



Request for Proposal

Introduction

The City of Lorain (the “Buyer” or “City”) is inviting responsible vendors to submit proposals, in accordance with the terms contained in this document, with the desire to establish a City contract to provide Lease options for new multifunctional digital copiers and printers.

These devices shall be capable of providing network printing, document copying, scanning, and faxing capabilities for all authorized users.

Final configuration of each device and implementation plan will be developed with the successful vendor, based on vendor pricing, departmental needs and availability.

The City wishes to develop a close working partnership with a supplier that will assist in achieving the following objectives:

- Reduce total cost of ownership in regards to copiers/printers/faxes/scanners amongst all of the cities departments
- Implement a roadmap to vendor and equipment consolidation
- Standardization amongst models
- Centralized contract and invoicing (a timeline if done in phases)
- Minimize/eliminate capital expenditures pertaining to hardware
- Improve document flow where necessary utilizing existing technology
- Reduce paper consumption by 15% over 24 months
- Implement a “Green Strategy”



City of Lorain

Instructions

Proposal Delivery:

Bidders must respond to all sections of RFP and Proposals are to be received no later than July 13, 2009 4:30 PM

Delivery Address: City of Lorain Mayor's Office, 200 W. Erie Ave 7th Floor, Lorain Ohio 44052

All communication regarding this RFP must be directed to the project coordinator: David Comer Information Technology Director, email DComer@CityofLorain.org, Email is required.

Except as otherwise authorized by the project coordinator, no other persons may be contacted with respect to this RFP. Contact with other individuals may, at the City of Lorain discretion, disqualify the prospective supplier's response to this request.

This RFP is not an offer to contract. Acceptance of a proposal neither commits the Buyer to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits Buyer's right to negotiate in our best interest. The Buyer reserves the right to contract with a vendor for reasons other than lowest price.

It is the intent of this RFP to select a single supplier. However, the City reserves the right to award a contract to best supplier if it is in their best interest.

This RFP is directed towards vendors whose equipment is on current State of Ohio Term Schedules. Through an RFP, the City can either choose equipment offered under the State contract, or the same equipment if it is priced lower than State term pricing.

Pricing, terms, and conditions stated in your response must remain valid for 90 days from the date of delivery of the proposal to the Buyer.

Vendor shall provide three references which shall include name, address, phone, contact person and contract date.



City of Lorain

Proposals will be evaluated on the basis of:

Executing Lorain City's Objectives:

- Reduce total cost of ownership in regards copiers/printers/faxes/scanners amongst all of the cities departments
- Implement a roadmap to vendor and equipment consolidation
- Standardization amongst models
- Centralized contract and invoicing (a timeline if done in phases)
- Minimize/eliminate capital expenditures pertaining to hardware
- Improve document flow where necessary utilizing existing technology
- Reduce paper consumption
- Implement a "Green Strategy"

Information Provided by City of Lorain:

- Current inventory of Copiers/Printers and Faxes
- Existing contract terms associated with equipment
- Current volumes associated with equipment

RFP Response:

Details from Assessment:

- City's Total cost of ownership for all equipment
- Purchasing Protocol
- Existing scanning applications
- Any inefficiencies with the equipment/contracts/purchasing protocol/document flow/technology

Proposed Solution

- Provide a detailed strategy and timeline to accomplish all the city's objectives listed above
- Provide equipment models and specs on equipment implemented within the proposal
- Provide the monthly lease and service pricing for final solution



City of Lorain

- Provide copy of your contracts to be used (lease documents and service contracts)

By submitting a proposal, vendor is assuring that he is an Equal Opportunity Employer, and that his employees and applicants for employment are not discriminated against because of their race, color, sex or national origin. Vendor shall comply with prevailing wage laws (if applicable), and all other applicable state and federal laws relating to public contract work.

Delivery FOB City of Lorain

The City of Lorain is exempt from the Ohio sales tax and will provide a valid exemption certificate to the successful vendor.

All items shall be fully assembled, free from flaws or defects, serviced and registered for warranty (if applicable), before delivery. All packing material and waste must be removed from the site upon delivery.

Schedule of Events:

- RFP Issue Date: 6/29/2009
 - Proposal Due Date: 7 /13/2009
 - Evaluation: 7/13/09 - 8/20/2009
 - Letter of Intent: 8/24/2009
- *Per legislative approval**
-

Executive Summary

Briefly describe the key elements of your proposal.

Highlight any major features, functions, or areas of support, that differentiate your product and service offerings from your competitors' offerings.

Provide a discussion of the benefits the City will experience from selecting your company.

Terms and Conditions

Payment Terms

Normal payment terms are net 30 days after installation and acceptance.

Payment shall be made no more than thirty days after all item(s) are delivered, or all work performed to the satisfaction of the Purchasing and applicable Department.



City of Lorain

Right of Negotiation

The Buyer reserves the sole right to decide whether a proposal does or does not substantially comply with the requirements of the RFP, to accept, reject or negotiate modifications in and terms of vendors proposal or any parts thereof, and also to waive any irregularity, informality, or non-compliance with or any non-response to the RFP or any part thereof. The Buyer reserves the right to accept and award a contract to other than the lowest vendor.

Equipment

All materials and software proposed and installed shall be as responded. Any materials damaged as a result of the vendors delivery, handling, storage and installation activities shall not be used, shall be promptly removed from the premises and shall be substituted with undamaged replacements by the Bidder at no extra charge to the Buyer.

Safety of Persons and Property

The Bidder shall take all reasonable necessary steps to provide for the safety of and prevent damage, injury or loss to all persons, the Buyer's building and all other real or personal property at installation sites, the equipment to be supplied hereunder whether in storage or off the Buyer's premises under the care, custody or control of the vendor or any of its employees, agents, representatives or subcontractors.

The vendor shall promptly notify the Buyer if during the performance of the contract the vendor observes or otherwise learns of any condition which then exists or which is likely to arise in connection with the installation of operation of the equipment and which in the vendor's judgment, poses a threat to the safety of persons or property, adversely affects the equipment, is in violation of any applicable codes or regulations or warrants a modification of the contract specifications.

Insurance

Vendor shall keep in force, during the entire period they are performing services under the contract, Workers Compensation and comprehensive public liability insurance, including property damage.

Vendor shall bear all risk of loss until equipment is delivered to customer site and inventoried as received by the Buyer.

Dispute Resolution

Vendor and the Buyer specifically agree, should any dispute arise in the performance of any contract, that such dispute shall be submitted to binding arbitration. Such arbitration shall take place according to the rules of the American Arbitration Association or a comparable organization acceptable to both parties.



City of Lorain

Governing Law and Jurisdiction

the laws of the State of Ohio will govern the interpretation, validity and effect of the RFP and the contract documents.

The Vendor shall indemnify the Buyer for all damage suffered as a result of the negligent or wrongful acts of the successful Supplier, its employees or agents.

Deliverables

Each Vendor must submit features, specifications, and any appropriate literature, for each proposed model. Specifications should include electrical requirements, floor space required and ventilation requirements if applicable. The City encourages energy efficient equipment.

Please include these features:

- print
- scan / Scan to software management
- copy
- fax
- network interface
- desktop access
- copier/printer fleet management
- Active Directory interface
- secure printing
- finishing (collation, stapling, sorting)
- duplex printing and copying
- multiple tray sheet paper supply

All proposals must include pricing for service contracts inclusive of all supplies needed to operate devices (except paper and staples). All features are to be priced to include everything needed to make them perform these functions.

Maintenance costs inclusive (except for paper and staples).
Provide comprehensive list of what is covered in maintenance.

All pricing must include delivery, installation and training.
Identify all costs incurred with the acquisition of your product.
Indicate all assumptions made in determining such expenditures.

During the contract period, any price declines, special promotions at the manufacturer's level, or cost reductions to Vendor shall be reflected in a reduction of the contract price retroactive to contract effective date, and notification submitted to Purchasing.



STATEMENT OF BIDDER QUALIFICATIONS

- 1) Years in business providing the goods or service requested in this bid
- 2) Please list on a separate sheet(s), contracts with municipalities previously held, and Now held. Please list by community name, contact person, address, phone number And scope of project (starting with the most recent).
- 3) Is your company in satisfactory financial condition?
- 4) Provide instillation and training timeline for all products by department.
- 5) Please list on a separate sheet(s) the equipment to be used in fulfilling this contract.
- 6) Identify the project manager who will be assigned to this project and applicable years of experience managing comparable jobs.

For the following questions, on a separate sheet, please describe in full the Circumstances for any Yes answer.

- 7) Has your company had any business interruptions as a result of financial conditions in the past two (2) years?
- 8) Has your company for any reason been rejected for a public contract despite being a low bidder?
- 9) Has your company had any claims against or a performance bond cancelled?
- 10) Has your company paid penalties or liquidated damages imposed as a result of delay on a public project?
- 11) Has your company been found to have committed an unfair labor practice or any other employment/labor law violation in such areas as discrimination, prevailing wage, Workers' Compensation or OSHA?

Has your company in the last three (3) years had a municipal contract cancelled or terminated?



City of Lorain

STATEMENT OF Vendor QUALIFICATIONS

Vendor NAME (print/type):

Vendor ADDRESS:

Vendor CONTACT:

Vendor PHONE NUMBER:

Vendor FAX NUMBER:

Vendor E-MAIL:

Federal Tax Identification Number

State Tax Identification Number

Department	Model	Avg Vol	Lease Expiration
Utility Billing			
1	Printer - HP 6940C	77	
2	Printer -Lexmark E120	385	
3	MFP - Ricoh 2045	10802	6/28/2009
4	Printer - HP 2840	236	
5	Printer - HP 6540	1141	
6	Printer - HP 9300	105	
7	Printer HP 4240	1297	
8	MFP HP 2840	1071	
9	MFP HP Color 2840	1142	
Utility Sewer			
10	HP Desk Jet 6940	200	
11	HP Desk Jet 6940		
12	HP 2840	663	
PQM			
13	Printer HP deskjet 960C	100	
14	Printer HP deskjet 952C	100	
14	Brother 5440	175	
15	MFP 1515 Ricoh	295	1/9/2011
Water Distribution			
16	Printer HP desk jet 6940	84	
17	Printer HP desk jet 6940		
18	Printer HP desk jet 6940		
19	MFP 1515 MF Ricoh	1599	
Utility Engineering			
20	Printer HP Desk Jet 6940	211	
21	Printer HP Color Laser Jet 2840	521	
Purification			
22	HP deskjet 6940	152	
23	HP deskjet 6940	152	
23	HP deskjet 6940	152	
24	HP deskjet 6940	152	
24	HP deskjet 6940	152	
25	HP deskjet 6940	152	
23	MFP - 1515 Ricoh	1161	
24	HP2840SPF	124	
Black River			
25	HP deskjet 6940	111	
26	HP deskjet 6940	111	
27	HP deskjet 6940	111	
28	HP deskjet 6940	111	
29	HP deskjet 6940	111	
30	MFP - 1615Rricoh	1641	
31	Pritner - HP 2840	294	
Clerk of Council			
32	Printer - HP 4100	372	Jun-11
33	MFP 3045 Ricoh	5790	
Treasurer Department			
34	HP 4050	2324	
35	MFP - 3030 Ricoh	6420	
36	HP4050	2636	
37	MFP -220 Ricoh Copier	267	
Health Dept.			
38	HP 2100	164	
39	Printer - HP 2550 CI	136	
40	MFP - 7000CMF Ricoh	248	month to tmonth
41	Printer -HP 3380SPF	250	
42	Printer -HP 3380SPF	1050	
43	Printer -HP P3005DN	2000	

Department	Model	Avg Vol	Lease Expiration
44	Printer - HP 4250	1018	
45	Printer - HP 4200	249	
46	MFP - 2022 Ricoh copier	1680	month to month
47	HP 8150	3158	
48	HP 4200	1535	
49	PrinterHP P3005DN	564	
50	HP 4200	584	
51	HP 3380	300	
52	MFP - 2045 Ricoh-SPF	7026	month to month
Engineering *			
53	MFP - Ricoh 161	972	May-09
54	Printer - Laser Jet 4	405	
55	Printer - HP Laser jet 5si	210	
56	Design Jet 800		
57	OCE 9400		
58	Printer - HP desk jet 1220 c	200	
Civil Service			
59	Printer - HP LaserJet 4	210	
Fourth Floor			
60	MFP - 2051 Ricoh	17453	9/29/2009
Fire Department			
61	Printer - HP LaserJet 5	702	
62	MFP - Canon 3530	2608	
63	Fax - Brother 335	210	
64	Printer - HP 1300	21	
65	MFP - Canon 2230	535	
66	MFP - Canon Image Runner 1670F (copy/fax/print)	434	Oct-09
67	MFP - Canon Image Runner 1670F (copy/fax/print)	282	Oct-09
68	MFP - Canon Image Runner 1670F (copy/fax/print)	300	Oct-09
MIS/Auditor			
69	Printer - HP 4100	564	
70	Printer - HP 4700 Color	213	
71	Fax - Cannon L 180	200	
72	MFP - Canon Image Runner 6020	35045	Aug-09
Law Director			
73	Printer - HP 2300	641	
74	MFP - 3010 Ricoh	3785	
Clerk of Courts			
75	Printer - HP 4250	1448	
76	Printer - HP 4200	266	
77	Copier - 3713 Ricoh	672	Jul-13
78	Printer - HP 4200	1935	
79	Printer - HP 4200	771	
80	Printer - HP 4200	1476	
81	HP Color LazerJet CP4005	2599	
82	Printer - HP 4250	2126	
83	MFP - 4000 Ricoh	5565	
84	Fax - Brother Fax MFC 7220	1036	
85	HP 9800	51	
86	Fax - Brother Fax MFC 7220	25	
Parks & Rec.			
87	Printer - HP desk Jet 6940C	400	
88	HP desk Jet 940C	400	
89	HP Photo Smart D7360	0	
90	HP Photo Smart D7360	60	
91	Brother Fax Intelli 2920	53	
92	Gestetner 3713	1070	month to month
Prosecutor's Office			

Department	Model	Avg Vol	Lease Expiration
93	Printer - HP 2300	3819.00	
94	Printer - HP Laser Jet 4	4200.00	
95	MFP - Xerox Copycenter C123	2396.00	7/2010?
Police Department			
96	Savin 3515MF	1153	None
97	Printer - HP 3800	1447	
98	Printer - HP 2300	1011	
99	Canon image runner 2830	2119	1/30/2012
100	canon image runner 3300	5521	11/25/2009
101	Canon 6020	38300	11/25/2009
102	Printer - HP 2300 HP	2654	
103	Brother Fax 2050	210	
104	HP 4050N	830	
105	HP 2200	2100	
106	HP business Ink Jet 2280	0	
107	HP 6172 ink Jet	210	
108	HP Laser Jet 4	838	
109	HP Laser Jet 4	210	
110	Fax Savin 816	641	
111	Lexmark T640C	250	
112	Canon 6050	569	None
113	HP 4050	998	
114	HP Laser Jet 4	525	
115	HP 4050	125	
116	HP Laser Jet 5	175	
117	HP Laser jet 5	129	
118	HP Laser jet 5	111	
119	Fax Canon Laser class 5500	230	
120	Canon Image Runner 2200	3629	11/25/2009
121	HP color laser jet 4500	559	
122	HP 3800 C	350	
123	HP 4050	155	
124	Xerox	1261	
125	HP laser 4	600	
126	HP color 4700dn	20	
127	Canon image runner 2270	3485	3/1/2010
128	HP CL 4600	1050	
Community Development *			
129	HP 1220 C desk jet	497	
130	HP desk jet	750	
131	Bizhub C450	6850	3/21/2011
132	HP laser jet 4	312	
133	HP photo smart	105	
134	HP laser Jet 6	423	
135	Deskjet 722 c	200	
136	Xerox fax centre f12	602	7/6/2009
137	HP 5650 desk jet	438	
138	Lexmark	70	
139	Di551 (bklet finisher)	5190	7/6/2009
140	Di 450	7864	7/6/2009
141	LJ5	2024	
142	HP1215	667	
143	HP 1215	383	
144	722C	250	
145	HP 4+	0	
146	Wide Format HP Design 1055CM	0	10/28/2009
Building Dept			

Department	Model	Avg Vol	Lease Expiration
147	Cannon Image Runner 3570	7427	6/1/2010
148	Intel Fax 2820	300	
149	Printer - HP 4250	1125	
150	Printer -HP 1200	155	
151	Printer - HP Desk Jet 970cxi	155	
152	Printer - HP 610c ink jet	155	
153	HP 4 P	80	
154	Printer - HP laser 2200	287	
<u>Mayor's Office</u>			
155	MFP - Konica Bizhub 500	9690	4/24/2011
156	HP laser jet 4	184	
157	HP laser jet 4	248	
158	Fax 2000L	125	
159			
<u>Street Dpt</u>			
160	Ricoh 2020 SPF	2373	7/17/2011
<u>Judges</u>			
161	Ricoh 1515	466	Sep-13
162	Ricoh 1515	118	Sep-13
163	Ricoh MP2500	947	Sep-13
164	Ricoh MP2500	3359	Sep-13
165	Ricoh 161	1045	Sep-13
166	HP 4250	100	
167	HP 4250	100	
168	HP 4350	100	
169	HP4+	100	
170	HP 3800N	100	
171	HP4100N	100	
172	HP 4050	100	
173	Ricoh FT3713	100	month to month
174	HP Deskjet 2560	100	
175	hp 4100	100	
176	HP 2300	100	