



City of Lompoc

RFP No 2870 ADDENDUM NO. 1 Copiers & Maintenance Wednesday, May 02, 2018

Please note the following changes, additions and/or deletions to this procurement named above.

This changes the final date to accept to May 24, 2018

This Addendum may be acknowledged and returned. Addendum may Be Faxed to (805) 735-7628. Thank you,

Ray Ambler
Purchasing and Materials Manager

This Addendum shall be acknowledged and returned by the final date for acceptance.
Addendum may Be Faxed to (805) 735-7628. Thank you,

Bidder's Acknowledgment: I/We the undersigned bidder hereby acknowledge this Addendum to RFP/BID No. 2870-1.

(Please type or print)

COMPANY NAME

SIGNATURE OF AUTHORIZED REPRESENTATIVE

ADDRESS

AUTHORIZED REPRESENTATIVE (PLEASE PRINT)

CITY, STATE AND ZIP

TITLE

PHONE NUMBER

E-MAIL ADDRESS

FAX NUMBER

WEB PAGE ADDRESS

DATE
Document2



**Request for Proposal
RFP No. 2870 Copiers & Maintenance
April 26, 2018**

The City of Lompoc is currently soliciting proposals for Two **Copiers with maintenance**. Proposals must be received by **2:00 pm, 05/10/2018**. Proposals may be emailed to r_ambler@ci.lompoc.ca.us

Send by courier or US Mail to City of Lompoc,
Purchasing Division,
1300 West Laurel Avenue Bldg. 4A,
Lompoc, Ca 93436.

If you hand carry the bid to our office, please give yourself at least an additional half-hour to pass through our new pedestrian security gate, located next to the flag pole, and be signed in as a visitor to the Purchasing Office.

In order to be sure that you are listed as an "Registered Bidder" and advised of any changes, Please, immediately complete and fax to this office the "Registered Bidder Information Sheet" today before you prepare and send your bid. Not returning the Registered Bidder Information Sheet may be a reason for disqualification.

Proposers shall not contact the department. If any bidder is found to be in violation, the City reserves the right to reject their proposal.

Late bid/proposals will not be considered. The Purchasing Office receiving time will be the governing time for acceptability of bid/proposals.

A handwritten signature in black ink that reads "Ray Ambler".

Ray Ambler
Purchasing and Materials Manager

City of Lompoc

Registered Proposer Contact Information Sheet

Please immediately complete and fax this page to (805) 735-7628 to be added to the list to receive all clarifications and addendums or email to purchasing @ci.lompoc.ca.us

Company Name

Signature of Authorized Representative

Name of Proposer

Name & Title (please print)

Address

E-Mail Address

Telephone Number

Date

Facsimile Number

Web Page Address

Specifications

The City of Lompoc solicits your offer to furnish, deliver, and install one **color copier and one monochrome Copier** and to provide full service maintenance with supplies to serve for the life of the copiers. The service profile of historical use is

City Hall Print Shop

Current Speed	2 copiers @ 80 c.p.m.
Average Monthly Volume	50,000 or 24,000 per/machine/month

Copier Minimum Standards

- All copiers supplied will be U.L. approved, energy star compliant.
- All copiers supplied will be current models using dry toner and in current production.

Regular & Preventive Maintenance & Supplies:

- **Service Coverage** shall be a full service maintenance contract including all toner, developer, fuser, oil, drums, repair parts, labor and preventative maintenance service. The only supply items not included are paper and staples.
- **Phone Support Services:** The successful proposer must provide ongoing telephone support regarding the use of the equipment to using department and the purchasing staff. Vendor will provide a contact name, and phone numbers for the support and service staff
- **Monthly Check Service** includes at least one monthly service check on each machine. The equipment will require preventative maintenance and repairs.
- Machines furnished will not be eligible for removal from maintenance coverage until after 7 years of life from the date of installation.
- **Service Hours:** The contractor shall provide preventative and remedial maintenance service during City's normal business hours 8:00 A.M. through 5:00 P.M. except on City holidays to keep the equipment in good working order. An adequate inventory of spare parts must be kept by the proposer to be available for repairs necessary to keep the copiers operating. All maintenance will be performed by fully factory trained technicians
- **Response Time:** The Maximum Standard Response Time (for a technician on site) allowed shall be 4 hours from the time of any initial call except for emergencies as defined below.
- The Maximum Emergency Response Time (for a technician on site) allowed shall be 2 hours from the time of any initial call. Emergency includes calls from any 24/7 department such as the police department regardless of if the equipment is down or not. Emergency also is defined as a call from any department where the equipment is defined as "down" or not making copies or continuously jammed, or copies are unreadable or critical auxiliary equipment is down. Service Calls will be prioritized. Emergency calls will be a

higher priority and a 2 hour response time.

- **Loaner:** If during a repair call it is determined that a copier cannot be repaired in place within 48 hours of the time a repair call is placed, another copier of like size and features is to be supplied at no cost other than the contract service/maintenance per copy charge in effect at the time.
- **Repair Credit:** Failure to respond as required will cause the City to take a service credit and withhold that amount from invoices owed the Vendor. The service credit shall be \$50.00 per hour for each hour after the 4th hour.
- **98% Uptime Equipment Performance Standard:** Each copier and feature supplied by the successful proposer will be expected to perform their intended functions, operate satisfactorily, and produce copies of acceptable quality for a minimum of 98% of the available work time. Failure to meet the 98% uptime standard as required will cause the City to take a service credit and withhold that amount from invoices owed the Vendor. The service credit shall be \$50.00 per hour for each hour after the 4th hour.
- **Acceptance:** Delivery is not to be considered complete until
 - The equipment is completely delivered in the configurations as ordered.
 - The equipment has been properly installed and made ready for use by the contractor's trained personnel.
 - Training has been properly provided to the personnel at the delivery sites.
 - The responsible representatives of the sites accepting delivery sign and date an acceptance certificate indicating the above conditions have been met. A signed bill of lading or delivery receipt is not acceptable.
- **Confirmation of Delivery:** As a condition of award the selected contractor shall be expected to provide the City Purchasing & Materials Manager with written confirmation of delivery and installation date, the model number, and serial number of copiers delivered. Such information is essential for the City to manage the contract.
- **Invoicing:** Contractors shall prepare separate invoices for each copier installation listing:
 1. Invoice date and number
 2. Purchase Order Contract Number
 3. Locations Make Model and Serial Number
 4. Number of copies invoiced
 5. Current and previous reading
 6. Date of meter reading.
- **Invoices shall be submitted to by mail or email:**
City of Lompoc
Account Payable ap@ci.lompoc.ca.us
100 Civic Center Plaza
Lompoc, CA 93438
- **User Training:** Proposers shall include in their proposal at least 1 hour of training for City Employees for each machine.

Required RFP submittals include at least the following:

1. All Specifications Bid Sheets
2. Manufacturers brochure for each model offered
3. Manufacturer Authorization Certificate
4. Exceptions Page listing any exception your proposal takes to the specifications.
5. Proposal References Page
6. Proposal Signature Form
7. One memory stick copy

Each vendor responding to this solicitation **must submit an original and one digital copy on a memory stick, of** their proposal. Proposals shall be delivered to the Purchasing office at the address above

Evaluation Method:

The Copiers will be selected by a City Employee evaluation Committee that will score each proposal on the basis of: the following criteria. Each evaluation criteria is given a weight factor. Those proposers receiving the highest preliminary scores may be asked to provide units for a one-week trial period. The scores from the demonstration trial period will be added to the preliminary scores and the final score will be tallied. Award will be made to the highest scoring proposer.

Suitability of the Products, Services to meet the needs of the City including (25%):

- Components and Services Offered
- Installation and training proposed
- Maintenance and Support Services Proposed
- Features included which were not specified (additional points may be awarded for additional features above the minimum specified)
- Service response time and location (additional points may be awarded for response times which are faster than the maximum specified time)

Vendor Experience and Qualifications (25%):

- Qualifications and capabilities of the vendor and its personnel
- References for current clients
- Scope of User Training
- Warranty length and coverage

Cost Proposal (30%)

- Life Cycle Cost Analysis including initial cost, trade in, and maintenance/service/supplies.
- Payment discounts
- Trade-in allowance

Compliance with the RFP requirements and process specified in this section (20%):

- The extent to which written proposal addresses items specified in Scope of Services section of this request, cost and merits of the proposed equipment and service.

One Week Trial Evaluations

- **On Site Copier Demonstration Trial:** Given that the value of a copier to the

enterprise is based on the machine's usability, and intuitiveness, or perhaps user friendliness. Based on performance characteristics and other proposal factors the City **may** invite one or more of the highest rated proposers to provide for evaluation and trial use purposes a copier of the same make, model, and similar configurations as that which they offer for a one week trial period for each machine bid. This evaluation will be a major part of the evaluation. Failure to make a copier available may make the bid non responsive.

The City anticipates evaluating more than one copier at a time at each location side by side. Employees will evaluate such factors as user friendliness, ease of use, including simple easy to follow instructions for operations such as making copies, duplexing, changing paper size, collating, stapling and other tasks.

A designated City Employee in each location will be the control operator. He/She will be the only employee changing toner, removing paper jams, resetting copier, filling paper cartridges, etc.

Price analysis: The price analysis will include but not be limited to purchase price, all inclusive maintenance & supplies costs, warranty period, equipment standardization, cost of excess copies beyond copies allowed.

Other Special Terms And Conditions

Not all at once: The City reserves the right to award all to one vendor or split in the best interest of the City, to award all at one time or selectively award some.

FOB Destination: F.O.B. destination indicates that the seller is responsible for the shipment until it reaches its destination, even if freight is allowed and paid by the buyer.

No Minimum Guarantee: Copies listed on the specifications sheets are not guarantees simply historical information, and does not guarantee future copy levels.

The City will not pay automatic escalation charges on the value of the contracts. If these charges are required for internal (vendor) bookkeeping, the vendor should account for those changes in their quoted rate.

Insurance: Please review Attachment, A which describes the insurance requirements for the prevailing vendor. Insurance should not be submitted with your proposal but must be complete and on file before award or doing work on site.

City Hall Monochrome Copier Proposed

Bidder name _____

Brand _____

Model _____

Copy Speed Rating (not less than 80)

Monthly Volume Rating (NLT 100,000)

Purchase Option Description	Copier Price
Purchase Price	\$
Delivery & Setup Charges	\$
Other Charges Itemize Separately Network upgrade Kit Paper Capacity upgrade	
Sales Tax	
Total of all charges	
Included Full Service Warranty Period _____ Months	
Included Copies _____ Excess Copies \$ _____ per page	
Subsequent pricing	
Residual Year 1 \$ _____	
Year 2 \$ _____ /year	
Year 3 \$ _____ /year	
Year 4 \$ _____ /year	
Year 5 \$ _____ /year	
Year 6 \$ _____ /year	
Year 7 \$ _____ /year	
	\$
	\$

Description: Minimum Required Features	Comply	Do Not
Minimum speed multiple copies 80 CPM		
Minimum Volume Rating 100,000 copies per month		
Specified minimum service life of copier seven years		
20 bin sorter, or Finisher/Sorter with stapler		
8-1/2x14" & 11x17" original, Copy, & Cassette & large capacity cassette		
Reduce & Enlarge		
ADF, RADF		
Sheet Bypass		
Surge Protector as required		
Department Access Codes # _____ ,		
Triple tray feed system & stand & high capacity drawers		
Automatic\duplexing,		
Performance Characteristics & Options	Yes/ No	Additional Cost
First Copy Time _____ Sec		
Warm Up Time _____ Sec		
Automatic Paper Selection		\$
Duty Cycle _____ Copies		
Copier Life _____ Copies _____ Years		
Print Resolution _____ Copy Resolution		
Enlargement _____ % Maximum		
Reduction _____ % Maximum		
Duplex 1:2 2:2		\$
Offset Stacker		\$
Stapler Stitcher		\$
Electronic Sorting		\$
Grayscale Levels #		
Total Paper Capacity _____ Pages		
Energy Saver Mode		
Original Count		
Edge Erase		
Image Shift		
Network Upgrade Kit Complete		\$
Complete Fax Kit Complete		\$

City Hall Color Copier Proposed

Bidder name _____

Brand _____

Model _____

Copy Speed Rating (not less than 50 c.p.m.)

Monthly Volume Rating (NLT 100,000)

Purchase Option Description	Copier Price
Purchase Price	\$
Delivery & Setup Charges	\$
Other Charges Itemize Separately Network upgrade Kit Paper Capacity upgrade	
Sales Tax	
Total of all charges	
Included Full Service Warranty Period _____ Months	
Included Copies _____ Excess Copies \$ _____ per page	
Subsequent pricing	
Residual Year 1 \$ _____	
Year 2 \$ _____ /year	
Year 3 \$ _____ /year	
Year 4 \$ _____ /year	
Year 5 \$ _____ /year	
Year 6 \$ _____ /year	
Year 7 \$ _____ /year	
	\$
	\$

Description: Minimum Required Features	Comply	Do Not
Minimum speed multiple copies 50 CPM		
Minimum Volume Rating 100,000 copies per month		
Specified minimum service life of copier seven years		
20 bin sorter, or Finisher/Sorter with stapler		
8-1/2x14" & 11x17" original, Copy, & Cassette & large capacity cassette		
Reduce & Enlarge		
ADF, RADF		
Sheet Bypass		
Surge Protector as required		
Department Access Codes # _____ ,		
Triple tray feed system & stand & high capacity drawers		
Automatic\duplexing,		
Performance Characteristics & Options	Yes/ No	Additional Cost
First Copy Time _____ Sec		
Warm Up Time _____ Sec		
Automatic Paper Selection		\$
Duty Cycle _____ Copies		
Copier Life _____ Copies _____ Years		
Print Resolution _____ Copy Resolution		
Enlargement _____ % Maximum		
Reduction _____ % Maximum		
Duplex 1:2 2:2		\$
Offset Stacker		\$
Stapler Stitcher		\$
Electronic Sorting		\$
Grayscale Levels #		
Total Paper Capacity _____ Pages		
Energy Saver Mode		
Original Count		
Edge Erase		
Image Shift		
Network Upgrade Kit Complete		\$
Complete Fax Kit Complete		\$

Required Bidder References

List and describe fully the three Clients within the City of Lompoc performed by your firm which demonstrate your ability to provide the supplies, equipment, or services included with the scope of the bid specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications, and to require a complete list of your Santa Barbara County Clients.

Reference No. 1

Customer Name: _____

Contact Individual: _____

Email _____

Address: _____

Phone No: _____

Fax _____

Contract Amount: _____

Year: _____

Description of Supplies, Equipment, or Services Provided:

Reference No. 2

Customer Name: _____

Contact Individual: _____

Email _____

Address: _____

Phone No: _____

Fax _____

Contract Amount: _____

Year: _____

Description of Supplies, Equipment, or Services Provided:

Reference No. 3

Customer Name: _____

Contact Individual: _____

Email _____

Address: _____

Phone No: _____

Fax _____

Contract Amount: _____

Year: _____

Description of Supplies, Equipment, or Services Provided:

Required Manufacturer's Authorization Certificate

AUTHORIZED DEALER: Bidder must be an authorized dealer installer for the manufacturer's brand they are bidding. Bidder must supply an authorized manufacturer's certification with the bid, in order for your bid to be considered responsive.

If for any reason the contractor fails to live up to their contractual agreement for warranty, the manufacturer will then be responsible for the remaining portion of the contract as written.

Authorized Factory Trained Dealer Installer Company Name

(Manufacturer's Please type or print)

COMPANY NAME

SIGNATURE OF AUTHORIZED REPRESENTATIVE

ADDRESS

NAME AND TITLE (PLEASE PRINT)

CITY, STATE AND ZIP CODE

E - MAIL ADDRESS

PHONE NUMBER

WEB PAGE

FAX NUMBER

DATE

Manufacturer's Product Warranty Length _____

How long has your company been making this product? _____

How long has the above name company been an authorized dealer installer for your product line? _____

Required Proposal Signature Form
(Complete & return)

Responding to a Request for Proposal the undersigned proposer agrees to provide Copiers and maintenance Services in accordance with the specifications. All information submitted by proposer, including signatures, must be original. Copies will not be accepted. The representations herein are made under penalty of perjury.

Do you conduct business in an office with a physical location within the City of Lompoc and therefore claim local vendor preference? yes or no.

City of Lompoc Business Tax License Number:

Business Name, within the City of Lompoc:

Business Address within the City of Lompoc:

Do you wish your bid to be considered on an "all or none" basis: yes/no

Non-California Proposers: Are you registered with the State of California as authorized to collect California State Sales Tax yes or no California Sellers Permit Registration No. (if applicable) Do you agree/disagree to extend this agreement to other government agencies.

We hereby certify that:

- That this proposal was not made in the interest of or on behalf of any undisclosed person, partnership, association or corporation.
- That this proposal is genuine and not collusion or sham; and that we did not, directly or indirectly, induce or solicit anyone else to submit a false or sham proposal.
- That we have not, directly or indirectly, by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Lompoc, or any other proposer or anyone else interested in the proposed contract; and further,
- Did not, in any manner, directly or indirectly, seek by agreements, communications, or conference with anyone to raise or fix any overhead, profit, or cost element of this proposal price, or that of anyone else.

We hereby offer to sell the City of Lompoc the above material and/or service at the prices shown and under the terms and conditions printed hereon or attached or referenced.

(Please type or print)

COMPANY NAME

SIGNATURE OF AUTHORIZED REPRESENTATIVE

NAME OF PROPOSER

NAME AND TITLE (PLEASE PRINT)

ADDRESS

E-MAIL ADDRESS

PHONE NUMBER

WEB PAGE

FAX NUMBER

DATE

CONTRACTORS LICENSE NUMBER

EXPIRATION

GENERAL TERMS & CONDITIONS

1. All communications regarding this solicitation are to be made solely through and only information communicated by the Procurement Officer or designee shall be the official position of the City. All questions, either verbal or written, should be submitted in a timely manner, to the Procurement Officer by the date indicated.

Ray Ambler, Purchasing & Materials Manager
1300 West Laurel Street
Lompoc, CA 93436
(805) 875-8000
(806)735-7628
r_ambler@ci.lompoc.ca.us

2. Copies are to be submitted on a memory stick inside a sealed envelope . The project number and due date must appear on the outside of envelope.
3. Contracts shall be awarded to the proposer whose offer is determined to be the most advantageous to the City from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or for any other reason deemed by the Purchasing Manager to be in the best interests of the City and, as such, will not be determined by price alone and may not be the lowest proposal especially where services or other features are of utmost importance.
4. The City reserves the right to amend this solicitation at any time prior to the proposal due date. Proposals may be modified or withdrawn by written notice received at the Issuing Office before the time and date set for receipt.
5. The City is not responsible for any expenses incurred by Offerors in preparing and submitting proposals in response to this solicitation.
6. Should a vendor find discrepancies in the specifications or contract provisions included in this solicitation, or should there be doubt as to the meaning or intent of any section or subsection herein, the vendor should request clarification from the Procurement Officer. Failure to request a clarification prior to the due date will be a waiver of any claim by the vendor for expenses made necessary by reason of later interpretation of the contract documents; Offerors will be bound to the Department's interpretation.
7. All prices must be firm for 90 days from the date of the proposal opening & be inclusive. Upon award, prices will be in effect for the term of the contract.
8. The issuance of this proposal request creates no obligation on the part of the City.
9. The City reserves the unconditional right at its option to reject all proposals or waive any irregularities or informalities therein.
10. If there are multiple proposals from your company, each proposal shall be in a separate sealed envelope with the proposal number, name of proposer, title of the proposal, date and time due showing on the outside of the envelope.
11. Submission of a signed proposal will be interpreted to mean that the proposer has thereby agreed to all conditions, instructions, descriptions and specifications contained herein.

- 12** The only terms that will be honored are those terms included in general and special conditions and instructions, purchase order or other documents issued by the City.
- 13** All time limits stated are of the essence and must be complied with. Any proposals received after closing time stipulated will be returned unopened.

INSURANCE REQUIREMENTS

ATTACHMENT "A" after award

The City of Lompoc requires that the prevailing vendor furnish and maintain current certificates of insurance for the duration and term of that contract within the scope and limits of the Indemnity and Insurance Requirements listed here. The certificates and endorsements are to be signed by a person authorized by the insurers to bind coverage on their behalf.

You must provide a separate endorsement naming the City as an additional insured referencing your name and policy number. Examples of such endorsements are ISO CG 25 04 11 85, ISO CG 25 03 11 85, ISO CG 25 01 11 85. You must secure the following insurance coverage to protect the City from claims brought against the City, employees, authorized representatives, agents, or third parties.

1. **Worker's Compensation Insurance in an amount not less than \$1,000,000** per occurrence as required by State of California statutes, and employer's liability insurance (including disease coverage). Insurer shall waive all rights of subrogation against the City, its employees, representatives, and agents.
2. **Automobile Liability Insurance** with coverage for any vehicle including those owned, leased, rented, or borrowed. This insurance shall have an endorsement naming the City as Additional Insured and with a standard cross-liability clause or endorsement. The limit amount for this insurance shall be not less than **\$500,000 per occurrence** combined single limit for bodily injury and property damage.
3. **General Liability Insurance** including premises and operations, products, completed operations, contractual liability, independent contractors, and broad form property damage coverages. This insurance shall be on a commercial insurance, occurrence form with an endorsement naming the City as Additional Insured and with a standard cross-liability clause or endorsement. The limit amount for this insurance shall be **not less than \$1,000,000** per occurrence combined single limit for bodily injury and property damage.

The insurance policies described above shall include the following provisions or have added by endorsement:

1. The **coverages shall be primary**, and no other insurance or self-insurance such as may be utilized by the City shall contribute to a loss under these policies.
2. The policies shall not be canceled or materially altered without **30 days prior written notice** to the City.

The insurers utilized shall conform to the following terms:

1. Insurers shall have at least an **"A-" policy holder's rating and a "VII" financial rating** in accordance with the most current **Best's Key Rating Guide**.
2. Vendor shall furnish the City, within ten (10) calendar days of receiving Notice of Award, or a Request for Insurance letter, and not less than two (2) working days prior to the commencement of the work, with adequate certificates of insurance and with original endorsements affecting coverage as will demonstrate that the provisions and/or requirements of this section have been complied with.

The City reserves the right to require complete, certified copies of all required insurance policies at any time.