THE CITY OF EDINBURG

REQUEST FOR PROPOSALS

The City of Edinburg is soliciting sealed Request for Proposals; hereinafter referred to as RFP, to be received by the City Secretary's Office located at 415 W. University Drive, Edinburg, Texas 78541. City of Edinburg normal business days are Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. and shall be closed on recognized holidays.

RFP'S will be received until **3:00 p.m. Central Time**, on **Monday, April 21, 2014**, shortly thereafter all submitted RFP'S will be gathered and taken to the Edinburg City Hall Community Room, 1st Floor, to be publicly opened and read aloud. Any RFP received after the closing time will not be accepted and will be returned to the submitter unopened. It is the responsibility of the submitter to see that any RFP submitted shall have sufficient time to be received by the City Secretary's Office prior to the RFP opening date and time. The receiving time in the City Secretary's Office will be the governing time for acceptability of the RFP's. RFP's will not be accepted by telephone or facsimile machine. All RFP'S must bear original signatures and figures. The RFP shall be for:

RFP No. 2014-011
LEASE, SERVICE AND INSTALLATION OF MULTIFUNCTIONAL COPIER EQUIPMENT

Respondents receiving a "NOTICE TO RESPONDENTS" and/or "REQUEST FOR PROPOSALS" notice in the mail or reading same in the newspaper are advised that the solicitation documents can be downloaded from the City of Edinburg web page address: www.cityofedinburg.com, or may obtain copies of same by contacting the office of:
LORENA FUENTES, PURCHASING AGENT, LOCATED AT 415 W. UNIVERSITY DRIVE, EDINBURG, TX 78541 by calling (956) 388-1895 Ext. 8972 or by e-mailing your request to the following e-mail address: lfuentes@cityofedinburg.com

If you have any questions or require additional information regarding this RFP, please contact Ms. Lorena Fuentes, Purchasing Agent, at (956) 388-1895.

Hand Delivered RFP'S:	415 W. University Drive C/o City Secretary Department (1st Floor)
If using Land Courier (i.e.FedEx, UPS):	City of Edinburg C/o City Secretary 415 W. University Drive Edinburg, Texas 78541
If Mailing Proposals:	City of Edinburg C/o City Secretary P.O. Box 1079 Edinburg, Texas 78540-1079

The City of Edinburg reserves the right to refuse and reject any or all RFP's and to waive any or all formalities or technicalities and to accept the RFP deemed most advantageous to the City, and hold the RFP's for a period of 60 days without taking action.

415 W. University Drive • P.O. Box 1079 • Edinburg, Texas 78540
Phone (956) 388-8204 • Fax (956) 383-7111

RFP's must be submitted in an envelope sealed with tape and prominently marked on the lower left hand corner of the envelope with corresponding RFP number and title.

Please read your requirements thoroughly and be sure that the RFP offered complies with all requirements/specifications noted. Any variation from the solicitation requirements/specifications must be clearly indicated by letter, on a point by point basis, attached to and made a part of your RFP. If no exceptions are noted, and you are the successful respondent, it will be required that the service(s) be provided as specified.

PURPOSE

(1) The purpose of these solicitation documents is to execute a Professional Services Contract for:

LEASE, SERVICE AND INSTALLATION OF MULTIFUNCTIONAL COPIER EQUIPMENT

INTENT

(2) The services to be provided under this RFP shall be in accordance with and shall meet all specifications and/or requirements as shown in this solicitation for RFP. There is no intention to disqualify any respondent who can meet the requirements.

SUBMITTAL OF RFP

(3) RFPs shall be submitted in sealed envelopes as called referenced on the attached solicitation. Six (6) complete sets of the response One (1) original marked "**ORIGINAL,**" and five (5) copies marked "**COPY**". RFPs submitted by facsimile (fax) or electronically shall **NOT** be accepted. Submittal of an RFP in response to this solicitation constitutes an offer by the respondent. Once submitted, RFP's become the property of the City of Edinburg and as such the City reserves the right to use any ideas contained in any RFP regardless of whether that respondent/firm is selected. Submission of a RFP in response to this solicitation, by any respondent, shall indicate that the respondent(s) has/have accepted the conditions contained in the RFP, unless clearly and specifically noted in the RFP submitted and confirmed in the contract between the City and the successful respondent otherwise. RFPs which do not comply with these requirements may be rejected at the option of the City. RFPs must be filed with the City of Edinburg before the deadline day and hour. No late RFPs will be accepted. They will be returned to respondent unopened (if properly identified). Failure to meet RFP requirements may be grounds for disqualification.

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TIME ALLOWED FOR ACTION TAKEN

(4) The City of Edinburg may hold RFP/s **60** days after deadline without taking action. Respondents are required to hold their RFP/s firm for same period of time.

RIGHT TO REJECT/AWARD
(5) The City of Edinburg reserves the right to reject any or all RFPs, to waive any or all formalities or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to the City of Edinburg.

ASSIGNMENT
(6) Respondents are advised that the City of Edinburg shall not allow the successful respondent to sell, assign, transfer, or convey any part of any contract resulting from this RFP in whole or in part, to a third party without the written approval of the City of Edinburg.

AWARD
(7) Respondents are advised that the City of Edinburg is soliciting RFPs and award shall be made to the respondent that in the opinion of the City of Edinburg is the best qualified.

NUMBER OF CONTRACTS
(8) THE CITY reserves the right to award one, more than one, or no contract(s) in response to this RFP.

STATUTORY REQUIREMENTS
(9) It shall be the responsibility of the successful respondent to comply with all applicable State & Federal laws, Executive Orders and Municipal Ordinances, and the Rules and Regulations of all authorities having jurisdiction over the work to be performed hereunder and such shall apply to the contract throughout, and that they will be deemed to be included in the contract as though written out in full in the contract documents.

ALTERATIONS/AMENDMENTS TO RFP
(10) RFP **CANNOT** be altered or amended after opening time. Alterations made before opening time must be initialed by respondent guaranteeing authenticity. No RFP may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Edinburg.

NO RESPONSE TO RFP
(11) If unable to submit a RFP, respondent should return inquiry giving reasons.

LIST OF EXCEPTIONS
(12) The respondent shall attach to his/her RFP a list of any exceptions to the specifications/ requirements.

PAYMENT
(13) The City of Edinburg will execute payment by mail in accordance with the State of Texas Pay Law after SERVICES have been completed, introduced to the City, and found to meet City of Edinburg specifications/requirements. No other method of payment will be considered.

SYNONYM
(14) Where in this solicitation package SERVICES is used, its meaning shall refer to the request for LEASE, SERVICE AND INSTALLATION OF MULTIFUNCTIONAL COPIER EQUIPMENT as specified.

RESPONDENT'S EMPLOYEES
(15) Neither the Respondent nor his/her employees engaged in fulfilling the terms and conditions of this Service Contract shall be considered employees of the City. The method and manner of performance of such undertakings shall be under the exclusive control of the vendor on contract. The City shall have the right of inspection of said undertakings at any time.

INDEMNIFICATION CLAUSE

(16) The Respondent agrees to indemnify and save harmless the City, from all suits and actions of every nature and description brought against them or any of them, for or on account of the use of patented appliances, products or processes, and he shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Purchasing Agent, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used

INTERPRETATIONS

(17) Any questions concerning the project and/or specifications/requirements with regards to this solicitation for statement(s) of qualifications shall be directed to the designated individuals as outlined in the RFP. Such interpretations, which may affect the eventual outcome of this request for statements of qualifications, shall be furnished in writing to all prospective Respondents via Addendum. No interpretation shall be considered binding unless provided in writing by the City of Edinburg in accordance with paragraph entitled "**Addenda and Modifications**".

VERBAL THREATS

(18) Any threats made to any employee of the City, be it verbal or written, to discontinue the providing of item/material/services for whatever reason and/or reasons shall be considered a breach of contract and the City will immediately sever the contract with the Respondent/Consultant on contract.

CONFIDENTIAL INFORMATION

(19) Any information deemed to be confidential by the respondent should be clearly noted on the pages where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under Texas Public Information Act, since information deemed to be confidential by the respondent may not be considered confidential under Texas Law, or pursuant to a Court order.

PAST PERFORMANCE

(20) Respondent's past performance shall be taken into consideration in the evaluation of RFP submittal.

JURISDICTION

(21) Contract(s) executed as part of this solicitation shall be subject to and governed under the laws of the State of Texas. Any and all obligations and payments are due and performable and payable in Hidalgo County, Texas.

RIGHT TO AUDIT

(22) The City of Edinburg reserves the right to audit the vendor's books and records relating to the performance of this contract. The City of Edinburg, at its own expense, shall have the right at all reasonable times during normal business hours and upon at least twenty-four (24) hours' advance notice, to audit, to examine, and to make copies of or extracts from the books of account and records maintained by the vendor(s) with respect to the Supply/Service and/or Purchase Contract. If such audit shall disclose overpayment by City to vendor, written notice of such overpayment shall be provided to the vendor and the amount of overpayment shall be promptly reimbursed by vendor to the City. In the event any such overpayment is not paid within ten (10) business days after receipt of such notice, the unpaid amount of such overpayment shall bear interest at the rate of one percent (1%) per month from the date of such notice until paid.

VENUE

(23) The parties agree that venue for purposes of any and all lawsuits, cause of action, arbitration, and/or any other dispute(s) shall be in Hidalgo County, Texas.

CONFLICT OF INTEREST

(24) CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Edinburg not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information or to obtain Questionnaire CIQ visit the Texas Ethics Commission web page at www.ethics.state.tx.us/forms/CIQ.pdf.

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS "C" MISDEMEANOR.

CONFIDENTIALITY OF INFORMATION AND SECURITY

(25) Should the successful respondent become the holder of and have access to confidential information in the process of fulfilling its responsibilities in connection with an awarded contract the successful respondent agrees that it shall keep such information confidential and will comply fully with the laws and regulations of the State of Texas, ordinances and regulations of the City, and any applicable federal laws and regulations relating to confidentiality.

TERMINATION OF CONTRACT

(26) The City of Edinburg reserves the right to terminate the contract if, in the opinion of the City of Edinburg, the successful vendor's performance is not acceptable, no funds are available, or if the City wishes, without cause, to discontinue this contract. Termination will be in written form allowing a 30-day notice.

RESPONSE DEADLINE

(27) Responses to the RFP must be addressed to City Secretary, City of Edinburg, 415 W. University Drive by **Monday, April 21, 2014 until 3:00 p.m.** for consideration. An original and five (5) complete sets of the response must be submitted no later than this date and time in a **sealed envelope** indicating that its contents are in response to the RFP for **"LEASE, SERVICE AND INSTALLATION OF MULTIFUNCTIONAL COPIER EQUIPMENT". Respondents are advised that all confidential records must be submitted in a separate sealed envelope and marked accordingly.**

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If Mailing RFPs:	City of Edinburg c/o City Secretary P.O. Box 1079 Edinburg, Texas 78540-1079

ADDENDA AND MODIFICATIONS

(28) Any changes, additions, or clarifications to the RFP are made by amendments (addenda). Any respondent in doubt as to the true meaning of any part of the RFP or other documents may request an interpretation from the Purchasing Division. At the request of the respondent, or in the event the Purchasing Division deems the interpretation to be substantive, the interpretation will be made by written addendum. Said Addenda shall be mailed, e-mailed, hand delivered and/or faxed, to all prospective respondents. All Addenda issued in respect to this RFP shall be considered official changes to the original documents. Verbal statements in response to inquiries and/or requests for explanations shall not be authoritative or binding. It shall be the respondent's responsibility to ensure that they have received all Addenda in respect to this project. Furthermore, respondents are advised that they must recognize, comply with, and attach a signed copy of each Addendum which shall be made part of their RFP Submittal. Respondent(s) signature on Addenda shall be interpreted as the respondent's "recognition and compliance to" official changes as outlined by the City of Edinburg and as such are made part of the original solicitation documents. Failure of any respondent to receive any such addendum or interpretation shall not relieve such respondent from its terms and requirements. The City may issue a written addendum no later than five calendar days prior to the date bids must be received. Addendums are available online at www.cityofedinburg.com.

RFP PREPARATION COSTS

(29) The City of Edinburg shall not be held liable for any costs incurred by any respondent for work performed in the preparation of and production of a RFP or for any work performed prior to execution of contract.

EQUAL EMPLOYMENT OPPORTUNITY

(30) Respondent agrees that they will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based on race, sex, national origin, age, disability, or in any way violate Title VII of 1964 Civil Rights Act and amendments, except as permitted by said laws.

AUTHORIZATION TO BIND RESPONDENT TO RFP

(31) RFPs MUST give full firm name and address of respondent, and be manually signed. Failure to do so will disqualify your RFP. Person signing bid must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT. Firm name and authorized signature must appear on each page that calls for this information. The legal status of the Respondent whether corporation, partnership, or individual, shall also be stated in the RFP. A corporation shall execute the RFP by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership Respondent shall give full names and addresses of all partners. All partners shall execute the RFP . Partnership and Individual Respondent shall state in the proposal the names and addresses of all persons with a vested interest therein. The place of residence of each Respondent, or the office address in the case of a firm or company, with county and state and telephone number, shall be given after the signature.

BRAND OR MANUFACTURER REFERENCE

(32) Unless otherwise specified, any catalog or manufacturer's reference or brand name used in describing an item is merely descriptive, and not restrictive, and is used only to indicate type and style of product desired. Proposals on alternate brands will be considered if they meet specification requirements. If a bidder quotes on equipment other than the one(s) specified in the bid, sufficient specifications and descriptive (pictured literature) data must accompany same to permit thorough evaluation. In the absence of these qualifications, he/she will be expected to furnish the product called for.

Confidential Information Respondents are advised that all confidential records must be submitted in a separate sealed envelope and marked accordingly.

RFP 2014-011
LEASE, SERVICE AND INSTALLATION OF MULTIFUNCTIONAL COPIER EQUIPMENT

The City of Edinburg requests proposals from interested, highly qualified, and experienced companies to provide Lease, Service and Installation of Multifunctional Copier Equipment phone services for the City's employees.

Interested and qualified providers who have demonstrated their ability at comparable agencies are invited to submit proposals. Proposals will be accepted until 3:00 p.m. Monday, April 21, 2014. Written responses and all supporting materials are to be submitted in one original and five (5) additional responses. Based on evaluation of the proposals, proposers (all or some) may be invited to an interview process with a panel of evaluators. Submittals to the Request for Proposal should be addressed to:

City of Edinburg
C/o City Secretary
415 W. University Drive
Edinburg, Texas 78541

RFP REQUIREMENTS

PURPOSE

The intent of this Request for Proposal and resulting contract is to obtain proposals from a qualified professional company for LEASING, SERVICING and INSTALLING MULTIFUNCTIONAL COPIER EQUIPMENT at the various departments of the City of Edinburg Texas.

REQUEST FOR PROPOSALS

The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any of THE CITY limitations will result in disqualification of the submitted RFP. A total of **one (1) original and five (5) copies** of the RFP shall be submitted to the address on the cover letter.

SUBMITTAL

For proper comparison and evaluation, THE CITY requests that proposals address, at a minimum, the following format.

1) **Cover Letter -** A brief introductory letter of representation.

2) **Executive Summary -** A brief summary highlighting the most important points of the proposal. If used, the Summary should not exceed five pages.

3) **Degree of Compliance -** A statement that all products and services quoted in proposal is in full accord with the specifications or a brief listing of all those specification sections to which the Proposer takes exception. All explanations, exceptions, comments, etc., pertaining to the specific sections of the specifications. All comments shall be listed and numbered in order of the respective article of the specification.

CONTENTS

The required contents for the RFP are presented below in the order they should be incorporated into the submitted document.

1) **Understanding of the Project:** This section should demonstrate the submitter understands of the project's needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

2) **Firm Qualifications, Personnel and Staffing:** THE CITY is seeking a contract with a competent firm(s); with a minimum of 5 years experience of LEASE, SERVICE, and INSTALLATION of MULTIFUNCTIONAL COPIER EQUIPMENT for municipalities or organizations of the same size and specifications.

   a) **Qualifications:**
      i) List company's qualifications and ability to perform the service requirements listed in the scope of work.

         Documentation submitted ____ *Documentation not submitted* ____

      ii) List key personnel to be assigned to service and maintain the leased multifunctional copier equipment. Include all personnel in the office responsible for processing customer service request orders, and technicians assigned for repairs and provide preventive maintenance from the local service office.

         Documentation submitted ____ *Documentation not submitted* ____

   b) **Experience:**

      i) Provide the following information regarding the prior experience and company history for LEASE, SERVICE and INSTALLATION of MULTIFUNCTIONAL COPIER EQUIPMENT. If any portion of the work is to be done by an outsource firm, please provide Quality Assurance documentation. THE CITY reserves the right to accept or reject outsource firms based on qualifications and past performance.

         Documentation submitted ____ *Documentation not submitted* ____

      ii) Number of years of experience in LEASE, SERVICE and INSTALLATION of MULTIFUNCTIONAL COPIER EQUIPMENT.

         Documentation submitted ____ *Documentation not submitted* ____

      iii) Relevant experience with projects of similar size and scope performed over the past three (3) years; especially large municipalities or school district(s). For each project listed, include the customer, contact person, number of multifunctional copiers at the location, and service dates to include name, titles, and telephone numbers of each client or client's representative.

         Documentation submitted ____ *Documentation not submitted* ____

   c) **Previous Performance:**

      i) Provide copies of outstanding service letters, letters of commendation, service awards, etc.

         Documentation submitted ____ *Documentation not submitted* ____

      ii) Provide (5) five recent references who may be contacted for LEASE, SERVICE and INSTALLATION of MULTIFUNCTIONAL COPIER EQUIPMENT. For each reference, provide a current phone number and e-mail address. References may not be present or former City of Edinburg employees or departments.

         Documentation submitted ____ *Documentation not submitted* ____

d) **Quality of Service:**

i) If the company submitting the proposal for LEASING, SERVICE and INSTALLATION of MULTIFUNCTIONAL COPIER EQUIPMENT has ever had a contract terminated or has been dismissed due to alleged unsatisfactory performance state when, where and why the contract was terminated. Provide the client's name, and the contact's phone number.

Documentation submitted ____ *Documentation not submitted* ____

3) **Proposal Pricing and Delivery**
Lease terms shall be all inclusive to include: all maintenance, toner, staples, parts, preventive maintenance service and labor. Paper will be excluded. Below is the scheduled delivery date and estimated copy usage. Please provide the most advantageous lease for the City based on the projected monthly estimates. Make sure to include any penalty or fees for exceeding the estimated projected copies. Copier specifications per city department will be specified in **Appendix A.**

SCOPE OF SERVICES

SUMMARY
This RFP is to solicit proposals from vendors who can LEASE, SERVICE AND INSTALL MULTIFUNCTIONAL COPIER(S) EQUIPMENT for various City of Edinburg Departments. Any proposed MULTIFUNCTIONAL COPIER(S) EQUIPMENT must meet the requirements as indicated in the specifications list in **Appendix A.**

PROJECT GOALS/OBJECTIVES
The primary objective of this RFP is to obtain a company which can LEASE, SERVICE and INSTALL MULTIFUNCTIONAL COPIER(S) EQUIPMENT for the various City of Edinburg Departments. The SECURITY, SERVICE AND PREVENTIVE MAINTENANCE components are critical for the operation of the various City of Edinburg Departments.

SELECTION AND SCHEDULES

SELECTION PROCEDURES
The RFP shall be submitted according to the schedule below. The respondent should be able to submit a Cost Proposal on short notice at a later time.

PROPOSAL RANKING
A selection committee will evaluate and rank the written RFPs on a per project basis. After the RFPs have been ranked, the committee will make a recommendation to the City Council.

NEGOTIATING PROCESS
If negotiations prove unsuccessful, the next highest ranked firm will be contacted. The CITY reserves the right to reject any and all RFPs.

GENERAL CONTRACT TERMS AND CONDITIONS

CONTRACT
This proposal, submitted documents, and any negotiations, when properly accepted by THE CITY, shall constitute a contract equally binding between the successful Proposer and THE CITY. No different or additional

terms will become a part of this contract with the exception of a Change Order that is not to exceed 25% of the original proposal. If change order exceeds 25% of the original proposal, THE CITY obtains the right to cancel contract.

The award of the contract shall be made to the responsible Proposer whose proposal is determined to be the lowest evaluated offer resulting from negotiations, taking into consideration the relative importance of price and other factors set forth in the Request for Proposals in accordance with the Texas Local Government Code, Chapter 262.

Negotiations may be conducted with responsible bidders who submit proposals determined to be reasonably susceptible of being selected for award. All bidders will be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. Revisions to proposals may be permitted after submission and before award for the purpose of obtaining best and final offers.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE PROPOSERS

A prospective Proposer must meet the following requirements:

1) A prospective Proposer must affirmatively demonstrate their responsibility.
2) Have adequate financial resources, or the ability to obtain such resources as required;
3) Be able to comply with the required or proposed delivery schedule;
4) Have a satisfactory record of performance;
5) Have a satisfactory record of integrity and ethics;
6) Be otherwise qualified and eligible to receive an award;
7) THE CITY may request representation and other information sufficient to determine Proposer's ability to meet these minimum standards listed above.

SUCCESSFUL PROPOSER SHALL

Successful Proposer shall defend, indemnify and save harmless the CITY and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful Proposer, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Successful Proposer shall pay any judgment with cost which may be obtained against THE CITY growing out of such injury or damages.

PROPOSALS/PROPOSERS MUST COMPLY WITH

All federal, state, county and local laws governing or covering this type of service. The proposal/proposer must be cleared through the Systems for Awards Management (SAM) that verifies they are not on the federal debarred list.

TERMINATION OF CONTRACT

1. This contract shall remain in effect until completion and acceptance of services or default. THE CITY reserves the right to terminate the contract immediately in the event the successful Proposer fails to:
   a) Meet delivery or completion schedules, or
   b) Otherwise perform in accordance with the accepted proposal.

2. Breach of contract or default authorizes the CITY to award to another Proposer, purchase elsewhere and charge the full increase cost to the defaulting Proposer.

PURCHASE ORDER

A purchase order(s) shall be generated by THE CITY to the successful Proposer.

INVOICES

The invoices shall show:

1. Name and address of successful Proposer;
2. Detailed breakdown of all charges for the services or products delivered stating any applicable period of time;
3. THE CITY Purchase Order Number.

Invoices shall be based upon actual services rendered and actual hours of performance and/or products delivered.

PAYMENT

Payment will be made upon receipt and acceptance by THE CITY of all completed services and/or products ordered and receipt of a valid invoice, in accordance with the Texas Government Code, Chapter 2251.

OWNERSHIP

All plans, prints, designs, concepts, etc., shall become the property of THE CITY.

NUMBER OF COPIES TO BE SUBMITTED

The CITY requires **one (1) original submittal and five (5) copies.**

FIRM and RFP EVALUATION

RFP – EVALUATION

The evaluation system consists of a **100 point system**. The RFP will be ranked after evaluation. The RFP submittal evaluation will be based on the following criteria:

1. **15 points Cost**
2. **15 points Copier Service Response Time for Equipment Repairs**
3. **10 points Financial Stability**
4. **10 points Demonstration of Experience of Similar Services Provided**
5. **10 points Demonstration of Quality Assurance Practices for Training**
6. **10 points Demonstration of Quality Assurance Practices for Maintenance Tracking System/Logs**
7. **10 points Demonstration of Quality Assurance Practices in Manpower**
8. **10 points Response Time for Material Availability and Delivery**
9. **10 points Equipment Technical Security Features**

The firms should provide information on their proposed professional team members, i.e., applicable certifications/registrations, compliance with Texas Crime Information Center Regulations, and other pertinent information that demonstrates their qualifications to perform the contract. The professional team members shall have experience in performing similar contracts for counties, cities, and school districts. Similar experience gained through other clients should be substantiated by reference. A list and scope of the various projects for comparative purposes shall be included in an Appendix.

The firm shall designate experienced staff to completely and efficiently perform the work. Also, in this section, outline the firm's contingency plans for servicing the project in the event that one or more key personnel are not available for any reason.

Reference information should be as current as possible, especially contact persons and telephone numbers.

AWARD OF CONTRACT, RESERVATION OF RIGHTS

NUMBER OF CONTRACTS

THE CITY reserves the right to award one, more than one, or no contract(s) in response to this RFP.

ADVANTAGEOUS CONTRACT

The Contract, if awarded, will be awarded to the company submitting proposal for MULTIFUNCTIONAL COPIER EQUIPMENT whose Submittal(s) is/are deemed most advantageous to THE CITY, in comportment with Texas Professional Services Procurement Act requirements, and as determined by the selection committee, upon approval of the City Council.

FINAL SELECTION AND THE CITY COUNCIL APPROVAL

THE CITY may accept any Submittal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of THE CITY. However, final selection of a company submitting proposal for MULTIFUNCTIONAL COPIER EQUIPMENT is subject to City Council approval.

REMEDY OF TECHNICAL ERRORS

THE CITY reserves the right to accept one or more submittals or reject any or all submittals received in response to this RFP, and to waive informalities and irregularities in the submittals received. THE CITY also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.

PREPARATION COSTS

This RFP does not commit THE CITY to enter into a Contract, award any services related to this RFP, nor does it obligate THE CITY to pay any costs incurred in preparation or submission of a submittal or in anticipation of a contract.

INSURANCE AND INDEMNITY

If selected, company submitting proposal for MULTIFUNCTIONAL COPIER EQUIPMENT will be required to comply with the Insurance and Indemnity Requirements established herein.

PURCHASE ORDERS, AS NEEDED

Execution of a contract does not obligate The CITY to engage any delivery orders, Purchase Orders, or other commitments for services. Service delivery shall be at the City's discretion, as needed, and will be communicated to the company submitting proposal for MULTIFUNCTIONAL COPIER EQUIPMENT through individual Purchase Orders.

APPENDIX A

MINIMUM MULTIFUNCTIONAL COPIER EQUIPMENT SPECIFICATIONS

1. **Police Department – Traffic Division**
   All hardware must be at or above minimum specifications as indicated below. Please confirm this by checking "Yes" next to each specification/feature/maintenance requirement.

36 PPM Color Multifunctional Copier Equipment

- (Yes____) 36 Pages-Per-Minute Color Output or faster
- (Yes____) 36 Pages-Per-Minute Black & White (B/W) Output or faster
- (Yes____) Copy
- (Yes____) Network Print/Fax/Scan
- (Yes____) Full Color Scan
- (Yes____) Duplex
- (Yes____) 50 Sheet Automatic Reversing Document Feeder
- (Yes____) 1,000 Sheet Finisher with Sorting and 50 Sheet Stapling
- (Yes____) Tray 1 - 550 Sheets (8 ½" x 11")
- (Yes____) Tray 2 - 550 Sheets (Up to 11" x 17")
- (Yes____) Tray 3 - 550 Sheets (Up to 11" x 17")
- (Yes____) Finisher with hole puncher and booklet maker
- (Yes____) Bypass Tray – 100 Sheets
- (Yes____) Hard Drive Encryption
- (Yes____) Data Overwrite Security
- (Yes____) Surge Protector
- (Yes____) 190 GB Hard Drive
- (Yes____) 1200 x 1200 dpi Print Resolution
- (Yes____) Price Includes: Delivery, Installation & Training
- (Yes____) Network Fax and Scan equipped with auditable security features to include images of documents sent.
- (Yes____) Scan file formats Tiff, PDF, Compact PDF, JPEG, XPS, Compact XPS, Encrypted PDF
- (Yes____) Keyboard Display
- (Yes____) Radiofrequency Identification (RFID) access
- (Yes____) Interface card 10 Base-T/100 Base-T/1000 Base-T, USB2.0, USB Host
- (Yes____) Scanning at a minimum 80 pages per minute and 160 dual sided
- (Yes____) Monthly color usage 5000 copies
- (Yes____) Monthly black & white usage 5000 copies
- (Yes____) RF Card reader for user access must be able to connect directly with Page Scope Enterprise Suite (Department's currently installed access control software for copiers).
- (Yes____) Secure email with encryption
- (Yes____) Mail to Desktop
- (Yes____) Scan to email.

Maintenance & Consumables

- (Yes____) Maintenance Includes: All Parts, Labor, Toner & Staples
- (Yes____) Click Rates Are Fixed & Not to Escalate Within Lease Term
- (Yes____) All B/W and Color Overages Are Billed Quarterly

	36 Month Lease Monthly Payment
With 5,000 B/W Copies	$
With 10,000 B/W Copies	$
With 15,000 B/W Copies	$
With 20,000 B/W Copies	$
With 30,000 B/W Copies	$

- ($_____) B/W Images Cost-Per-Click
- ($_____) Color Images Cost-Per-Click
- ($_____) Scan images Cost-Per-Click

2. **Police Department – Jail Division**

All hardware must be at or above minimum specifications as indicated below. Please confirm this by checking "Yes" next to each specification/feature/maintenance requirement.

31 PPM Color Multifunctional Copier Equipment

- (Yes____) 31 Pages-Per-Minute Color Output or faster
- (Yes____) 31 Pages-Per-Minute Black & White (B/W) Output or faster
- (Yes____) Copy
- (Yes____) Network Print/Fax/Scan
- (Yes____) Full Color Scan
- (Yes____) Duplex
- (Yes____) 50 Sheet Automatic Reversing Document Feeder
- (Yes____) 1,000 Sheet Finisher with Sorting and 50 Sheet Stapling
- (Yes____) Tray 1 - 550 Sheets (8 ½" x 11")
- (Yes____) Tray 2 - 550 Sheets (Up to 11" x 17")
- (Yes____) Tray 3 - 550 Sheets (Up to 11" x 17")
- (Yes____) Finisher with hole puncher and booklet maker
- (Yes____) Bypass Tray – 100 Sheets
- (Yes____) Hard Drive Encryption
- (Yes____) Data Overwrite Security
- (Yes____) Surge Protector
- (Yes____) 190 GB Hard Drive
- (Yes____) 1200 x 1200 dpi Print Resolution
- (Yes____) Price Includes: Delivery, Installation & Training
- (Yes____) Network Fax and Scan equipped with auditable security features to include images of documents sent.
- (Yes____) Scan file formats Tiff, PDF, Compact PDF, JPEG, XPS, Compact XPS, Encrypted PDF
- (Yes____) Keyboard Display
- (Yes____) Radiofrequency Identification (RFID) access
- (Yes____) Interface card 10 Base-T/100 Base-T/1000 Base-T, USB2.0, USB Host
- (Yes____) Scanning at a minimum 31 pages per minute.
- (Yes____) Monthly color usage 300 copies
- (Yes____) Monthly black & white usage 6000 copies
- (Yes____) RF Card reader for user access must be able to connect directly with Page Scope Enterprise Suite (Department's currently installed access control software for copiers).

- (Yes____) Secure email with encryption
- (Yes____) Mail to Desktop
- (Yes____) Scan to email.

Maintenance & Consumables

- (Yes____) Maintenance Includes: All Parts, Labor, Toner & Staples
- (Yes____) Click Rates Are Fixed & Not to Escalate Within Lease Term
- (Yes____) All B/W and Color Overages Are Billed Quarterly

	36 Month Lease Monthly Payment
With 5,000 B/W Copies	$
With 10,000 B/W Copies	$
With 15,000 B/W Copies	$
With 20,000 B/W Copies	$
With 30,000 B/W Copies	$

- ($_____) B/W Images Cost-Per-Click
- ($_____) Color Images Cost-Per-Click
- ($_____) Scan images Cost-Per-Click

3. **City Managers Department**

All hardware must be at or above minimum specifications as indicated below. Please confirm this by checking "Yes" next to each specification/feature/maintenance requirement.

25 PPM Color Multi-Function Copier

- (Yes____) 25 Pages-Per-Minute Color Output 25 Pages-Per-Minute Black & White Output
- (Yes____) Copy
- (Yes____) Network Printing
- (Yes____) Full Color Scan
- (Yes____) Duplex
- (Yes____) 50 Sheet Automatic Reversing Document Feeder
- (Yes____) 500 Sheet Finisher with Sorting and 50 Sheet Stapling
- (Yes____) 2 or 3 Hole Punch Unit
- (Yes____) Tray 1 - 550 Sheets (8 ½ x 11)
- (Yes____) Tray 2 - 550 Sheets (Up to 11 x 17)
- (Yes____) Cabinet
- (Yes____) Bypass Tray – 100 Sheets
- (Yes____) Data Overwrite Security
- (Yes____) Surge Protector
- (Yes____) 250 GB Hard Drive
- (Yes____) 1200 x 1200 dpi Print Resolution
- (Yes____) Price Includes: Delivery, Installation & Training

Maintenance & Consumables

- Maintenance Includes: All Parts, Labor, Toner & Staples (Yes____)
- Click Rates Are Fixed & Not to Escalate Within Lease Term (Yes____)
- All B&W and Color Overages Are Billed Quarterly (Yes____)

	36 Month Lease Monthly Payment
With 5,000 B/W Copies	$
With 10,000 B/W Copies	$
With 15,000 B/W Copies	$
With 20,000 B/W Copies	$
With 30,000 B/W Copies	$

- ($_____) B/W Images Cost-Per-Click
- ($_____) Color Images Cost-Per-Click
- ($_____) Scan images Cost-Per-Click

4. **Planning & Zoning Department**

All hardware must be at or above minimum specifications as indicated below. Please confirm this by checking "Yes" next to each specification/feature/maintenance requirement.

35 PPM Color Multifunctional Copier Equipment

- (Yes____) 35 Pages-Per-Minute Color Output or faster
- (Yes____) 35 Pages-Per-Minute Black & White (B/W) Output or faster
- (Yes____) Copy
- (Yes____) Network Print/Scan/Fax
- (Yes____) Full Color Scan
- (Yes____) Duplex
- (Yes____) 100 Sheet Automatic Reversing Document Feeder
- (Yes____) 1,000 Sheet Finisher with Sorting and 50 Sheet Stapling
- (Yes____) Fax Option Enabled
- (Yes____) Tray 1 - 550 Sheets (8 ½" x 11")
- (Yes____) Tray 2 - 550 Sheets (Up to 11" x 17")
- (Yes____) Tray 3 - 550 Sheets (Up to 11" x 17")
- (Yes____) Tray 4 - 550 Sheets (Up to 11" x 17")
- (Yes____) Bypass Tray – 100 Sheets
- (Yes____) Hard Drive Encryption
- (Yes____) Data Overwrite Security
- (Yes____) Surge Protector
- (Yes____) 190 GB Hard Drive
- (Yes____) Network Fax and Scan equipped with auditable security features to include images of documents sent.
- (Yes____) 1200 x 1200 dpi Print Resolution
- (Yes____) Price Includes: Delivery, Installation & Training
- (Yes____) Interface card 10 Base-T/100 Base-T/1000 Base-T, USB2.0, USB Host

Maintenance & Consumables

- (Yes____) Maintenance Includes: All Parts, Labor, Toner & Staples
- (Yes____) Click Rates Are Fixed & Not to Escalate Within Lease Term
- (Yes____) All B/W and Color Overages Are Billed Quarterly

	36 Month Lease Monthly Payment
With 5,000 B/W Copies	$
With 10,000 B/W Copies	$
With 15,000 B/W Copies	$
With 20,000 B/W Copies	$
With 30,000 B/W Copies	$

- ($_____) B/W Images Cost-Per-Click
- ($_____) Color Images Cost-Per-Click
- ($_____) Scan Images Cost-Per-Click

5. **Municipal Court**

All hardware must be at or above minimum specifications as indicated below. Please confirm this by checking "Yes" next to each specification/feature/maintenance requirement.

50 PPM Black & White Multi-Function Copier

- (Yes____) 50 Pages-Per-Minute Black & White Output
- (Yes____) Copy
- (Yes____) Network Printing
- (Yes____) Full Color Scan
- (Yes____) Duplex
- (Yes____) 100 Sheet Automatic Reversing Document Feeder
- (Yes____) 1,000 Sheet Finisher with Sorting and 50 Sheet Stapling
- (Yes____) 2 or 3 Hole Punch Unit
- (Yes____) Tray 1 - 500 Sheets (Up to 11 x 17)
- (Yes____) Tray 2 - 550 Sheets (Up to 11 x 17)
- (Yes____) Tray 3 – 2,000 Sheet Tandem Tray (1,000 x 2 – for 8.5 x 11)
- (Yes____) Bypass Tray – 100 Sheets
- (Yes____) Data Overwrite Security
- (Yes____) Surge Protector
- (Yes____) 128 GB Hard Drive
- (Yes____) Up to 600 dpi Print Resolution
- (Yes____) Price Includes: Delivery, Installation & Training

Maintenance & Consumables

- (Yes____) Maintenance Includes: All Parts, Labor, Toner & Staples
- (Yes____) Click Rates Are Fixed & Not to Escalate Within Lease Term
- (Yes____) All B/W and Color Overages Are Billed Quarterly

	36 Month Lease Monthly Payment
With 5,000 B/W Copies	$
With 10,000 B/W Copies	$
With 15,000 B/W Copies	$
With 20,000 B/W Copies	$
With 30,000 B/W Copies	$

- ($_____) B/W Images Cost-Per-Click

- ($_____) Color Images Cost-Per-Click
- ($_____) Scan Images Cost-Per-Click

6. **Finance- Department**

All hardware must be at or above minimum specifications as indicated below. Please confirm this by checking "Yes" next to each specification/feature/maintenance requirement.

45 PPM Color Multifunctional Copier Equipment

- (Yes____) 45 Pages-Per-Minute Color Output
- (Yes____) 45 Pages-Per-Minute Black & White Output
- (Yes____) Copy
- (Yes____) Network Print/Scan/Fax
- (Yes____) Full Color Scan
- (Yes____) Duplex
- (Yes____) 100 Sheet Automatic Reversing Document Feeder
- (Yes____) 1,000 Sheet Finisher with Sorting and 50 Sheet Stapling
- (Yes____) Fax Option Enabled
- (Yes____) Tray 1 - 550 Sheets (8 ½" x 11")
- (Yes____) Tray 2 - 550 Sheets (Up to 11" x 17")
- (Yes____) Tray 3 - 550 Sheets (Up to 11" x 17")
- (Yes____) Tray 4 - 550 Sheets (Up to 11" x 17")
- (Yes____) Bypass Tray – 100 Sheets
- (Yes____) Hard Drive Encryption
- (Yes____) Data Overwrite Security
- (Yes____) Surge Protector
- (Yes____) 190 GB Hard Drive
- (Yes____) Network Fax and Scan equipped with auditable security features to include images of documents sent.
- (Yes____) 1200 x 1200 dpi Print Resolution
- (Yes____) Price Includes: Delivery, Installation & Training
- (Yes____) Interface card 10 Base-T/100 Base-T/1000 Base-T, USB2.0, USB Host

Maintenance & Consumables

- (Yes____) Maintenance Includes: All Parts, Labor, Toner & Staples
- (Yes____) Click Rates Are Fixed & Not to Escalate Within Lease Term
- (Yes____) All B&W and Color Overages Are Billed Quarterly

	36 Month Lease Monthly Payment
With 5,000 B/W Copies	$
With 10,000 B/W Copies	$
With 15,000 B/W Copies	$
With 20,000 B/W Copies	$
With 30,000 B/W Copies	$

- ($_____) B/W Images Cost-Per-Click
- ($_____) Color Images Cost-Per-Click
- ($_____) Scan Images Cost-Per-Click

7. **South Texas International Airport- Department**

All hardware must be at or above minimum specifications as indicated below. Please confirm this by checking "Yes" next to each specification/feature/maintenance requirement.

35 PPM Color Multifunctional Copier Equipment

- (Yes____) 35 Pages-Per-Minute Color Output or faster
- (Yes____) 35 Pages-Per-Minute Black & White (B/W) Output or faster
- (Yes____) Copy
- (Yes____) Network Print/Scan/Fax
- (Yes____) Full Color Scan
- (Yes____) Duplex
- (Yes____) 100 Sheet Automatic Reversing Document Feeder
- (Yes____) 1,000 Sheet Finisher with Sorting and 50 Sheet Stapling
- (Yes____) Fax Option Enabled
- (Yes____) Tray 1 - 550 Sheets (8 ½" x 11")
- (Yes____) Tray 2 - 550 Sheets (Up to 11" x 17")
- (Yes____) Tray 3 - 550 Sheets (Up to 11" x 17")
- (Yes____) Tray 4 - 550 Sheets (Up to 11" x 17")
- (Yes____) Bypass Tray – 100 Sheets
- (Yes____) Hard Drive Encryption
- (Yes____) Data Overwrite Security
- (Yes____) Surge Protector
- (Yes____) 190 GB Hard Drive
- (Yes____) Network Fax and Scan equipped with auditable security features to include images of documents sent.
- (Yes____) 1200 x 1200 dpi Print Resolution
- (Yes____) Price Includes: Delivery, Installation & Training
- (Yes____) Interface card 10 Base-T/100 Base-T/1000 Base-T, USB2.0, USB Host

Maintenance & Consumables

- (Yes____) Maintenance Includes: All Parts, Labor, Toner & Staples
- (Yes____) Click Rates Are Fixed & Not to Escalate Within Lease Term
- (Yes____) All B/W and Color Overages Are Billed Quarterly

	36 Month Lease Monthly Payment
With 5,000 B/W Copies	$
With 10,000 B/W Copies	$
With 15,000 B/W Copies	$
With 20,000 B/W Copies	$
With 30,000 B/W Copies	$

- ($_____) B/W Images Cost-Per-Click
- ($_____) Color Images Cost-Per-Click
- ($_____) Scan Images Cost-Per-Click

SECURITY ISSUES

1. ISO15408 Compliance - Provide documentation which demonstrates any proposed copier(s) are in complete TOE (Target of Evaluation) compliance with ISO15408 Common Criteria for Information

Technology Security Evaluation standards established in versions 2.3 and the later revision in 3.1. Any proposed copier or sub-component not meeting ISO15408 will not be accepted.

Documentation submitted ☐ *Documentation not submitted* ☐

2. Audit logs - Provide documentation proposed copier(s) are equipped with audit logs.

Documentation submitted ☐ *Documentation not submitted* ☐

3. Security images - Provide documentation proposed copier(s) audit includes images and what image types(TX-Fax, RX-Fax received and scanned documents or all image types.

Documentation submitted ☐ *Documentation not submitted* ☐

4. Sample audit log - Include a sample audit logs in order to evaluate the information being provided on the audit logs.

Documentation submitted ☐ *Documentation not submitted* ☐

5. User Authentication and Active Directory - Vendor acknowledges and agrees leased copier(s) through this RFP will be configured on the Windows Active Directory Service. Vendor further agrees to train Department personnel on how to add these network services as part of the implementation and configuration of any Network Copier(s) Equipment.

Vendor acknowledges and agrees ☐ *Vendor does not agree to stipulation* ☐

6. User Authentication - All copiers should be equipped with a secure user authentication system to include Windows Active Directory Service. At the minimum authentication system shall require a user name and password. Authentication system must also be able to permit or restrict user functions copy allotment and color or black and white restrictions.

Documentation submitted ☐ *Documentation not submitted* ☐

7. HID Key and RF access - Authentication system shall be complimented by user accessibility through the use of HID key or RF City issued Identification cards.

Documentation submitted ☐ *Documentation not submitted* ☐

8. Secure image processing and printing – Provide documentation as to how image processing is secured and the process used to prevent image retrieval.

Documentation submitted ☐ *Documentation not submitted* ☐

9. Provide documentation regarding security preventing image recovery or retrieval from internal hard drives or memory modules.

Documentation submitted ☐ *Documentation not submitted* ☐

10. Secure Print – Provide documentation all copiers equipped to allow secure print(s) from the copier panel. Secure print program shall allow users to send print jobs from there workstation and store them on the copier, until the secure print password is entered from the copier's operator's keypad.

Documentation submitted ☐ *Documentation not submitted* ☐

11. Hard drive Security – Provide documentation hard drives shall be configured with password protection and encryption level.

Documentation submitted ☐ *Documentation not submitted* ☐

12. Hard drive end of lease – Provide documentation as to end of lease options and what is commonly referred to Hard Drive Sanitizing.

Documentation submitted ☐ *Documentation not submitted* ☐

SERVICE PERFORMANCE

1. Provide documentation for any (3) three consecutive months for all service request orders from a client of similar size and number of copiers. Include the name of the company/organization requesting the service order, number of copiers leased to the location. The date and time of the service order was received, the date and time the service order was closed. The description of the problem and resolution. Any company which does not provide the requested documentation, the City will assume the company has no quality assurance practice to track service request orders.

   Documentation submitted ____ *Documentation not submitted* ____

2. Number of copiers serviced from the local service office.

   Documentation submitted ____ *Documentation not submitted* ____

3. Number of technicians employed at the local service office.

   Documentation submitted ____ *Documentation not submitted* ____

4. Provide photographs which adequately depict and describe the local service center and the local parts inventory or warehouse.

   Documentation submitted ____ *Documentation not submitted* ____

5. Provide documentation of the company's internal quality assurance policies and procedures.
   Documentation submitted ____ *Documentation not submitted* ____

6. Provide the phone number for customers to place a service request.

   Phone: (____)_____.

   Documentation submitted ____ *Documentation not submitted* ____

STAFF TRAINING

1. Provide training documentation for the last (24) months for technicians assigned to the local service office. Please include dates of training and number of accredited hours.

Documentation submitted ____ *Documentation not submitted ____*

MINIMUM MULTIFUNCTIONAL COPIER EQUIPMENT SPECIFICATIONS

For optimum efficiency and productivity, any proposed copier must be a new current production digital multifunctional copier equipment model capable of performing multiple functions without interrupting the copier while producing copies, for example:

1. Printing copies, immediately after the first or second original document has been processed by the document feeder. There should be no need for the entire batch to be processed by the document feeder, before the copier begins to produce copies.

2. Capable of sending and receiving faxes while copies are being produced.

3. Capable of scanning and storing original documents for printing production while copier is producing and printing copies.

Meets minimum requirements ____ *Does not meet minimum requirements ____*

COPIER CONFIGURATION AND PLACEMENTS

Any proposed multifunctional copier equipment shall meet the minimum specified requirements. Minimum true pages per minute shall include a document feeder or any sub-component, software or hardware design calculated after what is customarily known as the "warm-up" period.

==========

*****Equipment must be installed no later than 30 days after Awarding of the RFP and full execution of the contracts unless on the date is otherwise agreed upon.**

ATTACHMENT I

QUALIFICATIONS GENERAL QUESTIONNAIRE FOR COMPANY PROVIDING THE PROPOSAL FOR MULTIFUNCTIONAL COPIER EQUIPMENT LEASE, SERVICE, AND INSTALLATION

Name/Name of Agency/Company: _____
(Full, correct legal name)

Address: _____

Telephone/Fax: _____

1. Does your Company anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months that may affect the organization's ability to carry out its submittal?

   Yes____ No____

2. Is your Company authorized and/or licensed to do business in Texas?

   Yes____ No____

3. Where is the Company's corporate headquarters located? _____

4. Does the Company have an office (local branch) located in the Lower Rio Grande Valley?

   Yes____ No____

5. If the answer to the previous question is "yes", how long has the Company conducted business from its local branch office?

   _____ (years) _____ (months)

6. State the number of full-time employees at the local branch office. _____

7. If the Company does have an office Lower Rio Grande Valley, does the Company have an office located in Hidalgo County, Texas?

   Yes____ No____

8. If the answer to the previous question is yes, how long has the Company conducted business from its Hidalgo County office?

   _____ (years) _____ (months)

9. State the number of full-time employees at the Hidalgo County office. _____

10. Does the Company perform periodic criminal history background checks on its employees?

    Yes____ No____

11. If yes, how often does the Company performs periodic criminal history background checks?

_____

12. Does the Company have an internal employee drug testing policy?

Yes____ No____

13. Has the Company or any of its principals been debarred or suspended from contracting with any public entity?

Yes____ No____

14. If yes, identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

_____

_____

_____

15. Indicate person whom The CITY may contact concerning your submittal or setting dates for meetings.

Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

16. Surety Information

Have you or the Company ever had a bond or surety instrument "called," canceled, or forfeited?

Yes____ No____

If yes, state the name of the bonding company, date, amount of bond and reason for such bond being called," or its cancellation or forfeiture._____

_____

17. Bankruptcy Information

Have you or the Company ever been declared bankrupt or filed for protection from creditors under state or federal proceedings? Yes____ No____

If yes, state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets. _____

_____

_____

18. Provide any other names under which your business has operated within the last 10 years.

_____

_____

_____

ATTACHMENT II

LITIGATION DISCLOSURE FORM

Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your submittal from consideration or termination of the contract, once awarded.

1. Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

   Circle One YES NO

2. Have you or any member of your Firm or Team to be assigned to this engagement ever been terminated (for cause or otherwise) from any work being performed for the THE CITY or any other Federal, State or Local Government, or Private Entity?

   Circle One YES NO

3. Have you or any member of your Firm or Team to be assigned to this engagement ever been involved in any claim or litigation with the CITY or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

   Circle One YES NO

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your submittal.

ATTACHMENT III

SUBMITTAL CHECKLIST

This checklist is to help the company submitting the proposal for MULTIFUNCTIONAL COPIER EQUIPMENT ensure all required documents have been included in its submittal.

DOCUMENT AND LOCATION IN SUBMITTAL			INITIAL TO INDICATE DOCUMENT IS ATTACHED TO SUBMITTAL
TAB-A	Interest Statement		
TAB-B	Qualification General Questionnaire Company Submitting Proposal for Lease, Service, and Installation of Multifunctional Copier Equipment	Attachment I in RFP	
TAB-C	Litigation Disclosure	Attachment II in RFP	
TAB-D	Submittal Checklist	Attachment III in RFP	
TAB-E	Proposal		
Please Provide 1-Original and 5 Copies of Submittal			
***Documents marked with an asterisk on this checklist require a signature prior to submittal.**			

I have read and understood the requirements set forth in this RFP #2014-011 and agree to comply except as noted.

Does the Company have an office located in Edinburg, Texas? Yes _____ No_____

Has the Company ever conducted business with the City of Edinburg? Yes _____ No_____

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT):_____

ADDRESS: _____

CITY/STATE: _____ ZIP: _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

FEDERAL TAX IDENTIFICATION NUMBER: _____

EMAIL ADDRESS: _____