends to Award to Coastal Copy for the Kyocera Taskalfa 4002i

At the Recreation Department:

The City intends to Award to Chaparral Business Machines for the Ricoh MP4054

Thank you for your help with this procurement.

Theresa A. Hernandez

Buyer/Purchasing Assistant

Purchasing Division

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