Request for Proposal
For:
Multi-function Copier/Printer/Scanner/Fax

City of Kewanee
401 E Third Street
Kewanee, IL 61443
309-852-2611
City of Kewanee

Multifunction
Copier/Printer/Scanner/Fax

Request for Proposal

Date: November 3, 2016
Project: Purchase Multifunction Copier/Printer/Scanner/Fax 2016

The City of Kewanee invites vendors to submit proposals for a high performance color multifunction system: Print/Scan/Copy/Fax based on the requirements set forth below.

Please ensure that your submitted proposal conforms to the City’s Specifications.

All proposals shall be clearly identified as “Multifunction Copier/Printer/Scanner/Fax RFP” for the City of Kewanee. One hand-delivered or mailed original along with one electronic copy should be delivered to City of Kewanee at the following address on or before November 22, 2016 at 3:00pm.

City of Kewanee

Attention: Melinda Edwards

Request for Proposal: Multifunction Printer/Copier/Scanner/Fax

401 E Third Street

Kewanee, IL 61443

309-852-2611, Ext. 226

Email: medwards@cityofkewanee.net
Background

Located in Henry County, the City of Kewanee encompasses a 6.7 square mile area and is home to 12,916 residents based on the 2010 United States Census. The City is primarily residential and commercial in nature, with housing stock consisting of 5,353 units. The City operates under a council-manager form of government as defined by the Illinois Municipal Code. The Mayor and four council members are elected at large to serve four year terms. The City Manager is hired by the Mayor and City Council.

Currently at the City of Kewanee offices, the staff utilizes a Sharp MX-M450N multifunction printer with scanning capability joined to our computer network and document management software. It has a maximum copying speed of up to 35 pages per minute. This equipment is eight years old, utilizes out-dated technology.

MINIMUM SPECIFICATIONS:

Bidder must provide a response to every specification.

Bidder to specify brand name(s) and model or series, quantity, unit price and total price. The terms “Bidder,” “Vendor” and/or “Contractor” shall be meant to be the same agent unless noted by the Bidder.

VENDOR NAME: ______________________________________________________

REPRESENTATIVE: ______________________________ PHONE: _________________________

E-Mail _______________________________________________________________

The City of Kewanee is requesting proposals for a multifunction color copier-scanner-printer-fax with the following:

Specifications

- Minimum speed (50 ppm)
- Dual-Scan Document Feeder (Scan Speed of 70 ppm)
- Document Management System Software
- Memory 3.5 GB Ram/Dual 160 GB HDD
- All drivers/Mobile Print/Secure Printing
- Document Management Software
- Network Connectivity: TCP/IP, NetBEUI, FTP, LPR, IPv6, IPsec, SSL, WSD Print
- Fax
- Fax Memory: 12 MB
City of Kewanee
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Multifunction Printer/Copier/Scanner/Fax

- Single utility Scan Software: Scan directly to PC
- Maintenance contract cost
- Reliability, service response time and/or local service availability
- PDL, PCL 6 & PS Drivers
- Mobile Printing
- Secure Printing
- Scan black & white and color
- 4-Paper Drawers (including Large-Capacity Drawer) Up to 12 X 18 Capable
- Paper handling capability:
  - Letter – portrait and landscape
  - Legal 11x14
  - 11 x 17
- Bypass tray
  - Envelopes – ability to print envelopes fast
  - Cardstock-up to 110 lbs
- 50-sheet Multi-position Stapling Finisher
- 2- and 3-Hole Punch
- Automatic document feeder
- Original size detection
- Automatic duplexing
- Electronic sorting
- Reduction and enlargement capability
- Scanning resolution minimum 600 dpi
- Output resolution 1200x1200
- Required power supply

Proposals must specify response times for service calls. This equipment will be used daily. Prompt, reliable service is required.

Indicate in your proposal specific training for staff and system administrators.

This contract must specify that a full set of replacement toner cartridges will be available at the City of Kewanee office at all times.
Installation

- Vendor will provide qualified labor for delivery and installation of equipment.
- Vendor will be required to schedule equipment and software installation.
- Perform installation in accordance with manufacturer’s instructions, unless project conditions require extra precautions to ensure a satisfactory result.
- Contractor to conduct work in a manner which is least disruptive to the regular operations of the city offices.
- Contractor to provide clean up and disposal of all debris resulting from this project. All areas should be “ready to use” upon completion.
- Vendor will provide a reasonable delivery timeframe.

Maintenance

Vendor will execute a maintenance contract covering all maintenance (parts and labor) and supplies (excluding paper) during the lifetime/ownership of the machine.

Service Contract

Service contract to include all parts, labor, toner, 150,000 copies per year. Maintenance agreement pricing will be locked in for duration of contract term. Vendor will guarantee service response time.

Provide Warranty

Contractor required to provide standard manufacturer’s unlimited warranty on equipment and one year unlimited warranty on installation.

Delivery Schedule

- Contractor will indicate approximate delivery schedule from acceptance of proposal.
- Unit to be delivered for immediate use – including basic supplies needs and a full set of toner replacement cartridges.

Unless otherwise stated, the submitted proposal price or prices will include any costs related to: transportation, shipping, delivery of the materials, assembly, dealer preparations, and/or installation. The conditions of this proposal package are not met until the all materials and/or equipment is released to the City in a condition to be utilized for the purpose designed, intended or described.
All proposals will be evaluated by staff.

**Basis of Award**

Proposals will be evaluated against the following criteria:

- Cost, including Service and Maintenance Plan
- Service Call response time
- Training
- Ability to meet the specifications contained in the request for proposal.

It is the policy of City of Kewanee to offer equal opportunities to all persons regardless of race, color, age, sex, religion, or national origin.

During the evaluation process, City of Kewanee reserves the right where it may serve the best interest of City of Kewanee, to request additional information or clarification from vendors, or to allow correction of errors. The City may, at its sole discretion, reject any and all, or parts of any and all proposals. At the discretion of City of Kewanee, firms submitting proposals may be requested to make oral presentation.
Deadline

The deadline for all proposal submissions is November 30, 2016 at 3:00 p.m.

Each proposal should include contact information for an individual who can respond to any addendums which may be necessary for this request for proposals.

All proposals should be mailed to:

City of Kewanee  
Attention: Melinda Edwards  
“RFP: Multi-function Printer/Copier/Scanner/Fax”  
401 E Third Street  
Kewanee, Illinois 61443  
309-852-2611 Ext. 226
The following is a sample proposal ranking sheet that will be used to evaluate the proposals submitted by Respondents.

PROPOSAL RANKING SHEET

EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ability to Meet Specification:</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Evaluate the Respondent’s response to requested specification minimums. Consider the value to the organization of any increased specifications, as well as any specifications not met.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Initial and On-going costs:</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Evaluate the Respondent’s cost proposal for purchase of the machine, as well as for the ongoing maintenance contract costs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Service:</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Evaluate the Respondent’s guarantee of service timing, as well as qualification of the service technicians assigned to the organization.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Training:</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Consider the ability to meet or exceed the needs of the City in providing training for the operation of the machine.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Points: 100

Ranked By: ___________________
The following table sets forth the specific items to be addressed in the proposal. Respondents must return this page with their proposal and with the corresponding page numbers indicated on the information submitted within their proposal:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>TABLE OF CONTENTS: Submit this page with page numbers provided.</td>
<td>Page 1</td>
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<td>B</td>
<td>SPECIFICATIONS OF THE PROPOSED MULTI-FUNCTION PRINTER/COPIER/SCANNER/FAX:</td>
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<td>C</td>
<td>SPECIFIC EXCEPTIONS TO THE SPECIFICATIONS REQUESTED:</td>
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<td>D</td>
<td>COSTS ASSOCIATED WITH THE PURCHASE OF THE PROPOSED MULTIFUNCTION PRINTER/COPIER/SCANNER/FAX:</td>
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<td>E</td>
<td>COSTS ASSOCIATED WITH THE MAINTENANCE AND ONGOING USE OF THE PROPOSED MACHINE:</td>
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<td>G</td>
<td>PROPOSED SERVICE TIMING AND BACKGROUND OF SERVICE PERSONNEL THAT WILL BE ASSIGNED TO SERVICE CALLS FOR THE CITY.</td>
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<td>H</td>
<td>TRAINING PLAN FOR USERS AND ADMINISTRATORS OF THE PROPOSED MULTIFUNCTION PRINTER/COPIER/SCANNER/FAX</td>
<td>Page _____-____</td>
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