

Request for Proposal for Digital Copier/Printers for the Village of Shorewood, WI 53211

Issue September 7, 2018

1. Proposal Requested

The Village of Shorewood is soliciting proposals from qualified vendors to provide full-service copy/scanner/print/fax equipment and managed print services as set forth in this Request for Proposal (RFP).

2. Project Background

The Village of Shorewood's Village Hall location currently leases two (2) multi-function digital printers/copiers. We leased the current copiers/printers for six years and they are now nearing the end of their "life cycle." Our goal is to replace these two units with copiers that maintain or exceed the current level and capacity. Below is a summary of the basic capabilities of the current units:

Make	Current Unit	Location	Capacity	PPM
Toshiba	4530C	3930 N Murray, 2 nd floor	2500 (3 drawers)	45
Toshiba	4530C	3930 N Murray, 1 st floor	2500 (3 drawers)	45
Both copiers have the capability to sort, staple, three-hole punch, date stamp and track usage. Current cost per page b/w is \$.0008178000 and color is \$.075515000.				

3. Estimated Timeline

Date	Event
September 7	Proposal released to vendors
September 12 @ 10:30 a.m.	Pre-submission meeting/ Walkthrough/Questions
September 12-14	Additional Questions
September 17 @ 4 p.m.	Proposal Submission
September 21	Interviews
October 1	To Village Board for Approval
October 2	Vendor Notified
November 14	Old Copiers Removed and New Copiers Installed

The above schedule for review by the Village is subject to change. The Village does not anticipate the need to conduct interviews for this RFP process; however, should staff determine there is a need, firms will be notified on the date noted above. The Village will not be legally obligated to adhere to the dates for interviews, recommendations and award. Interviews will be with staff and members and the Board chairperson of the recommending Board Committee.

4. Project Scope

All digital copiers/printers shall include the capability for scanning, faxing, date stamping, hole punching, stapling, duplex printing (single scan) and sorting/collating. Please provide pricing for newly manufactured equipment with no used or refurbished parts, for used equipment options and for outright purchase.

The following features are required on both units:

- a. Fully customizable, smart touchscreen display.
- b. Scan to disk/file – The unit must have the capability of scanning a document image – in both black and white and in color – and be able to send that file to a network disk drive of our choosing. Scan formats must be industry standard and configurable, including OCR capability.
- c. IP printing – Unit must be recognizable and configurable on the Village of Shorewood network as an IP printer.
- d. Printing/Copying – Unit must print in both black and white and color, with the color feature completely configurable by IT and other authorized personnel for output control and security purposes.
- e. Copies – No minimum required. Charge for actual copies only.
- f. Include option for wireless printing capability.
- g. Account Setup – Unit must allow for:
 - i. Programmable cost center/accounting meters, with a minimum of 15 separate cost centers/meters.
 - ii. Setting up codes/PIN numbers to monitor/track color copies and allow for usage reports to be printed within multiple/unlimited date ranges.
- h. Security – A full description of security, controlling interface and any network directory integration should be detailed.
- i. Hardware –
 - i. Unit must include a finisher consisting of hole puncher, stapler and sorter.
 - ii. Unit must include an automated document feeder, minimum capacity of 100 sheets.
 - iii. Unit must include a bypass tray for the purpose of printing on specialized stock
 - iv. Unit must include enlarge/reduce document feature
 - v. Unit must include the following paper capacity:
 1. 8-1/2 x 11 paper supply – minimum 2500 sheets
 2. 8-1/2 x 14 paper supply – minimum 250 sheets
 3. 11 x 17 paper supply – minimum 250 sheets

One of the three paper trays can be adjustable. Auxiliary paper trays may be included in order to meet this requirement.
 - vi. Unit must have full offset stacking and finishing capability.
 - vii. Unit must be capable of tab or sheet insertion.
 - viii. Unit and network connection shall provide bi-directional parallel port to 10/100 Mbps Ethernet. Protocols support: TCP/IP.

- ix. Unit shall have minimum server storage of 2 gigabytes and post-script driver installed.
- x. Vendor shall guarantee the availability of replacement parts, applicable accessories and equipment for the duration of the contract term.
- xi. Vendor shall address any defect in software or equipment within four (4) hours of such report. If reported defect(s) remains unresolved for a period of 48 hours or more, the vendor will provide the Village of Shorewood with a comparable loaner unit, including installation, at no charge.

5. Proposal Contents/Submission

- a. Transmittal Information.
 - i. Firm's name, address, telephone number and contact person
 - ii. Firm's confirmation of understanding of the project and commitment to provide the appropriate personnel, equipment and facilities to perform the scope of services as defined in this document.
 - iii. Brief company overview.
- b. Executive summary detailing, at minimum, these key factors:
 - i. Name/Description of the recommended copier
 - ii. Cost/Financing options for 3, 4 and 5 yrs.
 - iii. Cost to purchase outright with maintenance agreement for 3, 4 and 5 yrs.
 - iv. Technical specifications:
 - a. Sheet capacity
 - b. Printing speed
 - c. Printer warmup time
 - d. Cost per copy –black & white and color
 - v. Lease billing options (monthly, quarterly, etc.)
 - vi. Purchase option
 - vii. Payment options
 - viii. Release options
 - ix. Training available for current and future staff
 - x. At least three (3) references, preferably governmental entities
 - xi. Pricing should include the removal and return of the current machines per current vendor's requirements.

6. Instructions to Vendors

Submittal Instructions

Please submit one (1) digital copy of the proposal via email only to:

Diane De Windt-Hall, Deputy Clerk

dhall@villageofshorewood.org

Identify proposal name in the submit line of the email: Shorewood Copier Lease Proposal

Deadline: 4 p.m. on Monday, September 17, 2018

Proposals will be accepted on or before the deadline identified above. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.

7. Pre-Submission Meeting

A pre-submission walk-through will be held on **Wednesday, September 12, 2018 at 10:30 a.m.** at Shorewood Village Hall, 3930 N. Murray Avenue, to allow the opportunity to clarify any specifications included in the RFP and ask any questions. Because the copy rooms are rather narrow, vendors will be able to measure the room dimensions to ensure proposed equipment will fit.

8. Selection Criteria

Award of the contract resulting from this RFP will be based upon the most responsive vendor whose offer will be the most advantageous to the Village of Shorewood in terms of cost, functionality, and other factors specified elsewhere in this RFP. Village staff will consider the following in the evaluation of the proposals:

- a. Past record of performance of the vendor on similar projects with the Village.
- b. Quality and content of the written proposal.
- c. Price
- d. Options for contract length, billing, payment and release
- e. Product performance parameters
- f. Product service and maintenance levels
- g. Product consumables covered
- h. Training availability

9. Terms and Conditions

Payment Terms

The Village of Shorewood requires quarterly billing for services received. All invoices for services will be processed within 30 days of receipt, pending verification and the receipt of any required documentation of services provided in accordance with the terms of the agreement. Invoices should be mailed to: Diane DeWindt-Hall, Deputy Clerk, 3930 N Murray Avenue, Shorewood WI 53211

Insurance

The successful firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the written contract, the successful firm shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, can make the contract voidable at the Village's discretion. Additionally, the Firm shall not allow any

subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by Village of Shorewood.

Nondiscrimination

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

The contract may not be assigned or subcontracted by the firm without the written consent of the Village. If all or a portion on the contract work is proposed to assigned or subcontracted, the name of the individual(s) to complete the work, address and firm proposed shall be submitted within the scope of the proposal.

Independent Contractor Status

The firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

Indemnification and Defense of Suits

The firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the firm, its employees, agents or subcontractors.

Contract Period

The term of this contract will be as specified in the contract/lease document, but not less than 36 months and not to exceed 60 months.

Termination of Contract

To be defined in the contract document.

Professional Services Contract

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the firm's technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the Village, will be incorporated into a contract between the Village and the firm, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Village Board, execution of the contract by the proper Village officials, and delivery of the fully-executed contract to the firm. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful firm. The contract may be amended only by written agreement between the firm and the Village of Shorewood.

Additional Terms

The Village of Shorewood reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor;
- Accept other than the lowest priced offer; and
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.

Vendor accepts the responsibility of removing and returning both existing copiers in the Village of Shorewood's possession that the vendor's units replace. Vendor agrees to and guarantees that they will erase the memory/storage in both existing copiers that the vendor's units replace when they are removed. Vendor consents to conform to the return conditions as instructed in the existing copy contractor lease. Delivery and installation of the new units will be required no later than **Wednesday, November 14, 2018**. Removal of the existing units will need to be completed in conjunction with the installation.

10. Village Contact -

Diane DeWindt-Hall, Deputy Clerk/Customer Service Manager, 414-847-2702;
dhall@villageofshorewood.org.