

# City of La Palma



## ***Request for Proposal***

Copier Machine Replacement

***RFP September 2022***

36, 48, or 60 Month Lease/Rental

### **Proposal Deadline Date**

September 27, 2022 at 5:00 p.m.

### **Submit Proposal to**

Joseph Cisneros

Assistant to the City Manager

La Palma City Hall

7822 Walker Street

La Palma, CA 90623

(714) 690-3358

# General Provisions

## LEASING/RENTING OF THREE (3) COPIER MACHINES

1. **Bid Form**- bid must be submitted on the attached bid proposal form in a sealed envelope AND in electronic format to [jcisneros@cityoflapalma.org](mailto:jcisneros@cityoflapalma.org). Please complete this form for the 36, 48, and 60 month leasing and rental prices.
2. **Awarding Option** – the City reserves the right to reject any or all bids, waive any or all irregularities, and accept or reject any portion of each individual bid. Additionally, any incomplete bids will be rejected.
3. **Specifications** – the included specification page identifies the minimum acceptable components. Similar or equal components can be submitted with approval. Any substitutions must be received and approved in advance of the final bid.
4. **Award** – the award, if made, will be within ninety days (90) after the bid close date. **Only bids for the complete machines and delivery will be considered.**
5. **Payment**– Upon award of the bid, requests for payment shall be accepted and processed upon the City's receipt of invoices.
6. **Manufacturer's Specifications** – the bidder shall supply complete manufacturer's specifications on items bid.
7. **Inquiries** – any inquiries pertaining to the specifications shall be directed to the Assistant to the City Manager, Joseph Cisneros, at (714) 690-3358 or [jcisneros@cityoflapalma.org](mailto:jcisneros@cityoflapalma.org).
8. **Delivery Schedule** – The bid must clearly state the number of days required to deliver the product to the specified location. Failure to state delivery time obligates the bidder to make delivery in (30) days.
9. All equipment bids must be **NEW** equipment.

# Specific Requirements

This request for proposal is for a 36, 48, or 60-month lease/rental for three (3) copiers. The current lease on the copiers expires December 2022. These are general and technical requirements for copier functionality in a multi-function unit, specific requirements for each machine are listed on separate pages. Vendors must bid on all three replacement machines.

At a minimum, all digital copiers shall:

- Delivery and set up is the responsibility of the vendor chosen, no additional freight charges will be allowed and shall include the cost, if any, for packaging and shipping current equipment to prior leaseholder. Installation will occur on a Friday with training on the Monday following installation for all staff. All user manuals and operating guides shall be provided with the equipment. The date of the equipment installation and training shall be decided upon by the City and the Vendor.
- Vendor shall include the purchase order number on all invoices.
- Lease/Rental shall be for 36, 48 or 60 months, Fair Market Value not to exceed 15%, No Money Down.
- Lease/Rental will require a thirty (30) day notice at end of term.
- General/Technical Requirements:
  - a. All 3 machines must be from the same manufacturer and operate in a manner similar to one another.
  - b. Capable of scanning no less than 300 dpi
    - i. Direct to one or more email addresses, FTP, SMB and Hard Drive
    - ii. Format must be an industry standard (e.g. PDF)
  - c. Capable of two-sided copying/scanning
  - d. Capable of three and two hole punching
  - e. Capable of stapling minimum 50 sheet capacity
  - f. Capable of sorting/collating
  - g. Capable of reducing and enlarging
  - h. Capable of centralized management of user access and privileges
  - i. Capable of automatic feeding of at least 100 sheets
  - j. Capable of print speed of 65 ppm minimum
  - k. Capable of handling 8½ x 11, 8½ x 14 and 11 x 17 paper sizes for a minimum of 500 sheet capacity.
  - l. Capable of network functionality
  - m. Capable of duplex printing
  - n. Minimum 60 gigabyte hard drive
- Reporting Requirements
  - a. Must provide reports of copy and print counts based on location via monthly billing or online.
- Service, Supply, & Maintenance Requirements
  - a. Service and supply costs to include equipment, toner, staples, etc., all maintenance items, repair, preventative maintenance, emergency repair, network connectivity (initial setup), software/firmware updates, customer training, stands, and any and all other costs except paper.

- b. Service pricing based on 50,000 a month aggregate for all three (3) machines.
- c. Vendor shall guarantee the availability of replacement parts, applicable accessories and equipment with one business day of such report.

## **Three (3) Color/Black & White Copy Machine Specifications per Machine**

**City Hall, Community Services Department, and Police Department**

- The above mentioned specifications
- Capability to copy at least 65 ppm
- 7,600 sheet total (6 paper sources); up to 11"x17"
- Booklet finisher with tri-fold, half-fold, and booklet making – hole punch and multi-positioning stapling

# Bid Proposal

## LEASING/RENTAL OF THREE (3) COPY MACHINES

From: \_\_\_\_\_  
**CONTRACTOR**

To the Assistant to the City Manager, City of La Palma:

The undersigned, a bidder, declares that they have carefully examined the Specifications and General Provisions and is familiar with all proposal requirements, and hereby proposes and agrees, if the proposal is accepted to complete said contract in accordance with the Contract Documents for the following:

Three (3) copy machines as described on the previous pages;

Bid price to include delivery and setup.

### **36-Month Lease**

Color/Black & White (65ppm) Community Services Dept.    Monthly Lease Price \_\_\_\_\_

Color/Black & White (65ppm) Police    Monthly Lease Price \_\_\_\_\_

Color/Black & White (65ppm) City Hall    Monthly Lease Price \_\_\_\_\_

**Total Monthly Payment** \_\_\_\_\_

### **48-Month Lease**

Color/Black & White (65ppm) Community Services Dept.    Monthly Rental Price \_\_\_\_\_

Color/Black & White (65ppm) Police    Monthly Rental Price \_\_\_\_\_

Color/Black & White (65ppm) City Hall    Monthly Rental Price \_\_\_\_\_

**Total Monthly Payment** \_\_\_\_\_

### **60-Month Lease**

Color/Black & White (65ppm) Community Services Dept.    Monthly Rental Price \_\_\_\_\_

Color/Black & White (65ppm) Police    Monthly Rental Price \_\_\_\_\_

Color/Black & White (65ppm) City Hall    Monthly Rental Price \_\_\_\_\_

**Total Monthly Payment** \_\_\_\_\_

Delivery of items bid guaranteed within \_\_\_\_\_ calendar days from the date of award.

# Specification

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

Item Number	Description	Specific Make and Model (please obtain prior approval for similar or equal components)

Service pricing based on 50,000 per month for all three machines – cost: \_\_\_\_\_

Overages are priced at: \_\_\_\_\_

# Notice Inviting Bids

## 36, 48 and 60 Month Lease/Rental of Copy Machines

Public Notice is hereby given that the City of La Palma will, up to 5 p.m. on the 27th day of September 2022, receive sealed proposals or bids for the 36, 48, and 60-month lease/rental for three (3) copy machines in accordance with the approved specifications listed herein.

Bids will be received until the time indicated at the City of La Palma City Hall, 7822 Walker Street, La Palma, CA 90623.

No bid shall be received unless it is on a proposal provided within these specifications. **Only bids for the complete copy machine systems, including delivery and set up will be considered.**

The Assistant to the City Manager reserves the right to reject any and all bids received and to compare the relative merits of the prospective bids and to choose that which in the opinion of said city will best serve the interests or needs of said City.