

CITY OF CRESTVIEW, FLORIDA

REQUEST FOR PROPOSAL NO. 20-8-31

PROPOSAL FOR LEASE AND MAINTENANCE OF COPIERS FOR THE CITY OF CRESTVIEW, FLORIDA



City of Crestview, Florida
July 2020

Elizabeth M Roy

Elizabeth M Roy

City Clerk

Phone (850) 682-1560 x 250

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PO Box 1209/198 N Wilson Street
Crestview, FL 32536

cityclerk@cityofcrestview.org

NOTICE TO PROPOSERS

The City of Crestview, Florida, is currently seeking sealed competitive submittals for Proposal for Copier lease and maintenance services. The Firm with the successful proposal will be required to supply the City with copies of current Liability Insurance and Workmen's Compensation coverage, as well as comply with all contract standards as outlined in the City of Crestview purchasing manual and all Florida State Statute requirements.

The Scope of Work is to provide Copiers, ink and maintenance of same to any Departments in the City as requested.

Sealed proposals must be received by the City Clerk's office at the City of Crestview City Hall, 198 N. Wilson Street/PO Box 1209, Crestview, Florida 32536, in a sealed envelope clearly marked "**RFP No. 20-8-31**" no later than 2:00 p.m. CST on Monday, August 31, 2020 when they will be opened and read aloud. The City reserves the right to reject any and all proposals or portions thereof, to waive minor defects and informalities in the process, to accept the Proposal(s) or take any actions deemed by the City to be in the City's best interest.

Copies of the Proposal are available at the City Clerk's office at 198 N. Wilson Street, or by email request to cityclerk@cityofcrestview.org.

Elizabeth M Roy
City Clerk

CITY OF CRESTVIEW, FLORIDA

REQUEST FOR PROPOSAL NO. 20-08-31

**"PROPOSAL FOR COPIERS LEASE AND
MAINTENANCE"**

Inquiries about this Request for Proposal
should be directed to:

Elizabeth Roy
City Clerk
City of Crestview
198 North Wilson St
Crestview, Florida 32536
Phone: (850) 682-1560
E-mail: (questions only)
elizabethroy@cityofcrestview.org

OVERVIEW

The City of Crestview is seeking to contract with a Copier services company to provide leased equipment, to include ink, toner and Maintenance to any departments in the City of Crestview as requested.

There are multiple offices in the City that currently have leased copiers. A listing of the current products is attached as Appendix A.

The City of Crestview seeks the assistance of an experienced company or individual that can accomplish all the functionality identified in this RFP with the flexibility of providing this functionality over time, if needed due to budgetary constraints. The City is looking for a Company or individual that has the capability of working with various departments of the City with unique requests and unique time frames. The firm with the successful proposal will be required to supply the City with copies of current liability insurance and Workmen's compensation coverage, as well as comply with all contract standards as outlined in the City of Crestview purchasing manual and all Florida State Statute requirements.

The City reserves the right to reject any one or all bids, or any part of any bid, to waive any informality in any bid, and to award a contract deemed to be in the best interests of the City

BACKGROUND

The City of Crestview has a population of approximately 25,000. It is located in Okaloosa County in the Panhandle of Florida. The City has approximately 240 full time employees and 5 Part time employees.

The City of Crestview has determined that entering into a continuing contract for leased copier services is consistent with the purchasing policy and will serve to provide a consistent standard of copy, printing and scanning services to the City of Crestview

The City of Crestview will evaluate vendor experience, qualifications and capabilities for providing copier services to the City. The desired qualifications are outlined below. Responders are required to submit a written narrative corresponding to each of the underlined section items:

Introduction

- Overview and summary of how your company will assist the City

Company Profile

- Individual/Company overview and history
 - How long has the company been in business
 - Number of current employees
 - Number of clients in the past 5 years (?)
 - Years of Experience
- Capabilities of company - Why should your company be chosen

Scope of Work

What will be expected of the City (please include in proposal)

What the City can expect from the company (See Below)

Copy Service Experience

References (minimum three references, including all contact information below)

Client name

Client contact person and title

Phone

Email address

Project Pricing Estimate/Cost for Services Outlined

Required Features

Scope of work

- The Vendor should supply any copy, printing and scanning equipment as needed and required by various departments within the City of Crestview.
- The vendor should be able to provide consistent and readily available service and maintenance to the leased equipment used by the City of Crestview.
- The interested vendors will be expected to attend a Pre-Bid Conference with possible tour of facilities on Tuesday, August 18, 2020 at 10:00 AM in the Council Chambers at City Hall, 198 Wilson Street N, Crestview, FL 32536

Other Requested Features

- Monthly lease cost of equipment by type (based on the types listed in Appendix A)
- Any suggested upgrades to the existing types.
- Estimated response time for any maintenance issues

Insurance Requirements:

- Minimum Requirement for liability insurance is \$1,000,000 with the City of Crestview as additional insured.

Legal Requirements:

- The agreement with the selected vendor will include a Public Access form which outlines the legal aspects of the Florida Public Records law as it applies to entities doing business with municipalities. (see attachment A)

Submittal Requirements

A digital copy and one (1) signed and sealed original proposal, including all executed documents and needed attachments, shall be placed in a sealed envelope, marked "20-8-31" and delivered prior to the proposal opening deadline, **2:00 PM CDT on Monday, August 31, 2020. The digital copy should be in the proposal envelope only. No email proposals or information will be accepted and will cause rejection of the bid Proposal.**

Submittals that are not received on or before the specified deadline will not be accepted (no exceptions). The City reserves the right to request follow-up information or clarification from vendors in consideration. Vendor is responsible to ensure delivery by the date and time included.

The City of Crestview reserves the right to reject any or all submittals, to compare the relative merits of the respective responses, and to choose a vendor, which will best serve the interests of the City.

Each response to this RFP shall be done at the sole cost and expense of each proposing vendor and with the express understanding that no claims against the City for reimbursement will be accepted.

Evaluation Team and Evaluation Criteria

The evaluation team will consist of not less than five (5) members to include the following

- The IT Manager
- The Public services Director
- The Finance Director
- The Human Resources Specialist
- Representative from the Police Department

The City Clerk shall act as the 6th member of the team, as well as conduct the meeting.

Responses to this RFP will help the City identify the most qualified vendor and will be indicative of the level of the firm's commitment. The City will evaluate the proposals using the following criteria;

- | | |
|-----------------------------------|--------------|
| • Demonstration of qualifications | 10% of score |
| • Provided references | 10% of score |
| • Pricing | 40% of Score |
| • Response time for Service Calls | 30% of Score |
| • Business presence and location | 10% of score |

The committee will use the above scoring system to evaluate the overall fit with the City of Crestview to determine the most appropriate and qualified vendor.

Selection Process

The selection process will involve the following phases:

Phase 1: Evaluation

- The committee will evaluate vendor submittals and complete the scoring sheet at an open meeting to be scheduled. Vendors will be notified of the meeting date at the opening of the proposals.

Phase 2: Interviews (optional)

- The committee reserves the option to select two finalists and hold interviews if necessary. The interview scores will be added to the initial evaluation and account for 50% of the score.

Phase 3: The committee will make a recommendation to City Council for final approval.

Phase 4: The City will enter into negotiations leading to a professional services agreement.

Schedule

The approximate RFP schedule is summarized below:

- Issuance of RFP: July 28, 2020
- Pre Bid meeting/Tour of facilities with vendors Tuesday, August 18, 2020 10:00 AM, Council Chambers at City Hall, 198 Wilson Street N, Crestview, FL 32536.
- Sealed Vendor submittals due: Monday, August 31, 2020 2:00 PM CST at City Hall mail or personal delivery
- Committee Meeting: September 3, 2020 Council Chambers of City Hall
- City Council Meeting: September 14, 2020
- Execute professional services agreement: To be Determined.

* Dates and times are subject to change

Attachment A**PUBLIC RECORDS ADDENDUM**

_____ as Contractor, shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

- a. Keep and maintain public records required by the public agency in order to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records Law or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if Contractor does not transfer the records to the public agency: and
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of Contractor or keep and maintain public records required by the public agency to perform the service. If Contractor transfers all public records to the public agency upon completion of the contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- e. If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Agreement, Contractor shall contact the Custodian of Public Records at:**

**City Clerk, City of Crestview
198 North Wilson Street
P.O. Box 1209
Crestview, Florida 32536
(850) 682-1560 Extension 250
cityclerk@cityofcrestview.org**

- f. In the event the public agency must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the public agency because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness, fees, and expert witness fees extended as part of said litigation and any subsequent appeals.

Copy Services Score Sheet							
Reviewer:				Date:			
Each category for review should receive a score between 1-5 based on the reviewer assessment of the provided proposal. The scores will be weighted based on the percentages. The company with the highest score will be the recommended vendor.							
Company Name	Qualifications 10%	References 10%	Pricing 40%	Response time 30%	Location Presence 10%	Total	

Appendix A

LOCATION	MODEL / SN
Crestview PD - Training	MXM283N 15021016
Twin Hills Park	MX2610N 15122637
City of Crestview	MPW5100 W812G500015
City of Crestview Community Center	MX2640N 35038213
City of Crestview Planning And Zoning	MX4141 45132482
City of Crestview Finance	MXC300P 45082323
Bob Sike Library	MX2640N - 45085835
City of Crestview Acct Payables	MXM354N 55050246
Fire Department	MXM365N 55007858
Public Works (UPSTAIRS)	MXM365N 55007868
Mayor's Office	MXM365N 55007978
Clerk's Office	MX4141N 55093477
Bob Sikes Library	MXM365N 55008038
Crestview PD - Investigations	MX2640N 55056557
Public Works	MPC4503 E175M510030
City of Crestview Hallway	MXM4141N 55094457
City of CV Growth Manage.	MXM4141N 55092557
Crestview PD	MXM754N 55005858
City of Crestview E. Roys office	MXC250 45040504
City of Crestview Accounting	35S6830 XM3150 70167PHH0C0HY
City of Crestview	40C9054 C4150 5028744011ZC0
City of Crestview City Manager	SPC320DN S9938901096
City of Crestview Mayor's Office	SPC320DN S9939500287