



Request for Proposals
for
Copier Lease and Services

August 24, 2020

Purpose

The City of San Joaquin is currently soliciting proposals to provide a five-year lease contract for copier and printing services for City Hall, consisting of one machine with moderate to heavy use. The contract will include all required maintenance, repairs, and replacement parts.

General Bidding Instructions and Conditions

Proposals must be submitted by 4 p.m. PST on August 27, 2020 to: Lupe Estrada, City Clerk, via email at lupee@cityofsanjoaquin.org.

Any questions may be submitted to the City Clerk by Wednesday, August 26, 2020 by noon.

Services are expected to begin to be provided on September 1, 2020, or as soon as possible thereafter.

Evaluation Criteria

The proposal should be concise, well-organized, and demonstrate the responder's qualifications and experience applicable to the contract. The City's objective is to save money while increasing productivity through enhanced technological features.

Proposal Content

Proposals should clearly demonstrate a capability to fulfill the needs of the City of San Joaquin as stated above and, at a minimum, include the following:

- Cover Letter: A one-page letter describing the firm's interest and commitment to provide the required services to develop the scope of work and implement the project. This letter must include name, address, telephone number, and e-mail of the contact person.
- Proposal: A maximum of three detailed pages in length including the vendor's experience and capabilities, current clients served that are similar to the City of San Joaquin, and how the firm plans to comply with the requirements of the services requested.
- Draft of Scope: A maximum of three pages detailing the equipment to be supplied, along with its features.

Products and Services to be Provided

The City of San Joaquin has one multi-purpose and multi-function copy machine at City Hall. The services that need to be provided, at a minimum, are:

- Vendor/contractor shall maintain all machines in acceptable conditions during the contract.
- The ability to create copies in black and white, and in color; 2 and 3 hole punch and bind via stapling; accommodate up to 11x17in in paper size; scan paper documents and deliver them in electronic form via e-mail and directly via the in-house server to individual folders; handle paper of various textures, stocks and glosses.
- Vendor must not take more than 4-6 hours to provide technical support and repairs if needed.
- Vendor must provide supplies and parts (repair parts, toner, etc.) for all covered equipment (excluding paper).
- The vendor must provide a certificate or letter from the manufacturer stating that the service and supply dealer is authorized for the equipment proposed.
- Vendor must provide a monthly invoice.

Additional Terms and Conditions:

- All cost of delivery and installation shall be included.
- Vendor will not charge shipping fees for consumables.
- Training is included, will be provided upon installation, and will be available as needed during the contract as an included cost.
- All prices will include equipment, maintenance and supplies (excluding paper).
- Any allowance to be made for any rate increase during the term of the contract must be agreed upon mutually by both parties.
- The city of San Joaquin reserves the right to reject any and all proposals, waive irregularities informalities and reserves the right to award the contract that is in the best interest of the City.

Additional Information

- Vendor must have a valid business licensing during the term of the contract.
- Vendor must provide all parts and supplies to maintain the equipment to provide high quality copies.
- All machines shall remain the property of vendor.
- The contract for these services will be rewarded based on the firm that appears most able to satisfy the needs of the City of San Joaquin based on the price, level of service, previous successful service rendered to organizations similar to the City, and other criteria determined by management in the review of the proposals.