



# REQUEST FOR QUOTES MULTIFUNCTIONAL PRINTERS/COPIERS – LEASE, INSTALLATION AND SERVICE RFQ 2019 0612

June 12, 2019

## 1.0 INTRODUCTION / SUMMARY

The City of Fort Walton Beach is seeking proposals for providing copier equipment on a 4-year lease basis, and print services for the City. **The City desires to piggyback off of an existing cooperative agreement which has been awarded through a competitive bid process and is currently active.**

**The City will only consider equipment, services, pricing, terms and conditions that have been competitively bid and awarded (i.e State of FL contracts, cooperative agreements such as NIPA or US Communities (now OMNIA), or agreements awarded by other government entities through ITBs or RFPs which allow piggybacking.**

Vendor will provide selection of equipment and lease company, as well as provide installation services, initial training (multiple locations – all within Ft Walton Beach), IT support, maintenance service and supplies.

- 1.1 Currently the City leases nineteen (19) multifunction copiers, all financed through Great America Finance Company (48-month lease).
- 1.2 All nineteen copiers are also covered through a separate agreement for service and supplies of the copier (excluding paper & staples) through Dex Imaging.
- 1.3 During the end of this year, several buildings (and departments) will be consolidated into one location, and it is likely that several machines may need to be combined. The following departments that will be moving to the new Public Works Facility are:
  - Facilities Maintenance – 116 Hollywood
  - Fleet – 205 Hollywood
  - Public Works – 203 Hollywood
  - Solid Waste – 14 Robinwood
  - Warehouse/GIS

Please providing pricing as if no changes were to be made, but be aware that we may request an alternate bid for those locations.

- 1.4 All equipment is to be networked to allow scanning and faxing, and printing from desktop to copier.
- 1.5 **The deadline for providing this submittal is July 15, 2019 at 3:00 PM local time.**

**2.0 SCOPE OF WORK** – The City anticipates that replacement equipment and financing will be needed as early as October 1, 2019 or possibly as late as December 1<sup>st</sup>. Using Exhibit F, choose equipment that meets or exceeds the current features and abilities of each machine.

- 2.1 ALL Equipment quoted must be new and not refurbished.
- 2.2 Local service is required (maintenance of equipment).
- 2.3 Preferred lease term is 48 months.
- 2.4 Exhibits provided:
  - Exhibit A – Invoices for most recent year, including copier usage data.
  - Exhibit B - Current pricing for both the monthly leases and copier costs per click over the 4-year period.
  - Exhibit C - original lease of equipment
  - Exhibits D & E are two additional copiers which were added to the existing lease and will also expire on 09/30/2019
  - Exhibit F - list of required features needed for each machine, and total copier usage from 2015 thru Dec 2018.

### **3.0 CONTRACT TERM:**

Both the lease and service maintenance term shall run concurrently for 48 months, and shall expire on the same date.

### **4.0 SUBMITTALS – Consist of both required forms and responses to Section 4.1:**

#### **4.1 The City asks that respondents follow the format below, in order to provide for easy comparison among bids:**

- 4.1.1 Bidder's Certification Form – See Section 7.1 of this document.
- 4.1.2 Pricing Sheet – Please complete Exhibit G: Pricing must be submitted on City pricing sheet form to be considered responsive.
- 4.1.3 Questionnaire – Please complete Exhibit H.
- 4.1.4 Cooperative Agreement – Include cooperative name, contract number and when term expires, on which pricing is based.
- 4.1.5 References - List of four current clients – Include:
  - Contact Name with phone number and email address
  - Cooperative contract used
  - Year of contract (is it the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year of the lease)
  - Equipment manufacturer
- 4.1.6 Invoicing – Provide a sample monthly invoice that includes multiple pieces of equipment.

4.1.7 Highlights of Respondent's Services:

- Response time guarantees (both the initial call and final resolution of repair)
- IT Support, set up of equipment, staff training
- Accounting support, for invoice questions
- Client support, for liaison with leasing company; usage reports
- Location of staff servicing equipment; proximity to Fort Walton Beach.
- Any other important points you wish to include.

4.1.8 Highlights of Equipment Chosen:

- Why you are selecting the specific manufacturer.
- Quality of copying; quality of scanning images
- Ease of use – networking, user interface
- Speed of equipment,
- Durability of equipment – usage cycles,
- Repairs / guarantees of parts over the lease term
- Any other important points you wish to include.

4.1.9 Highlights of Cooperative Agreement chosen: Highlight features, such as

- Pricing
- Terms & Conditions which set it apart
- Equipment selection based on the City's current needs
- Any other important points you wish to include.

4.1.10 Highlights of Selected Lease / Finance Company:

- Relationship of respondent's company to lease company
- Sample lease, including standard government addenda
- Any other important points you wish to include.

**5.0 INQUIRIES & QUESTIONS** - Please direct all questions & inquiries regarding this Request for Quotes to:

Giuliana Scott, Purchasing Agent      850-833-9523 – direct  
City of Fort Walton Beach              850-833-9643 – fax  
105 Miracle Strip Pkwy SW              [gScott@fwb.org](mailto:gScott@fwb.org)  
Fort Walton Beach, FL 32548

**6.0 DEADLINE FOR QUOTES AND PROPOSALS:**

Bids shall be received at the Purchasing Division no later than Tuesday, July 15, 2019 at 3:00PM local time.

**7.0 REQUIRED FORMS:** All Forms in this section, including Exhibit G & H referred to earlier, must be included with your proposal. (Forms start on next page):

**7.1 BIDDER’S CERTIFICATION -**

I have carefully examined this request for quotes and any other documents accompanying or made a part of this RFQ.

I hereby propose to furnish the goods or services specified in the RFQ at the prices or rates quoted in my bid. I agree that my bid will remain firm for a period of up to ninety (90) days in order to allow the City adequate time to evaluate the bids.

I certify that all information contained in this bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the vendor/contractor as its act and deed and that the vendor/contractor is ready, willing and able to perform if awarded the bid.

I further certify that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a bid for the same product or service; no officer, employee or agent of the City of Fort Walton Beach or of any other bidder interested in said bid; and that the undersigned executed this bidder's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

\_\_\_\_\_  
NAME OF BUSINESS

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_  
NAME & TITLE (type or print)

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

( ) \_\_\_\_\_  
TELEPHONE NUMBER

( ) \_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
CONTACT EMAIL ADDRESS

\_\_\_\_\_  
DATE

**7.2 DRUG-FREE WORKPLACE FORM**

The undersigned vendor, on \_\_\_\_\_, 2019, in accordance with Section 287.087, Florida Statutes, certifies that [company] \_\_\_\_\_ does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

**Check one:**

\_\_\_\_\_ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

\_\_\_\_\_ As the person authorized to sign this statement, this firm does not comply fully with the above requirements.

NAME OF BUSINESS: \_\_\_\_\_

BY: \_\_\_\_\_

SIGNATURE

\_\_\_\_\_  
NAME & TITLE, TYPED OR PRINTED

### 7.3 PUBLIC ENTITY CRIME FORM – (2 PAGES)

#### SWORN STATEMENT UNDER SECTION 287.133 (3) (A) FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted with Proposal, Proposal or Contract # \_\_\_\_\_

This sworn statement is submitted by \_\_\_\_\_ whose business address is \_\_\_\_\_ and (if applicable) Federal Employer Identification Number (FEIN) is \_\_\_\_\_ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement).

My name is \_\_\_\_\_ and my relationship to the entity named above is \_\_\_\_\_.

I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- A predecessor or successor of a person convicted of a public entity crime (or)
- An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

STATE OF: \_\_\_\_\_ COUNTY OF: \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, and is personally known to me, or has provided \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

My Commission expires

## 7.4 ANTI-COLLUSION STATEMENT

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**ANTI-COLLUSION STATEMENT:** The below signed bidder has not divulged to, discussed or compared his bid with other bidders and has not colluded with any other bidder or parties to bid whatever. (Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s).

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Bidder's Company Name

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Authorized Signature

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Signature Name – Printed

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Address

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Title

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Phone #

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Email

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Federal ID # or SS #

7.5 **FEDERAL E-VERIFY COMPLIANCE CERTIFICATION**

In accordance with Executive Order Number 11-116 from the Office of the Governor of the State of Florida, Bidder hereby certifies that the U.S. Department of Homeland Security’s E-Verify system will be used to verify the employment eligibility of all new employees hired by the respondent during the contract term, and shall expressly require any subcontractors performing work or providing services pursuant to the contract to likewise utilize the U.S. Department of Homeland Securities E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term; and shall provide documentation such verification to the CITY upon request.

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As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above requirements.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TITLE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

FAX NO.: \_\_\_\_\_