

**Request for Proposal (RFP)
for
Multifunction Copiers Lease and Service**

RFP Number: B19-07F

Issued: October 3, 2019

Proposals Due: Thursday, October 17, 2019

The City of Cathedral City, CA is looking for opportunities to update our existing copiers and is inviting qualified firms to submit qualifications and proposals to lease six (6) multi-function copiers and associated maintenance services. It is the intent to build a fleet of energy efficient and environmentally responsible copiers offering a consistent user-friendly interface and responsive service.

Vendor Qualifications:

Companies whose principal business for at least the last five years is the sales and servicing of multi-function copiers and printers (MFP). They should be officially authorized by the manufacturer of the proposed equipment specified within this RFP to sell, support and service this equipment. Documentation supporting this authorization must be included in the response to this RFP.

Service Level:

City operations rely on the functionality and reliability of copiers. The following service parameters should be addressed in the proposal:

1. Repairs shall commence no later than 4 hours from the time a trouble report is made either electronically or verbally.
2. Units that are out of service for more than 2 business days shall be replaced with a loaner device of equal or greater capabilities at no cost to the City.

The current lease expires on: 11/30/2019

Requested date of equipment installation is: 12/2/2019

Please submit your quotes for the following three pieces of equipment (mandatory):

- 2 medium-size color MFP (45-55 ppm)
Options requested: copy, scan, fax, print, office finisher (two-three-hole punch, staples), capability to scan and transmit readable PDFs
Paper source – up to 11"x17"
Large capacity paper trays for 8.5" x 11"
Average monthly use is estimated at 7500 pages
Available space is approx. 35" x 45" (w/finisher)
- 1 medium-size color MFP (45-55 ppm)
Options requested: copy, scan, fax, print, office finisher (two-three-hole punch, staples) , capability to scan and transmit readable PDFs
Paper source – up to 11"x17"
Large capacity paper trays for 8.5" x 11"
Average monthly use is estimated at 6000 pages
Available space is approx. 35" x 45" (w/finisher)

Please submit your quotes for the following three pieces of equipment (optional):

- 1 small-size color MFP (30-35 ppm)
Options requested: copy, scan, print, office finisher (two-three-hole punch, staples), and NO fax, capability to scan and transmit readable PDFs
Paper source – up to 11"x17"
Large capacity paper trays for 8.5" x 11"
Average monthly use is estimated as 5000 pages
Available space is approx. 35" x 45" (w/finisher)
- 1 small-size color MFP (30-35 ppm)
Options requested: copy, scan, fax, and print, without finisher
Large capacity paper trays for 8.5" x 11"
Average monthly use is 5000 pages
Available space is approx. 27" x 32"
- 1 small-size color MFP (30-35 ppm)
Options requested: copy, scan, fax, and print, without finisher
Large capacity paper trays for 8.5" x 11"
Average monthly use is 2000 pages
Available space is approx. 27" x 32"

The City will consider 36-month or 48-month lease agreements that include delivery, setup and removal of the unit at the end of the lease. Delivery and installation of all copiers is to be made within 14 calendar days after receipt of an executed contract unless a longer period is authorized in writing. An operator's manual is to be delivered with each machine. All the copiers' drivers should be compatible with Windows 10 computers.

Please submit two quotes:

- Option 1: for **36 and 48 month FMV lease** with cost-per-copy maintenance contract, with billing based on actual monthly or quarterly usage in arrears;
- Option 2: for **36 and 48 month \$1 Lease-to-Purchase** with cost-per-copy maintenance contract, with billing based on actual monthly or quarterly usage in arrears.

Please include applicable sales tax separately in the quotes. The sales tax rate in Cathedral City is currently 8.75%.

Also please address the following items and issues in your proposal:

1. First-page-out time on the proposed MFPs.
2. Upfront payments for the first or last month, if any.
3. Additional fee on the first month, if any (e.g. document fee).
4. Cost-per-copy price increase during the term of lease
5. Service or trip charges for service calls, if any.
6. The closest location of technical support office.
7. Separate charge for scanning, if any.
8. Toner shipping fees, if any.
9. Property tax, if any.
10. Equipment removal fee when the lease is up.
11. Equipment removal fee when the equipment is bought out before the end of lease.
12. System replacement guarantee – customer's or the supplier's decision to replace.
13. Describe the security process of deleting customer's information from used equipment upon expiration of lease before the equipment leaves the customer. Appropriate training and a Manual on wiping out the Hard Drive and Memory should be provided.

Proposals will be accepted by 5:00 PM, Thursday, 10/17/19 via e-mail mpannoni@cathedralcity.gov or in person at:

City of Cathedral City
68-700 Avenida Lalo Guerrero
Attn: Mary Pannoni
Cathedral City CA 92234

Please make sure your business office location is clearly indicated in the proposal.

For any other details, please contact mpannoni@cathedralcity.gov