



REQUEST FOR PROPOSALS  
For

DOCUMENT  
PRODUCTION  
EQUIPMENT LEASE  
BID NO. 2019-006

June 19, 2019

CITY OF KODIAK REQUEST FOR PROPOSALS (RFP)  
BID No. 2019-006  
DOCUMENT PRODUCTION EQUIPMENT

## Introduction

The City of Kodiak desires to enter into a contract for leasing and maintaining document production equipment. You are invited to submit a proposal for providing the equipment; equipment consumables, except paper; and equipment servicing and repair. The following information is provided for your consideration.

Questions regarding this RFP may be addressed to:

Lee Peterson or Dave Smith

[isadmins@city.kodiak.ak.us](mailto:isadmins@city.kodiak.ak.us)

907-486-8619

## Anticipated Schedule

RFP Issued June 19, 2019

Proposals Due .....July 19, 2019

High Scoring Proposer Identified .....July 19, 2019

Council Considers Contract Award .....August 8, 2019

Equipment Installed by.....September 15, 2019

## Goal

The goal of this RFP is to award a contract to one or more vendors to replace three multi-purpose document production machines – one at City Hall, one at the Kodiak Police Department, one at the Harbormaster Office; replace a public-use, coin-operated copy machine at the Public Library; provide timely equipment repair/on-site support for each machine; provide all machine consumables, except paper; provide staff training; and remove and dispose of the existing equipment.

## Background

A five-year lease for multi-purpose document production machines at City Hall, the Kodiak Police Department, the Harbormaster Office, and Public Library has reached expiration.

## Scope of Work/Specifications

Contractor shall include all peripheral equipment and installation needed to provide a turnkey system that meets all terms, conditions, and specifications herein. All equipment must be the most current technology available.

Provide the cost for each multi-purpose machine, delivered to the respective sites described below, to include staff training; onsite repair/support within four-hour notification; all consumables, except paper; and Additive A to include hole-punch. Additive B to include a magnetic stripe reader for user authorization for color copy and computer print functions.

Because the City seeks to identify the best overall solution, proposers may submit alternative proposals in addition to the primary proposal requests herein. The contractor selected shall provide a representative to handle all issues, inquiries, and activities, including adding upgrades and expediting maintenance problems, etc. The representative will act as a liaison between the City and the contractor.

**Equipment Requirements** – Notwithstanding the additional accessories delineated below, document production equipment, with the exception the machine to be placed at the Public Library, shall be configured with the minimum following features/accessories:

- All machines shall be new, not remanufactured or rebuilt, and have driver support for Windows 7 and newer
- Minimum of 55 pages per minute print/copy output speed for B&W and color
- Ethernet 10/100/1000 Base T network connection
- Printing via network connection
- Support IBM iSeries (PDT file for IBM PC5250 Emulation)
- At least 1 GB RAM
- Hard Drive with secure automatic overwrite
- High capacity paper feeder (ADF for Copy/Scan as well as flatbed)
- By-pass tray
- Multiple paper supply trays capable of holding a minimum of 500 sheets each
- Enlargement and reduction
- Automatic duplex copying
- Maximum paper size 11" x 17"
- Minimum paper size: 5.5X8.5 (1/2 letter)
- Automatic multiple staple, hole punch, and collating
- Electronic auditing
- Web-based configuration and diagnostics
- Automatic paper select
- Job build for disparate originals
- Multi copy exposure modes
- Bound original copying
- Multiple stored job programming
- Automatic job recovery
- Warm up time less than 30 seconds
- High-speed color scanning, including scan to e-mail, or network location at no additional charge or page count

**Also provide pricing for the following additives:**

#### Additive A: Punch capability

In addition to the above, the following is required:

##### City Hall:

Provide equipment to replace a Xerox 7855 Copier, located at City Hall, 710 Mill Bay Road, Room 222, with a new machine that meets or exceeds the duty cycle of the current machine and has the additional minimum following features:

- One paper tray capable of holding 4,000 sheets
- 500,000 copies annually included in lease (specify number of color copies included)
- Maximum capacity booklet creation (multi fold/stitch modes) capable of stitching at least 100 pages

##### Kodiak Police Department:

Provide equipment to replace a Xerox 7855 Copier, located at Kodiak Police Department, 2160 Mill Bay Road, with a new machine that meets or exceeds the duty cycle of the current machine and has the additional minimum following features:

- 150,000 copies annually included in lease (specify number of color copies included)
- Maximum capacity booklet creation (multi fold/stitch modes) capable of stitching at least 50 pages

##### Harbormaster Office:

Provide equipment to replace a Xerox 7855 Copier, located at the Kodiak Harbormaster's Office, 403 Marine Way, with a new machine that meets or exceeds the duty cycle of the current machine and has the additional minimum following features:

- 100,000 copies annually included in lease (specify number of color copies included)

##### Kodiak Library:

Provide equipment to replace a Xerox with an attached coin op copier, located at the Kodiak Public Library, 612 Egan Way, with a new (not remanufactured or rebuilt) machine that meets or exceeds the duty cycle of the current machine and has the minimum following features:

- Minimum of 55 pages per minute print/copy output speed for B&W and color
- 50,000 copies annually included in lease
- Sheetfeeder
- High *capacity paper feeder*

- By-pass tray
- Multiple paper supply trays capable of holding a minimum of 500 sheets each
- Maximum paper size 11" x 17"
- Minimum paper sizes 8 1/2" x 11"
- Enlargement and reduction
- Automatic duplex copying
- Electronic auditing
- Automatic paper select
- Multi copy exposure modes
- Bound original copying
- Automatic job recovery
- Warm up time less than 30 seconds
- All copier functions must be operational and compatible with the attached coin operation unit

The City's contract with its current vendor will continue on a month-to-month basis until it terminates upon the installation of new equipment by the vendor(s) who is/are awarded the bid(s). At no cost to the City, all machines must be delivered and installed within 30 days of contract award. Contractor shall be responsible for removal of all packing material. Contractor shall be responsible for coordination with any prior vendor and removal of old machines. If Contractor fails to deliver and install the new equipment as ordered by the City or fails to remove the old equipment within the specified timeframes, the City may cancel the order without penalty.

Contractor must perform complete installation and verify satisfactory operation of all equipment. Contractor shall perform all standard installation and shall provide drivers and software/firmware needed for departmental IT staff to load to the Network. Contractor must demonstrate a successful copy/print/scan from the installed equipment.

**Quality Assurance and Technical Support:** The Contractor shall provide training and demonstrations, at no additional cost, in conjunction with initial installation, and on an as-needed basis thereafter, as may be requested by authorized City personnel. Upon such request for training and/or demonstrations, contractor shall respond in a reasonable time period. An operator's manual shall be provided with each copy machine.

At no additional cost to the City, Contractor must provide both telephone support and timely on-site support for network-related problems by technicians that have computer network training. These technicians will not have direct access to the network or to computers, but departmental IT staff will be available to coordinate troubleshooting efforts.

At no additional cost to the City, Contractor agrees to timely erasure of all data on hard drives from machines that are removed from City service. Data erasure shall be coordinated with the City IT Administrator and performed according to City specifications.

The Contractor shall make repairs and adjustments necessary to keep and maintain copy quality and equipment operations within manufacturer's specifications. Contractor shall be

responsible for all cost of maintenance and repairs, including labor, parts, test copies, travel time, mileage, supplies, and any other expenses required to maintain the equipment in proper working order.

Contractor shall perform preventive maintenance on all copiers per manufacturer specifications. Contractor shall provide the manufacturer's scheduled maintenance program for each class of copier.

*Contractor shall respond on-site to verbal service calls within an average response time of (4) workday hours after notification of a malfunction. Workday hours are defined as those running from 8 a.m. to 5 p.m., Monday through Friday, except City holidays.* Contractor shall adhere to a standard policy of calling back within two (2) hours of the call for service to advise departmental personnel how and when the problem will be addressed. Calculation of response time starts when authorized City personnel report a malfunction to the Contractor. Response time for equipment installed at City facilities operating 24 hours per day shall be calculated on the workday hour basis. Contractor's repeated failure to meet the four (4) hour response time obligation shall constitute a material breach of the Contract.

All equipment must be repaired or replaced within twenty-four (24) consecutive hours of the initial call for service. Contractor's repeated failure to comply with this obligation shall constitute a material breach of the Contract.

When repair time exceeds or is expected to exceed twenty-four (24) consecutive hours, Contractor shall replace any such unrepaired machine with a reasonably comparable loaner machine that allows continued machine operations. Reasonably comparable shall, at the very least, mean a machine with a speed that is no less than 50 copies per minute from the machine being temporarily replaced. After five business days wherein a loaned machine has been placed, such locations must be provided with a loaner machine that provides equal or better performance and features to the original equipment being temporarily replaced. Contractor's repeated failure to comply with this obligation shall constitute a material breach of the Contract.

Copiers that develop a trend of requiring an excessive number of service calls (defined as four (4) service calls in a month or six (6) service calls within a 90-day period) must be replaced with comparable equipment of equal or greater capability at no additional charge. Contractor agrees that the City Manager, or his/her designee, shall be the final authority for determining whether a machine has been subject to an excessive number of service calls. Contractor's repeated failure to comply with this obligation shall constitute a material breach of the Contract.

Contractor shall provide a representative to act as a single point of contact for all inquiries. Contractor shall establish a practice of maintaining routine visits to departments to provide services, which include, but are not limited to satisfaction inquiries, equipment requests, training, and complaint resolution.

**Supplies:** Contractor shall provide, at no additional cost to the City, all consumable supplies, except paper, throughout the term of this Contract, including shipping charges. Said supplies include, but are not limited to toner, developer, ink/copy cartridges, fusers, drums, image units, transfer belts, and staples.

At the time of copier installation, Contractor shall deliver supplies for not less than an estimated two (2) month period for each machine placed. Contractor shall allow City to maintain a reserve of toner and staples for each machine equivalent to two (2) month's usage. City shall be responsible for ordering subsequent supplies from Contractor. Contractor shall deliver ordered supplies within five (5) days after notification.

**Invoicing and Reports:** Payments shall be made on a Net 30 basis from receipt of valid invoices.

Contractor shall provide a monthly electronic copy count meter history report to the Purchasing Agent that shall include the following for each machine: make and model, location, serial number, equipment ID number, exact location of machine.

**Pricing:** Based on a sixty-month lease, contractor shall provide the monthly lease amount for each machine and shall also include the overage per copy rate for each machine.

The price shall remain firm through the term of the Contract. As specified herein, the price shall include equipment and accessories, supplies (except paper), installation, training, maintenance, and all forms of service and repair.

## **Contractual Requirements**

The term of the Contract shall be 60 months.

The City may suspend or terminate this Agreement at any time upon written 30-day notice to the Contractor in the event of a material breach of contractual obligations. Contractor shall be responsible for removing all equipment from City premises within 15 days from the date of the termination notice, at no cost to the City, unless an otherwise mutual time is agreed upon. A default shall include, but is not limited to a "Failure to Perform". Failure to Perform means any of the following actions or inactions by the Contractor, which, if occurring, shall also constitute a material breach of this Agreement by Contractor:

1. The Contractor provides material that does not meet the specifications of the Contract.
2. The Contractor fails to adequately perform the services set forth in the specifications of the Contract.
3. The Contractor fails to complete the work required or furnish the materials required within the time stipulated in the contract.
4. The Contractor fails to make progress in the performance of the Contract and/or give the City reason to believe that the Contractor will not or cannot perform to the requirements of the Contract. Contractor will implement no changes to price or interpretation of contract terms without the express advanced concurrence and consent of the City Manager or his/her designee.

Contractor is solely responsible for all taxes and fees that may be levied by any local, state, or federal governmental agency. If, in the sole judgment of the City, Contractor's equipment, at any individual location, develops a history of unsatisfactory performance, City shall provide Contractor with a 30-day notice to allow Contractor to correct such unsatisfactory performance. If such unsatisfactory performance persists upon the expiration of the 30-day period, the City may demand removal of machine and exclude that machine from this Agreement.

## **Selection Criteria**

The City will consider the quality of the proposed products, price, and the capabilities of the vendor to manage and service the equipment. Any final analysis does not imply that one vendor is superior to another, but simply, that, in the City's judgment, the vendor selected appears to offer the best overall solution for the City's current and anticipated needs.

Submittal of a Proposal authorizes the City to investigate, without limitation, the background and current performance of your company and your present staff. Discovery of any material misstatement of fact may lead to disqualification of a Proposal or to cancellation of any resulting Contract.

The City reserves the sole right to determine whether goods and/or services offered are acceptable for our use.

Proposals will be evaluated in relation to all aspects of this Request, including your responsiveness to this RFP; our perception of your understanding of our stated needs and ability to provide quality assurance as evidenced by your Proposal; and, possibly, by interviews with your staff; the ability of Proposer to provide reliable and timely maintenance and support services; and evaluation of cost in relationship to the foregoing criteria. More specifically, proposals will be evaluated and scored based on the criteria listed below. The City may schedule interviews to further evaluate the proposing firms.

### **1. Firm Qualifications**

**20 Points**

Provide detailed information about your firm's qualifications to provide, maintain, and repair document production equipment. Describe the firm's experience in Alaska and in Kodiak. Name the principal of the firm who will be responsible for binding the firm to the provisions of this Agreement.

To be eligible for selection, the firm must fully comply with all federal and state statutes regarding employment practices with regard to women and minorities. Furthermore, the firm must maintain a valid Alaska Business license.

### **2. Equipment/Supply Requirements (Includes Additives)**

**25 Points**

Describe separately for each machine, and in detail, the make, model, and specifications of the equipment you propose for each location specified herein. Include equipment



brochures, if desired. Describe separately for each machine, and in detail, applicable equipment that includes Additives.

Describe the consumable supplies that will be included, at no additional cost, for each machine and the amount of reserves provided for each.

Describe the consumable supplies that will be included, at no additional cost, for Additive C.

### **3. Pricing (Include Additives)**

**30 Points**

Provide your proposed pricing structure for each piece of equipment. Include a separate pricing structure for Additives.

Specify any agreement/contract you have with other governmental entities that provides special government pricing and whether these agreements can extend to the City of Kodiak.

### **4. Quality Assurance and Technical Support**

**25 Points**

Describe your plan for supporting this account, including, at a minimum, customer service capabilities, network support, on-site technical service, and parts availability. Include whether the service technicians assigned to this account are factory trained, whether or not they live in the Kodiak area, and what your response time to service calls will be. Discuss any other aspect of quality assurance and technical support.

Name the technical staff who will perform key aspects of the work. Describe in detail the experience each key staff member has with installing and servicing document production equipment in Kodiak. Do not list projects in which personnel has had less than a key role. Attach resumes for each key staff member and provide three professional references for each.

## **Proposal Format**

Submit six (6) original copies of the proposal. The response must contain a statement of qualifications and a concise narrative, which addresses, in the order presented, the evaluation criteria set forth in this solicitation. The proposal shall not exceed fifteen (15) pages in length, exclusive of cover page, letter of transmittal, table of contents and requested attachments.

Submit proposals to: Mike Tvenge, City Manager  
City of Kodiak  
710 Mill Bay Rd. Room 114  
Kodiak AK 99615

Proposals should be bound and organized according to the following outline:

1. Letter of Transmittal: A letter of transmittal shall include the following:

- a. The proposer's name and address
  - b. Statement that indicates the proposal is valid for at least 90 days from the proposal submission deadline
  - c. Statement that indicates the proposer's willingness to perform the services described in this RFP
  - d. Statement that all staff and other resources that are required to perform the services described in this RFP will be made available by your organization over the life of the anticipated contract
  - e. Statement that the signatory has authority to bind the proposer
  - f. Signature of authorized individual
2. Table of Contents
3. Firm Qualifications
4. Equipment/Supply Requirements
5. Pricing
6. Quality Assurance and Technical Support

### **Conflict of Interest and Restrictions**

Provide a statement that no conflicts of interest exist, or that if there are potential conflicts, they were declared in writing to the City of Kodiak, and the City of Kodiak found either no conflict existed, and/or the conflict was not significant and/or the conflict could be mitigated. If applicable, attach a copy of any response from the City.

### **Review of Proposals**

**Evaluation Process:** An evaluation committee designated by the City Manager will evaluate responsive proposals. Each proposal will be independently evaluated by each member of the evaluation committee. The evaluation committee will select the firm(s) that provides the best overall value to the City of Kodiak. The proposal(s) selected by the evaluation committee will be presented to the City Council for approval, upon the recommendation of the City Manager.

**Interviews:** At the City's option, a short list of proposers may be requested to interview with the selection committee. Proposers will be notified in writing of the interview requirements, date, time, location, and amount of time allowed for an interview/presentation and question and answer period.

## Administrative Information

1. Contact Person: Any request for information or questions regarding this RFP should be addressed and delivered to:  
  
Lee Peterson or Dave Smith  
710 Mill Bay Road, Room 214  
Kodiak, Alaska 99615  
Phone: (907) 486-8636  
Fax: (907) 486-8633  
Email: [isadmins@city.kodiak.ak.us](mailto:isadmins@city.kodiak.ak.us)
2. Deadline for Receipt of Proposals: Proposals may be mailed or hand delivered, as long as six (6) original copies are physically received by the City of Kodiak no later than 2 p.m., prevailing time (AK), July 19, 2019. No faxed or emailed proposals will be accepted. Proposals received after the above proposal submission deadline will not be considered and will be returned.
3. Bids shall be submitted on the "Bid Form" provided and must be manually signed by an authorized representative of the firm.
4. In order to ensure consideration, bids must be submitted in a sealed envelope, identified with the name "Bid No. 2019-006 " and time and date of opening, and addressed as follows:

Mike Tvenge, City Manager  
City of Kodiak  
710 Mill Bay Rd. Room 114  
Kodiak AK 99615

Bid No. 2019-006  
2:00 PM, July 19th 2019

5. Bids must be mailed to the address indicated on the Bid Form or hand delivered to the person opening bids. Bids must be received at this address BY THE DATE AND TIME SHOWN for receipt of bids or hand delivered to the City Manager's office at the City of Kodiak. It is the Bidder's responsibility to ensure delivery of their bids to the City Manager's office. The City will not be responsible for picking up parcels other than the daily mail delivery.
6. Any bid, amendment, or withdrawal, which has not been actually received by the person opening bids prior to the time of the scheduled time for receipt of bids, will not be considered. Questions of fact regarding circumstances such as weather, delay of mails, etc. that circumvent legitimate timely receipt of an otherwise responsive bid will be decided by the City of Kodiak.
7. Bids may be withdrawn by written or facsimile request received from bidders prior to the time fixed for opening. Negligence on the part of the bidder in preparing the bid

does not confer the right for the withdrawal of the bid after it has been opened.

8. Bidder must submit a copy of its current Alaska Business License or Bidder's application to obtain an Alaska Business License for the current year. Local bidders must be registered to collect City Sales Tax. Bidder shall be current with filing all City of Kodiak sales tax returns and shall not have any delinquent port or harbor fees owing to the City.
9. Inquiries or requests for information pertaining to these specifications should be directed to Lee Peterson or Dave Smith at (907) 486-8619 or emailed to [isadmins@city.kodiak.ak.us](mailto:isadmins@city.kodiak.ak.us).

## **GENERAL INFORMATION:**

Processing of bids – Kodiak City Code Section 3.12.050 states: Notwithstanding other provisions of this chapter relating to the award after competitive bid for purchases, sales, and contracts, the city may:

- (a) Reject any defective or non-responsive bids;
- (b) Waive any irregularities in any and all bids;
- (c) Reject all bids;
- (d) Negotiate with two or more of the lowest bidders, if bid prices are in excess of the money available or authorized, for a reduction in the scope, quality, or quantity of the purchase, service, or contract;
- (e) Readvertise for bids with or without making changes in the plans or specifications.

Local bid preference – Kodiak City Code Section 3.12.060 states, in part:

- (a) Notwithstanding section 3.12.040, the council shall direct an award of a contract for the purchase of personal property or services or for the construction, repair, or improvement of city facilities after competitive bidding to a local bidder who is also a responsible bidder, if that bid does not exceed the otherwise lowest responsible bid by more than ten (10) percent or \$30,000, whichever is less.

- (b) For the purposes of this section "local bidder" shall mean a responsible bidder who had, at the time of the bid award, maintained a business office or store within the Borough of Kodiak Island, which was open for business on a substantially full-time basis and staffed by at least one full-time employee for at least one year.

Lowest responsible bidder – The bid may be awarded to the lowest responsible bidder. Kodiak City Code Section 3.12.080 states: In determining the lowest responsible bidder factors to be considered shall include, but not necessarily be limited to the following criteria:

- (a) The ability, capacity, and skill of the bidder to perform the contract;
- (b) Whether the bidder can perform the contract within the time specified, without delay or interference;
- (c) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- (d) The quality of performance of previous contracts;
- (e) The previous and existing compliance by the bidder with laws and ordinances related

to the contract;

(f) The sufficiency of the financial resources and ability of the bidder to perform the contract; and

(g) Litigation by the bidder on previous orders or contracts with the city.

Bid Award. It is anticipated that bid results will awarded at the City Council Meeting following bid closure

Respectfully submitted

CITY OF KODIAK

Victoria Ellis  
Purchasing Clerk

BID FORM

TO: Mike Tvenge, City Manager  
City of Kodiak  
710 Mill Bay Road, Rm #114  
Kodiak AK 99615

Any exceptions to the published bid specifications must be listed by item.

In compliance with your Invitation to bid for Bid No. 2019-006 for Document Production Equipment dated June 19th 2019, the undersigned hereby proposes to provide the following:

Item Location	Total Bid amount
City Hall	_____ Per Month
Kodiak Police Department	_____ Per Month
Kodiak Harbormasters Office	_____ Per Month
Kodiak Public Library	_____ Per Month
Total Monthly Lease	_____
Total Annual Lease	_____

(Submit Pages 14 & 15 as part of your bid)

Invitation to Bid 2019-006

June 19th 2019

Business License and City Sales Tax Registration copies are included.

Bid price valid for \_\_\_\_\_ days.

Terms \_\_\_\_\_ Dated \_\_\_\_\_

Submitted by: \_\_\_\_\_ Dated: \_\_\_\_\_

_____ Signature	_____ Business Name
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_____ Title	_____ Address
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_____ Telephone	_____ City, State, Zip
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