



REQUEST FOR PROPOSALS (RFP)

**LEASE, SERVICE, AND INSTALLATION OF
MULTIFUNCTIONAL COPIER EQUIPMENT**

FOR

CITY OF EDINBURG

RFP NO.:2013-002

RFP DUE DATE: 04/15/2013

RFP DUE TIME: 3:00 pm



REQUEST FOR PROPOSALS

The City of Edinburg is soliciting sealed proposals 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.

Proposals will be received until **3:00 p.m. Central Time, on Monday, April 15, 2013**, shortly thereafter all submitted proposal will be gathered and taken to the Edinburg City Hall Community Room, 1st Floor, to be publicly opened and read aloud. Any proposal received after the closing time will not be accepted and will be returned to the proposer unopened. It is the responsibility of the proposer to see that any proposal submitted shall have sufficient time to be received by the City Secretary's Office prior to the proposal opening date and time. The receiving time in the City Secretary's Office will be the governing time for acceptability of the proposals. Proposals will not be accepted by telephone or facsimile machine. All proposals must bear original signatures and figures. The Proposal shall be for:

RFP NO. 2013-002

LEASE, SERVICE AND INSTALLATION OF MULTIFUNCTIONAL COPIER EQUIPMENT

Bidders receiving a "NOTICE TO BIDDERS" and/or "REQUEST FOR PROPOSALS" notice in the mail or reading same in the newspaper are advised that the bidding 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) 388-8972 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 proposal, please contact Ms. Myra Ayala Garza, City Secretary, at (956) 388-8204.

Hand-delivering Proposals: 415 West 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 West University Drive
Edinburg, Texas 78541

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

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

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



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



SECTION I
GENERAL TERMS AND CONDITIONS

The City of Edinburg (hereinafter referred to as "THE CITY") is soliciting submittals from qualified companies with an interest in contracting to provide LEASE, SERVICE and INSTALLATION of MULTIFUNCTIONAL COPIER EQUIPMENT at various City of Edinburg Departments as listed in **Appendix A** of this RFP.

ADDITIONAL INFORMATION

The City of Edinburg is requesting that RFP's be routed to the City Secretary, Edinburg City Hall, located at 415 West University, Edinburg, Texas 78541.

NON-COLLUSION

Submitters, by submitting a signed submission, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United States law.

NON-DISCRIMINATION

Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona-fide occupational qualification reasonably necessary to the normal operation of the contractor.

PROCESSING TIME FOR PAYMENT

Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC SUBMISSION OF BIDS

The City of Edinburg City Secretary Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY

Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. THE CITY will make the final determination as to the submitter's ability.

SUBMITTER DEFAULT

The City of Edinburg reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS

It is the responsibility of the submitter to review the Request for Proposals (RFP) packet and to notify the City Secretary Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or bidding procedures must be received in the City Secretary Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

RFP DELIVERY

The City of Edinburg requires submitters, when hand-delivering statements of qualifications, to have a City Secretary Department representative time/date stamp and initial the envelope.

SIGNING OF QUALIFICATIONS

In order to be considered, all submittals **must** be signed.

WAIVING OF INFORMALITIES

THE CITY reserves the right to waive minor informalities or technicalities when it is in the best interest of THE CITY.

SUBCONTRACTING

The successful submitter may not subcontract the award without the written consent of THE CITY.

BIDDER RESPONSIBILITY

It is the responsibility of each vendor before submitting a proposal:

1. To examine thoroughly the contract documents and other related data identified in the proposal documents.
2. To visit the site to become familiar with and satisfy vendor as to the general, local, and site conditions that may affect cost, progress, performance, etc.
3. To consider federal, state, and local laws and regulations that may affect costs, progress, performance or furnishing of the work.
4. To study and carefully correlate vendor's knowledge and observations with the contract documents and such other related data.
5. To promptly notify THE CITY Purchasing of all conflicts, errors, ambiguities, or discrepancies which vendor has discovered in or between the contract documents and such other related documents.

TERMINATION

THE CITY has the authority and express right to terminate any Agreement awarded under this RFP or any Work Order resulting from the Agreement at any time for any reason, including but not limited to, instances where THE CITY finds that the Contractor's work is negligent, not satisfactory, or not in accordance with the Agreement requirements.

SECTION II **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**.

SECTION III
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.

SECTION IV
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.

RFP SUBMITTED TO

One (1) original and five (5) copies of RFPs should be submitted to:

City of Edinburg
c/o City Secretary
415 West University Drive
Edinburg, Texas 78541

RFPs must be submitted by **no later than** 3:00 p.m. on Monday, April 15, 2013.

SECTION V **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.

CONFLICT OF INTEREST

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 go to the Texas Ethics Commission web page at www.ethics.state.tx.us/forms/CIQ.pdf.

No public official shall have any interest in this contract, except as permitted by and subject to the disclosure requirements of Vernon's Texas Codes Annotated, Local Government Code, Title 5, Subtitled C, Chapter 171.

CONFIDENTIALITY

All information disclosed by the CITY to successful Proposer for the purpose of the work to be done or information that comes to the attention of the successful Proposer during the course of performing such work is to be kept strictly confidential.

ADDENDA

Any interpretations, corrections or changes to this RFP will be made by addenda. Sole issuing authority of addenda shall be vested in THE CITY Purchasing. Addenda will be mailed to all who are known to have received a copy of this Request for Proposal. Proposers shall acknowledge receipt of all addenda.

CHANGE ORDERS

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by THE CITY purchasing staff.

ASSIGNMENT

The successful Proposer shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of THE CITY Council.

VENUE

This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Edinburg, Texas.

SUBMITTAL OF CONFIDENTIAL MATERIAL

Any material that is to be considered as confidential in nature must be clearly marked as such by the Proposer and will be treated as confidential by THE CITY.

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.**

SECTION VI **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.

SECTION VII **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.

ATTACHMENT I

**PROJECT REQUIREMENTS
ACKNOWLEDGEMENT**

This is to certify that I, _____, possess all of the **APPLICABLE:**

1. Licenses: _____

2. Bonds: _____

3. Certificates: _____

4. Permits: _____

5. Other: _____

that are necessary to carry out the required project. Furthermore, I am providing copies of the required documentation, so that if my company is awarded the bid, I may be eligible to enter a contract with the CITY and proceed to complete the project in a timely manner.

***Any license, bonds, certificates, permits, etc. which is required must be presented as part of the bid packet in order to expedite the bid evaluation process. Failure to provide said documentation will result in the disqualification of your bid.**

Authorized Signature

Date

Company

Address

City, State, Zip

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

**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 IV

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	*Project Requirements Acknowledgement	Attachment I in RFP	
TAB-C	Litigation Disclosure	Attachment II in RFP	
TAB-D	Qualification General Questionnaire Company Submitting Proposal for Lease, Service, and Installation of Multifunctional Copier Equipment	Attachment III in RFP	
TAB-E	Submittal Checklist	Attachment IV in RFP	
Please Provide 1-Original and 5 Copies of Submittal			
*Documents marked with an asterisk on this checklist require a signature prior to submittal.			

APPENDIX A

MINIMUM MULTIFUNCTIONAL COPIER EQUIPMENT SPECIFICATIONS

1. Police Department – Communications 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.

22 PPM Black & White Multifunctional Copier Equipment

- (Yes___) 22 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___) 2 or 3 Hole Punch Unit
- (Yes___) Tray 1 - 500 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___) Bypass Tray – 100 Sheets
- (Yes___) Hard Drive Encryption
- (Yes___) Data Overwrite Security
- (Yes___) Surge Protector
- (Yes___) 120 GB Hard Drive
- (Yes___) Up to 600 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

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 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
- (\$___) Scan Images Cost-Per-Click

2. Police Department – Patrol 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.

22 PPM Black & White Multifunctional Copier Equipment

- (Yes___) 22 Pages-Per-Minute Black & White (B/W) Output or faster
- (Yes___) Copy
- (Yes___) Network Print
- (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___) 2 or 3 Hole Punch Unit
- (Yes___) Tray 1 - 500 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___) Bypass Tray – 100 Sheets
- (Yes___) Hard Drive Encryption
- (Yes___) Data Overwrite Security
- (Yes___) Surge Protector
- (Yes___) 120 GB Hard Drive
- (Yes___) Up to 600 dpi Print Resolution
- (Yes___) Price Includes: Delivery, Installation & Training
- (Yes___) Network 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

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 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
- (\$___) Scan Images Cost-Per-Click

3. Police Department – Criminal Investigation 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.

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/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

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

4. Police Department – Records 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.

40 PPM Black & White Multifunctional al Copier Equipment

- (Yes___) 40 Pages-Per-Minute Black & White (B/W) Output or faster
- (Yes___) Copy
- (Yes___) Network Print/Fax/Scan
- (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___) 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___) 128 GB Hard Drive
- (Yes___) Up To 600 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

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 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
- (\$___) Scan Images Cost-Per-Click

5. Community Development 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___) 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___) 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___) 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

6. City Hall – Mail Room

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.

90 PPM Black & White Production-Class System

- (Yes___) 90 Pages-Per-Minute Black & White Output or faster
- (Yes___) Copy
- (Yes___) Network Print/Scan
- (Yes___) Full Color Scan
- (Yes___) Duplex
- (Yes___) 100 Sheet Automatic Reversing Document Feeder
- (Yes___) 3,000 Sheet Finisher with Sorting and 100 Sheet Stapling
- (Yes___) Tray 1 – 2 x 1,000 Sheets (8 ½" x 11")
- (Yes___) Tray 2 - 500 Sheets (Up to 13" x 18")
- (Yes___) Tray 3 - 500 Sheets (Up to 13" x 18")
- (Yes___) Maintains rated speed of 90 PPM regardless of media type
- (Yes___) All paper trays support 14 lb. Bond, 120 lb. Index, and 80 lb. Cover
- (Yes___) Air-Assisted paper handling
- (Yes___) Minimum drum yield is at least 2.5 million prints
- (Yes___) Minimum toner yield is at least 60,000 prints

- (Yes___) Hard Drive Encryption
- (Yes___) Data Overwrite Security
- (Yes___) Surge Protector
- (Yes___) 320 GB Hard Drive
- (Yes___) Network Fax and Scan equipped with auditable security features to include images of documents sent.
- (Yes___) 1,200 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

- Maintenance Includes: All Parts, Labor, Toner & Staples (Yes___)
- Click Rates Are Fixed & Not to Escalate Within Lease Term (Yes___)
- All B&W 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
- (\$___) Scan Images Cost-Per-Click

7. City Secretary – Office Area

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

8. City Secretary – Vital Statistics

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.

30 PPM Color Multifunctional Desktop Copier Equipment

- (Yes___) 30 Pages-Per-Minute Black & White Output
- (Yes___) 30 Pages-Per-Minute Color Output or faster
- (Yes___) Copy
- (Yes___) Network Print/Scan/Fax
- (Yes___) Full Color Scan
- (Yes___) Fax Option Enabled
- (Yes___) Duplex
- (Yes___) 50 Sheet Automatic Reversing Document Feeder
- (Yes___) Tray 1 - 250 Sheets (8 ½" x 11")
- (Yes___) Tray 2 - 500 Sheets (Up to 11" x 17")
- (Yes___) Bypass Tray – 100 Sheets
- (Yes___) Hard Drive Encryption
- (Yes___) Data Overwrite Security
- (Yes___) Surge Protector
- (Yes___) 128 GB Hard Drive
- (Yes___) Network Fax and Scan equipped with auditable security features to include images of documents sent.
- (Yes___) 600 x 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	\$

- (\$____) Color Images Cost-Per-Click
- (\$____) B&W Images Cost-Per-Click
- (\$____) Scan Images Cost-Per-Click

9. Boys & Girls Clubs

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 or faster
- (Yes____) 45 Pages-Per-Minute Black & White 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

10. 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.

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

11. Finance-Water 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

SECURITY ISSUES

1. ISO15408 Compliance - Provide documentation which demonstrates any proposed copier(s) or sub-component 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.

Documentation submitted ___ *Documentation not submitted* ___

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

Documentation submitted ____ *Documentation not submitted* ____

3. Security images - Provide documentation proposed copier(s) security capabilities are capable of providing images, and the image type (TX-Fax, RX-Fax received and scanned documents or all image types).

Documentation submitted ____ *Documentation not submitted* ____

4. Sample security audit log - Provide documentation for proposed copier(s) sample audit logs in order to evaluate the information being provided on the security audit logs.

Documentation submitted ____ *Documentation not submitted* ____

5. User Authentication and Active Directory – Provide documentation proposed copier(s) capable of being configured with Windows Active Directory Service. Vendor further agrees installation will include configuration and installation with Windows Active Directory. Vendor further agrees to train Department personnel on how to configure 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 – Provide documentation proposed copier(s) capable of permitting or restricting user functions, such as but not limited to: copy allotment, color or black and white restrictions.

Documentation submitted ____ *Documentation not submitted* ____

7. RFID access - Provide documentation proposed copier(s) shall be capable of providing secure access through the use of RF City issued identification cards.

Documentation submitted ____ *Documentation not submitted* ____

8. Secure Encryption of scanned documents in PDF format – Provide documentation of any proposed copier is capable of encrypting scanned documents in PDF format, providing secure distribution, to include email of the encrypted file.

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. Copy Protect Utility – Provide documentation any proposed copier is capable of producing copy protected images by use of security watermarks or similar process.

Documentation submitted ____ *Documentation not submitted* ____

12. Hard drive Security – Provide documentation hard drives shall be configured with password protection, encryption level and any internal security process preventing unauthorized data recovery.

Documentation submitted ____ *Documentation not submitted* ____

13. 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* ____

14. Employee background checks – Provide documentation on employee hiring process and to include but not limited to: Criminal background check, the frequency of background checks of current employees, and companies written policy.

Documentation submitted ____ *Documentation not submitted* ____

15. Fingerprinting by Edinburg Police Department – Vendor acknowledges and agrees any employee entering the secured premises within the Edinburg Police Department will be fingerprinted and may be subjected to a criminal history check by Edinburg Police Department personnel.

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

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.**