

CITY OF MINOT, NORTH DAKOTA

REQUEST FOR PROPOSALS COPIER AND MAINTENANCE SERVICE 2024-2028

**CITY OF MINOT
FINANCE DEPARTMENT
515 2ND AVENUE S.W.
MINOT, ND 58701
WWW.MINOTND.ORG**

DEADLINE FOR PROPOSAL

**2:00 PM, MAY 26, 2023
MINOT CITY HALL**

City Expectations

The City of Minot is requesting proposals for a vendor to provide copy machines, maintenance and supplies to meet the copy/printing needs of the city.. The specific services we desire are:

- 2 High volume copiers
- 10 Medium volume printers
- All related consumables (except paper) and maintenance
- Technicians located within a 10 mile radius of the City of Minot that are able to diagnose and repair the machines that are included in the proposal.
- Ability to respond to a call for service within one business day.

Although the above services must be addressed in your response, you are invited to submit proposals for a "better way" of providing a particular service or to introduce prospective services not identified herein. All exceptions must be clearly noted.

Term of Agreement

The completed proposal will serve as the basis for the agreement between the City and the successful respondent. The initial term will commence on or about June 12, 2023 and coverage will continue through December 31, 2028. The City maintains the option of continuing the contract on a yearly basis through December 31, 2030.

The agreement may be canceled at any time provided written notice is given at least ninety days in advance of the proposed cancellation.

Background on the City of Minot

Minot provides a full range of municipal services, including public safety (fire and police), public works (engineering, streets, and highways), recreation, general government, as well as a public water and sewer utility, Please refer to the City's Comprehensive Annual Financial Report for the year ended December 31, 2021 for a complete description of the government and its financial operations. The CAFR is available on the City of Minot web site at www.minotnd.gov under city departments, finance.

Designated Contact Officials

A single officer must be designated to be the primary person responsible for all of the City's services. Additionally, one other employee must be authorized to act on behalf of the officer.

The City must be able to contact one of these individuals during normal business hours. The City is to receive written notice of any change to these designations.

Definitions

High volume copier shall mean a device capable of printing, copying and scanning at least 55 copies per minute black and white and 55 copies per minute color. These devices shall also have the ability to duplex, sort, staple, enlarge and minimize. These copiers should be able to print on paper ranging from 8.5x11 to 11x17. Assume 8,000 B&W copies per month and 2,500 Color copies per month. Proposals should also specify a cost for copies in excess of those included. Full specifications are included in Appendix C.

Medium volume copier shall mean a device capable of printing, copying and scanning at least 30 copies per minute black and white and 30 copies per minute color. These devices shall also have the ability to duplex, sort, staple, enlarge and minimize. These copiers should be able to print on paper ranging from 8.5x11 to 11x17. Assume 1,500 B&W copies per month and 500 Color copies per month. Proposals should also specify a cost for copies in excess of those included. Full specifications are included in Appendix D.

Proposal Requirements

Proposal is to include the following:

1. 1 High volume copier/printers
2. 11 Medium volume copier/printers
3. All related consumables except paper
4. All related maintenance services
5. Unit pricing for additional units that may be added during the term.

A list of existing copiers and any remaining lease terms is included in Appendix A.

A list of required devices in addition to those included in Appendix A is included in Appendix B.

Inquiries

All responses, questions, and correspondence should be directed to:

David Lakefield
Finance Director
City of Minot

david.lakefield@minotnd.gov

Submission of Proposals

To be considered, four (4) copies of the completed proposal must be received by 2:00 p.m., May 26, 2023, at the office of the City Clerk, City Hall. They should be addressed to:

City Clerk
City of Minot
PO Box 5006
10 3rd Avenue S.W.
Minot, ND 58702-5006

Agency Response Form

Please complete the attached Agency Response Form to provide uniformity of the information received. Additional information can be submitted as an attachment to the form.

Selection Criteria

- A. Complete response to all required response items;
- B. Aggregate cost of supplying all machines, consumables (except paper) and maintenance over the term of the agreement.
- C. Ability to meet current and projected service requirements over the term of this agreement;

Other Conditions/Requirements

- A. The City reserves the right to accept or reject any and all proposals and waive any informality.
- B. Deviations from coverage minimums must be clearly marked and applicant must note how the deficiency will be mitigated.
- C. The successful bidder must be an Equal Opportunity Employer

1. References

Please provide 3 references from commercial customers.

**RFP Response
High/Medium Volume Copiers
2015**

The City of Minot is a municipal government and is tax exempt. Quotes shall not include sales tax or other applicable taxes. The tax-exempt number is E4351.

High Volume Copier Price (cost per month) _____

Options Prices _____

Cost for Service Agreement (8,000 B&W, 2,500 Color per month) _____

Cost per page for exceeding agreement amount – Color _____

Cost per page for exceeding agreement amount – B&W _____

-service agreement shall include trip charge, preventative maintenance, on-call repairs, all labor, all parts (including drum), and all black and color toner.

Medium Volume Copier Price (cost per month) _____

Options Prices _____

Cost for Service Agreement (1,500 B&W, 500 Color per month) _____

Cost per page for exceeding agreement amount – Color _____

Cost per page for exceeding agreement amount – B&W _____

-service agreement shall include trip charge, preventative maintenance, on-call repairs, all labor, all parts (including drum), and all black and color toner.

In submitting this quote, it is understood that the contract will be awarded based on lowest and best bid, that the right to reject any and all quotes is reserved by the Assistant Public Works Director of the City of Minot, and it is agreed that this quote may not be withdrawn for 60 days after actual date of the opening.

The quote supplier hereby certifies: a) that this quote is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; b) that he has not directly or indirectly induced or solicited any other quoter to put in false or sham quote; c) that he has not solicited or induced any person, firm or corporation to refrain from quoting; and d) that he has not sought by collusion or otherwise to obtain for himself any advantage over any other quoter or over the owner.

Signature

Print Name

Company Name

Address

Phone

Date