



**Request for Proposal  
RFP #ADMI2052022**

**City of Hyattsville  
Printer Copier Lease**



4310 Gallatin Street  
Hyattsville, Maryland 20781

Issued: December 5, 2022  
Pre-Bid: Not Scheduled  
Response Due: February 8, 2023  
Bid Opening: February 9, 2023

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**REQUEST FOR PROPOSAL**

**PRINTER COPIER LEASE  
CITY OF HYATTSVILLE, MARYLAND  
RESPONSE DUE DATE: FEBRUARY 8, 2023**

The City of Hyattsville, Maryland is seeking a firm to supply and service photo copier machines to support the City's operations for a term of 36-months – 48 months. The devices will be located at two (2) facilities within the City. A third location is not yet operational, but will require copier devices in 2024.

A copy of this RFP is available for viewing at the City of Hyattsville Offices at 4310 Gallatin Street, upon request, on or after December 5, 2022.

Proposals must be received by email by 4:00 PM on February 8, 2023 to the following:

**Photo Copier Lease  
RFP# ADM12052022  
City of Hyattsville  
Attn: Natally Palma  
Deputy Finance Manager  
npalma@hyattsville.org  
4310 Gallatin Street, 3<sup>rd</sup> Floor  
Hyattsville, Maryland 20781**

Proposals will not be accepted after 4:00 p.m.

**BACKGROUND AND OBJECTIVE**

The City of Hyattsville is scheduled to replace existing multi-function and desktop printers and copier machines in July 2023. The devices are leased equipment and are networked to support the City's general operations and are located within enclosed office buildings; the City's main administrative office at 4310 Gallatin Street, Hyattsville and the City Department of Public Works Operations Yard at 4633 Arundel Place, Hyattsville.

The City intends on replacing the existing devices with an equal quantity of devices. The City's Police Department is scheduled to occupy a new facility in 2024 and therefore it may be necessary for the City, through an amendment to the lease, request additional devices at that time. The responding firm will be required to furnish additional devices consistent with the rate schedule agreed to between the City and the Firm selected through this solicitation.

## **RFP SOLICITATION SCHEDULE**

The following RFP solicitation schedule is intended to provide a general overview of the solicitation process to those interested in preparing a proposal. These durations and dates are for information purposes only and the City reserves the right to revise any of the durations and to terminate and/or to not initiate any and/or all of the solicitation steps.

December 5, 2022: Solicitation I s s u a n c e  
January 10, 2023: Question Period Concludes at 2:00 PM  
January 17, 2023: Responses Addendum Posting  
February 8, 2023: Bids Due by 4:00 PM  
February 9, 2023: Bid Opening, 10:00 AM  
February 13, 2023: Evaluation Period Commences  
February 24, 2023: Evaluation Period Concludes & Demonstrations Scheduled  
March 3, 2023: Notice of Recommended Firm

The firm determined to best meet the needs articulated in this solicitation will be recommended the award of a contract by the City of Hyattsville.

## **PRE-BID CONFERENCE**

The City of Hyattsville will not host a pre-bid conference for this solicitation.

## **SCOPE OF SERVICES**

The scope of services are as follows:

### **1. Cost and Term of Lease**

- 36-consecutive months and will convert to a month-to-month lease at the expiration of the term, not to exceed a total of 42-months;
- Summary of costing/financing options;
- Monthly lease payment details;
- Total monthly copy limit and/or overage charges;
- The unit cost rate of each device provided by the Firm shall remain the rate for additional devices for the Term of the Lease.

### **2. General technical requirements for copier functionality at a minimum are comparable in performance and functionality to the following unit types and quantities:**

- Multi-Function Printer
  - Furnish four (4) Xerox AltaLink C8045
  - Furnish three (3) Xerox AltaLink B8090 MFP
- Desktop Printer
  - Furnish twenty-four (24) ColorLaserJet MFP **OR** Xerox VersaLink B8090 MFP
- Other
  - The City will require additional Multi-Function and Desktop printers in 2024 to coincide with the fit-out and commissioning of a new Police Public Safety facility in 2024. The City will require similar unit types for this facility and will notify the vendor in writing of a requested 'amendment' to the lease agreement for additional units.

### **3. Reporting Requirements**

- Equipment must be capable of providing automated performance reports of hardware based on user and function for defined dates and times.

### **4. Maintenance Requirements**

- Monitoring
  - i. All units will be networked and will be monitored electronically for repair and toner/ink status.
  - ii. The Firm will provide 24-hour device virtual support to the City, which will include active device monitoring and notifications.
  - iii. The Firm is required to provide the City with an in-person maintenance schedule as part of the Firm's proposal. The in-person maintenance schedule must be consistent with the device manufacturer's recommended maintenance schedule.
  - iv. The Firm is required to provide on-site 'on-call services' for maintenance and repairs that cannot be performed by City representatives or its IT Contractor. The Firm is required to perform all hardware repairs within 36-hours of notification to the Firm.
- Repairs
  - i. The Firm shall guarantee the availability of replacement parts, applicable accessories and equipment within 24-hours of such report. If a defect(s) remain unresolved for a period of 48-hours or more, the Firm will provide the City with a comparable loaner device, including installation, at no additional cost.

### **5. Deliver and Installation of Equipment**

- Delivery and Installation of equipment
  - i. The Firm shall state in its proposal the number of business days necessary for delivery and installment of equipment. Firm must detail all anticipated expenses that will be incurred by

the City of Hyattsville for the delivery and installation of equipment. The City will not be liable for expenses not detailed in the RFP response. The Firm shall invoice the City for delivery and installation upon written acceptance of the equipment by the City. The Firm shall also be responsible for de-installation of all leased equipment being replaced by the new Firm agreement and delivering such equipment to an appropriate location as determined by the manufacturer pursuant to the City's previous lease agreement.

- Relocation and Re-Networking
  - i. The Firm shall be responsible for relocating any photo copier devices. The City will provide the firm with a minimum of 14 calendar days notice, prior to the date at which any devices are to be relocated to another facility. The Firm will be responsible for reconnecting the printer devices to the facility network.
- Training and materials
  - i. Delivery and installation cost shall include one (1) on-site training and one (1) virtual training by a fully qualified representative of the Firm. The date of the equipment training shall be chosen by the City after delivery and installation.
  - ii. All user manuals and operating guides shall also be provided with the equipment.

#### **6. End of Contract**

- The Firm shall be responsible and state any costs associated with deinstallation and haul away of equipment at the end of the lease, including the destruction or erasure of data contained on copier hard-drives. The City will not be liable for any costs not specifically detailed in your RFP response.

## **REQUIRED SUBMITTALS FOR PROPOSAL**

Each prospective firm's proposal must consist of **two (2) separate** sections, a "Technical" section and a "Sealed Dollar Cost Section" section, which are to be prepared in accordance with the following guidelines. Proposals must be submitted as separate pdf documents and must be clearly labeled as either the "Technical Section" or "Sealed Dollar Cost Section".

All materials must be submitted to the City by **4:00 pm on February 8, 2023**

**Failure to comply with any of the requirements described above will result in a disqualification of the proposal.**

## **EVALUATION CRITERIA AND SELECTION PROCEDURES**

### **Evaluation Criteria:**

Selection of successful firm will be based upon the submission required in this section. The firm is required to provide responses to each of the following:

- The name of the firm, managing principal/executive director;
- The firm's principal place of business;
- The firm's tax status, company structure and board of directors;
- Any applicable industry certifications;
- Identification experience and role of key individuals in the management team and proposed representative to serve as the City's Point of Contact.
- Product quality, supply chain resiliency and servicing methodology;
- The City will base the selection of firms on documentation submitted in both the Technical Proposal and Sealed Dollar Bid Proposal. The City of Hyattsville will review all submissions and select the three firms receiving the highest scores in the evaluation process;
- The City will select the firm and authorize the staff to proceed with execution of an agreement. If the City is unable to agree to terms with the selected firm, the City will consider executing an agreement with the firm the received the second highest evaluation.

## **GENERAL CONDITIONS FOR PROPOSALS**

Failure to read the (RFP) and comply with its instructions will be at the firm's own risk. Corrections and/or modifications received after the closing time specified in this RFP will not be accepted. The proposal must be signed by a designated representative or officer authorized to bind the firm contractually. Submission of a signed proposal to the City will be interpreted to indicate the firm's willingness to comply with all terms and conditions set forth in the submission of qualifications.

The RFPs will be received by the City Clerk, no later than **4:00 pm, February 8, 2023** and shall be emailed, mailed or hand delivered to:

**Proposal in Response to RFP#ADM12052022  
City of Hyattsville  
4310 Gallatin Street  
Hyattsville, Maryland 20781  
Attn: Natally Palma**

## **TECHNICAL BID SECTION**

**No information regarding professional fees or costs should be included anywhere in the Technical Section.** The purpose of the technical section of the proposal is to identify the qualifications of your firm, competence and capacity of the firms seeking to undertake scope of services stated in this request for proposals. The technical section must include the following:

- Must be completed on company letterhead and must clearly identify the firm's owner or CEO as well as the firm's point of contact concerning the proposal, the firm's main and/or local addresses, telephone number, and email address where the contact person can be reached. If the firm must also identify a project manager in this section that will serve as the City of Hyattsville's point of contact.
- Demonstrate the qualifications of the firm and identify the client's point of contact or account manager to be assigned to this engagement.
- Specify details of hardware and functionality furnished through the proposal.
- Details regarding the manufacturers control of supply chain specific to inventory, replacement parts and other maintenance items.
- Firm is required to detail on-site and remote servicing methodology.
- Include a brief statement clearly articulating the understanding of the work to be performed and must specify the intended scope of work of the proposal. Firms are encouraged to clearly state whether they are proposing to conduct all of the work "in-house" or will sub-contract a specific phase of the scope of work.
- Must indicate the firm's anticipated availability for the project and an estimated performance schedule, if selected for the project.
- The proposal must identify two (2) professional references of work performed by the responding firm. The firm is required to have performed the work within the past 24-months.

## **SEALED DOLLAR BID SECTION**

The "Sealed Dollar Cost Section" must be submitted in a **separate document** from the "Technical Proposal" documents. The sealed dollar cost bid section must include a completed bid form, which is listed as **Attachment A**.

The Sealed Dollar Cost Section of the proposal must contain all pricing information relative to providing the work as described in this request for proposals. **The Sealed Dollar Cost Section must include a detailed cost breakdown of unit type and quantity.**

All proposers must provide a "fully-loaded" cost per page analysis with clearly stated cost driver assumptions (equipment lease, maintenance, etc.). Proposers may choose to present cost information in another format. However, proposers may be eliminated from consideration if the requested simplified number is not communicated. For services not specifically requested herein, but which the proposer charges fees, or where a different level of service is proposed, the proposer shall provide a description of the service and the proposed fee structure. It is the proposer's responsibility to insert those items in a clear and understandable format. Ancillary services should be priced in a separate cost table and should not be included in the total proposed cost included in the Scope of Services as requested.

Proposing vendors are required to provide an annualized total for all service charges based on the assumed cost drivers. Whenever possible, proposers should provide a discussion of the particular cost drivers and the impact changes in activity may have on cost.

The City of Hyattsville will not be responsible for expenses incurred in preparing and submitting the technical



proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

## **EVALUATIONS OF PROPOSALS AND AWARD OF CONTRACT**

The submitted proposals (not including the Sealed Dollar Cost Bid) will be publicly opened and read on **February 9, 2023 at 11:00 AM**. Those intend to attend the Bid Opening webinar should register in advance through the following Zoom link:

[https://us06web.zoom.us/webinar/register/WN\\_FBgjhzbwRhSd5-0XoU6q\\_A](https://us06web.zoom.us/webinar/register/WN_FBgjhzbwRhSd5-0XoU6q_A)

The separate Technical Bid of the proposals submitted will be reviewed and evaluated first. The qualifying firms from this section will have their sealed dollar cost bid opened and evaluated. The firm best meeting the experience, approach and cost requirements will then be selected.

The City of Hyattsville reserves the right to reject any and all RFP submissions and further reserves the right to re-issue the RFP.

Evaluations will commence on February 13, 2023. The recommendation from City Staff will be submitted to the City of Hyattsville Mayor and Council for consideration of approval in April 2023. Once approved, the City Administrator is authorized to execute a contract for services lease agreement and will submit a Purchase Order (PO) to the selected contractor.

## **QUESTIONS REGARDING SPECIFICATIONS OR PROPOSAL PROCESS**

To ensure fair consideration for all firms, the City prohibits communication to or with any department director, division manager, or employee during the submission process. Such communications initiated by a Firm may be grounds for disqualifying the Firm from consideration for this RFP award and/or any future City RFP opportunities.

For questions relative to interpretation of specifications or the proposal process please submit these inquiries to the contact person below. No interpretations of the meaning of the RFP documents will be made to any Firm orally. Every request for such interpretation shall be in writing to the City of Hyattsville Procurement Office, and to be given consideration must be received in writing no later than 2:00 PM on January 10, 2023. Direct inquiries to:

**City of Hyattsville**  
**Attn: Natally Palma**  
**Deputy Finance Manager**  
**npalma@hyattsville.org**  
**4310 Gallatin Street, 3<sup>rd</sup> Floor**  
**Hyattsville, Maryland 20781**

All such interpretations and/or Addendums to the RFP and will be posted to the City's website and eMaryland Marketplace for all prospective firms at the number furnished by them by January 17, 2023.

Additionally, the City prohibits communications by a Firm to any City Official or employee evaluating or considering the proposals prior to the time an award decision has been made. Any communication between the

Firm and the City will be initiated by the Coordinator of Procurement, Contracts & Grants to obtain information or clarification needed to develop a proper, accurate evaluation of the proposal. Any communications outside of the Coordinator of Procurement, Contracts & Grants with a Firm shall be grounds for disqualifying for this RFP award and/or any future City RFP opportunities.

### **PRICE TO REMAIN FIRM**

Any costs proffered with a proposal must be valid for a period of **90-days** from the due date of the proposal once the firm is picked.

### **AMENDMENT OR CANCELLATION OF THE RFP**

The City of Hyattsville reserves the right to cancel, amend, modify or otherwise change this application process at any time if it deems to be in the best interest of the City of Hyattsville to do so.

### **PROPOSAL MODIFICATIONS**

No additions or changes to any proposal will be allowed after the application due date, unless such modification is specifically requested by the City of Hyattsville. The City, at its option, may seek retraction and/or clarification by an applicant regarding any discrepancy or contradiction found during its review of applications.

### **SUSPENSION AND/OR DEBARMENT**

Firms, Contractors, Companies or Sub-Contractors which are either suspended or debarred from performing work by the State of Maryland or within Prince George's County, Maryland are prohibited from submitting an application under this Program. A firm that submits a proposal that is found to have been suspended and/or debarred from conducting business within Prince George's County, Maryland, such firm will be reported to the State's Attorney General and Comptroller's Office.

### **PRESENTATION OF SUPPORTING EVIDENCE**

Firms responding to this solicitation must be prepared to provide substantiation of any experience, performance, ability and/or financial sureties claimed in their proposal that the City of Hyattsville deems to be necessary or appropriate.

### **ERRONEOUS DISBURSEMENT OF FUNDS**

The City of Hyattsville reserves the right to correct any inaccurate awards of monies under this Program made to an applicant. This may include, in extreme circumstances, revoking an award of funds made under this program to an applicant subsequently awarding those funds to another applicant.

### **PROPOSAL PREPARATION COSTS**

Firms are responsible for all costs and expenses incurred in the preparation of a proposal to respond to this solicitation.

### **SUB-CONTRACTORS**

The City of Hyattsville must approve any and all subcontractors utilized by the successful respondent prior to any such subcontractor commencing any work. Respondents acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of the City of Hyattsville and that the City Administrator or their designee may communicate directly with any subcontractor as the City of Hyattsville deem to be necessary or appropriate. It is also understood that the successful respondent shall be responsible for all

payment of fees charged by the subcontractor(s). The successful respondent shall provide a performance evaluation of any subcontractor promptly to the City. The successful respondent must provide the majority of services described in the Scope of Services.

### **LEGAL TERMS**

It is the policy of the City of Hyattsville that all legal disputes are heard in a court of law in Prince George's County, Maryland, and that each party is responsible to pay for the cost of their own legal fees. This solicitation is not a contract and shall not be interpreted as such.

**The City of Hyattsville will not agree to terms that are not consistent with this policy.**

**END OF RFP**