# City of Brentwood

## Request for Quotes

## For
## Copier Services

BRENTWOOD, TENNESSEE 37027
615-371-0060

February 22, 2013

Legal Notice

**Request for Quotes (RFQ) For**

# Digital Copier Services

The City of Brentwood is seeking proposals for the purchase of Digital Copier Services.

The Request for Proposals documents may be obtained at the Brentwood Municipal Center at 5211 Maryland Way, Brentwood, Tennessee, 37027, Monday through Friday, 8:00 a.m. - 5:00 p.m. or on the City of Brentwood's website at www.Brentwood-TN.org/Bids.

Responding firms shall submit their proposal in the format specified in the Request for Proposals. All proposals will be due on April 4th at 2:00 p.m. local time.

Questions concerning the Request for Proposals should be addressed to John Allman at PO Box 788, Brentwood, Tennessee 37024-0788, 615-371-7000, or may be sent by e-mail to John@brentwood-tn.org with Copier RFQ in the subject line.

Verbal or faxed quotations will not be accepted. The City of Brentwood reserves the right to reject any and/or all proposals, to waive any irregularities or informalities in a proposal, and to accept any proposal, which, in its opinion, may be for the best interest of the City.

*Williamson A.M.*

Publication date: February 22, 2013

**CITY OF BRENTWOOD**
**REQUEST FOR QUOTES**
**Digital Copier Services**

1. INSTRUCTIONS TO PROPOSERS
    a. MANDATORY PRE-BID MEETING - There will be a mandatory pre-bid meeting on Tuesday, March 5th, 2013 at 2:00 p.m. in the City Commission Chambers located in the Brentwood Municipal Center, 5211 Maryland Way, Brentwood, TN 37027. The purpose of this meeting is to review the bid requirements and to answer questions from potential proposers. This meeting is mandatory if the company wishes to submit a proposal.

    b. RECEIPT AND OPENING OF PROPOSAL - The City of Brentwood invites qualified contractors to submit proposals to provide Digital Copier Services for the City of Brentwood. Proposals must be received in the City Administrative Offices by Thursday April 4th, 2013 at 2:00 p.m. local time.

    An envelope containing one (1) original, three (3) copies and one (1) electronic copy of the proposal must be sealed and addressed to City of Brentwood, 5211 Maryland Way, Brentwood, TN 37027, Attention: John Allman, and must be marked "COPIER RFQ". The envelope must show the proposer's name and address.

    Quotes will be opened publicly in the City of Brentwood Commission Chambers located on the second floor in the Brentwood Municipal Center at 5211 Maryland Way, Brentwood, TN 37027. Any proposal received after the established closing date and time will not be accepted.

    c. EXAMINATION OF REQUIREMENTS - Each proposer must carefully examine the requirements contained herein. Upon receipt of responses hereunder, each proposer shall be thoroughly familiar with all requirements contained herein. The failure or omission to examine any form or document shall in no way relieve a proposer from any obligation in respect to this proposal as submitted. Any misinterpretation of the requirements is solely that of the proposer's.

    d. PREPARATION OF PROPOSAL - As described in Section 24 "Proposal Requirements and Format", proposals must be submitted in the following format:
        i. Executive Summary
        ii. Firm Profile and Experience
        iii. Pricing Information
        iv. Conflict of Interest
        v. Exceptions

    In addition, any material that will add to the persuasiveness of your proposal may be included. However, if the materials do not directly address the stated requirements, please include them in an appendix or a separate volume. The City will review and

consider all material submitted, but will concentrate on the material that directly addresses the City's stated needs. Your proposal must be signed and dated in ink by the owner, partner, or corporate officer of the company or by an agent duly authorized to represent the contractor under this proposal. Include the name and position held within contractor's organization.

e. ADDENDA AND INTERPRETATION - No interpretation of the meaning of the specifications or other proposal documents will be made to any proposer orally after the pre-bid meeting. Proposers are not to contact any individual other than the IT Director. Every request for such interpretation must be in writing or email and addressed to: City of Brentwood - IT Department, City of Brentwood, PO Box 788, Brentwood, TN 37024-0788 or requests may be emailed to John@Brentwood-tn.org with Copier RFQ in the subject line and must be received by 2:00 PM on March 21st, 2013.

   Any and all such interpretations and any supplemental instructions will be in the form of written addenda which, if issued, will be posted on the City Website (at www.Brentwood-TN.org) as established for this RFQ no later than seven (7) calendar days prior to the date for the closing of proposals. Addenda required later than seven (7) calendar days prior to the proposal closing date may cause a postponement in the proposal closing date. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under this proposal as submitted. All addenda so issued shall become part of the specifications and contract documents. The City will also conduct the mandatory pre-bid meeting scheduled for Tuesday March 5th, 2012 at 2:00 p.m.

f. SITE INSPECTION - Before submitting a proposal, each proposer should make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the City upon which the proposer will rely. If the proposer receives an award as a result of its proposal submission and failed to have made such investigations and examinations will in no way relieve the proposer from its obligation to comply in every detail with all provisions and requirements of the documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

   As part of the bidding process, all proposers have the opportunity to submit questions for clarification of specifications or further information – all questions and answers will be published as part of the addenda /interpretation documents.

2. AWARD OF CONTRACT

   a. The award of the contract will be made to a responsive and responsible proposer whose proposal best meets the needs of the City. The successful proposer will enter into a contract with the City incorporating all prescribed requirements and conditions of this request for proposal. If the successful proposer refuses or fails to execute the contract, the City may consider the next most qualified proposer. The City shall be the sole judge as to the successful proposer.

The City reserves the right to reject any or all responses to this RFQ and to waive any informality or irregularity in this RFQ or in responses, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this RFQ, in the best interest of the City. This RFQ does not commit the City to award a contract, or to procure or contract for services or goods. Before award, proposers may be required to furnish evidence of capability, equipment, and financial resources to adequately perform the job.

b. Contract Term: The term of the contract shall be in effect for a period of three (3) years. Optionally, the City of Brentwood may extend this contract for additional one (1) year terms based on contract performance. The contract beginning date shall be when the first copier has been installed and been accepted as operational.

3. TERMS AND CONDITIONS

The "Terms and Conditions" shall be applicable to any contract or agreement entered into as a result of this proposal. The terms "proposer", "contractor" , "vendor" and "firm", may be used interchangeably in this solicitation and shall refer exclusively to the person, company or corporation with whom the City enters into a contract as a result of this solicitation.

4. INTRODUCTION - CONTRACTOR QUALIFICATIONS AND RESPONSIBILITIES

a. The City of Brentwood is requesting proposals to secure a qualified Contractor(s) to provide copier services. Bids must be submitted on the forms supplied in this document and in the format provided. Only one bid will be accepted per bidder - alternative bids will not be accepted.

b. This RFQ provides the basic description; describes the required scope of services in general terms; defines the selection process; and defines the information that must be submitted to be responsive to this RFQ.

c. Proposals are due on April 4th, 2013 at 2:00 p.m. (local time) at the City of Brentwood Municipal Center as stated on the cover sheet of this RFQ.

d. For the purpose of this RFQ copiers shall mean business grade digital devices that perform multiple functions such as, but not necessarily limited to copying, faxing, scanning, and printing for large groups of departments.

5. BACKGROUND AND DESCRIPTION

a. GENERAL OVERVIEW - The City desires to develop a strong partnership with a copier services provider that will assist in achieving the following objectives:

b. Create and Implement an optimization and standardization roadmap for the City's copiers, faxes, scanners (output fleet).
c. Reduce the City's total cost of ownership in regards to output fleet throughout the City departments
d. Improve customer service
e. Increase the City's "green footprint"

f. Evaluate and recommend document flow improvements

6. CURRENT ENVIRONMENT – COPIERS
   a. The City is currently on a month to month contract for most of the copiers. A list of these copiers including an estimated usage is provided in Appendix 2 – "List of Copiers".

7. PROJECT DESCRIPTION
   a. The City of Brentwood is looking for a service partner to provide and/or manage the City's output fleet based on industry best practices with special emphasis on fleet optimization and decreased cost of ownership.
   b. The City expects all bidders to respond with their strategy and pricing for the immediate digital copier replacement.
   c. The City desires to have three (3) sizes of copiers; Small, Medium and Large. The differences between sizes are about speed, number and types of paper trays and paper tray capacity. The medium and large sizes will need to be able to print on Tabloid size paper 11 x 17 and be able to semi-folds and center staples 11 x 17 booklets. Detail specifications are detailed in Section 8.
   d. The City intends to replace copiers through a lease for multiple years with a service agreement to maintain the copiers. The proposal should include costs assigned to each model digital copier and calculations for a 3 year lease for comparison purposes. The City is looking for a cost per copy agreement for both color and black and white units. In addition, lease terms may be proposed for a shorter or longer period, buyout terms, trade-in or purchase options, etc. The City is also willing to review existing negotiated agreements with other local government agencies that are eligible for "piggybacking".
   e. The winning vendor must be responsible for sending the old equipment back to the current leasing company as well as any cost related to shipping the equipment.

8. SPECIFICATIONS AND REQUIREMENTS FEATURES - The City desires to have three (3) sizes of copiers; Small, Medium and Large. The differences between sizes are about speed, number and types of paper trays and paper tray capacity. The medium and large sizes will need to be able to print on Tabloid size paper 11 x 17 and be able to semi-folds and center staples 11 x 17 booklets. All will have the same core feature sets with the ability to:
   a. Copy in Black & White
   b. Copy in Color
   c. Scan in Black & White
   d. Scan in Color
   e. Duplex
   f. Staple
   g. Punch Holes
   h. Email
   i. Fax
   j. Collate
   k. Reduce/Enlarge
   l. Print/Copy to Letter and Legal
   m. All proposed equipment must be "New" and will not have been used since manufacture and shall be current models of modern technology in current

production and not scheduled to retire within the next 24 months.

n. Must be U.L. approved, ENERGY STAR® compliant.
o. ISO hard drive security standards complaint. Contractor is responsible for assisting the City in maintaining confidentiality and security of documents and information that pass through Copier.
p. Able to use both PCL and postscript drivers and be capable to default to black and white and duplex printing for cost efficiencies. Universal print drivers are set up and maintained by the Information Technology Department.
q. Will be capable of reporting potential issues, trigger re-ordering of supplies etc., via network connection, and vendor will provide proactive service based on this information as part of the managed services agreement.
r. Active Directory integration using RFID technology with card readers (Smart Card access control capabilities). City departments will use codes to account for printing and copies to operating departments. Copiers are required unless specifically waived to be capable of Active Directory integration such that pre-established groups will be utilized for billing and reporting purposes. The city plans on using contactless card for authentication with active directory and reporting purposes.
s. On-line program management and reporting for the City is requested for fleet specific and overview information, supplies ordering, usage, up-time, invoicing, etc.
t. All copiers must have the ability to scan to desktops, USB Flash Drive, email, network folders and document imaging application (the application is CNG Safe and the vendor is Accuimage and the contact person is Tom Beasley at 615-242-7226).
u. The copiers will be maintained, configured, and repaired by the vendor. Vendor shall be required to interact with City of Brentwood Information Technology Department to coordinate configurations and protocols.
v. Self Service and Pay-for-Use options for Public facing machines at the Library.
w. Proposers will include in their response complete descriptive literature of equipment that:
    i. Shows specifications of equipment offered. Literature may be submitted in the form of brochures
    ii. Contains information on electrical and space requirements
    iii. Provides the dimensions of the copiers with and without optional features
    iv. Details measurements including their maximum widths, with finishers/sorters and paper cassettes attached
    v. OCR options (not a current requirement but City would like to understand options available for future consideration)

9. WARRANTY: Include a complete warranty statement for the equipment you propose.

10. EXPERIENCE OF THE MANUFACTURER, REFERENCES AND SERVICE DEALER:
    a. All Service Dealers must be officially authorized and trained by the manufacturer to sell and service the equipment offered.
    b. <u>References</u>: Submittal shall include a list of three (3) references that bidder identifies as customers and projects worked with similar size and scope of service.

11. ENVIRONMENTAL SUSTAINABILITY: During the term of this Agreement and any extension(s) of such term, Supplier agrees that its products will be compliant with the following

environmental specifications:

a. Complies with the EPA ENERGY STAR® Program Requirements for Imaging Equipment (www.energystar.gov), and equipped with reasonable recovery time from ENERGY STAR® power management modes;
b. Uses returnable, recyclable or remanufactured toner cartridges;
c. Contains materials made with recycled content and is designed for remanufacturing and reuse of parts;
d. Uses an organic photoreceptor (if not organic, it must not contain arsenic, cadmium, or selenium);
e. Does not emit ozone, dust or styrene above EPA ENERGY STAR® Program Requirements.

12. CUSTOMER SUPPORT SERVICES

a. Certain offices of the City operate twenty-four hours per day, seven days per week. Most offices operate Monday through Friday, 8:00 A.M. – 5:00 P. M. Copiers acquired as a result of this solicitation will be placed in various City offices which are located in various buildings throughout the City of Brentwood. Will this be a aproblem to support?
b. The successful proposer must provide ongoing telephone support regarding the use of the equipment to end-users' departments, and the IT Department. Successful bidder(s) shall provide contact person(s) names(s) and telephone number(s) for the telephone support, sales support, service support and field service technicians. On-line portal for support and tutorial information is a bonus but does not substitute for telephone support.

13. EQUIPMENT UPTIME

a. Each device provided by the successful bidder(s) shall be expected to perform the intended functions, to operate satisfactorily and to produce acceptable copy quality for a minimum of 96% of the available work time averaged over a consecutive three-month period. Preventative maintenance time shall not be included in the minimum.
b. Any device or feature that does not meet the 96% measurement for any three consecutive month periods shall be replaced with new. Such replacements will be at no-charge to the City. This performance guarantee shall apply for a twelve (12) month period beginning with the delivery/acceptance date of the equipment. Failure to meet the 96% uptime standard as required will cause the City to take a service credit and withhold that amount from invoices owed the Vendor. The service credit shall be $50.00 per hour for each hour below 96% uptime. After the initial twelve (12) month timeframe, this continues using a rolling twelve ( 12) m o n t h t i m e period.

14. REMEDIAL AND PREVENTIVE MAINTENANCE AND SUPPLIES:

a. Coverage offered in each instance, is to be a full service maintenance contract including all toner, developer, fuser, oil, drums, staples, repair parts, labor and preventative maintenance service. Vendor is not required to provide paper. Vendor is responsible to remove and dispose of used supplies containers. Vendor must provide manufacturers' notices of discontinuing the production of any model furnished hereunder. The equipment will require preventative maintenance and repairs.
b. The contractor shall provide preventative and remedial maintenance service during

City's normal business hours 8:00 A.M. through 5:00 P.M. except on City holidays to keep the equipment in good working order.

c. Preventative maintenance will be regularly scheduled and based on the specific needs of the equipment as determined by the manufacturer.
d. On Call remedial maintenance will be performed on an as needed basis as determined by the City and/or determined by Copier diagnostics and "call-home" features.
e. An adequate inventory of spare parts must be kept by the proposer to be available for repairs necessary to keep the copiers operating. All maintenance will be performed by fully factory trained technicians. The successful bidder shall only use OEM replacement parts and authorized supplies in the equipment proposed. The successful bidder will be responsible to pick up and recycle depleted toner cartridges or supply pre-address, prepaid return labels for shipping.
f. Please specify in your proposal, the rate for fees and charges of maintenance service should it be requested outside normal business hours to service equipment. Please also include options for "VIP" service for select machines. The City has a couple high profile copiers that occasionally operate after business hours and are critical to business operations at that time (for example, the City Recorder's office and Planning Department have firm timelines in which to publish agenda reports and need expedited service in case of issues with the copier to meet their deadline). The ability to have pre-arranged" stand-by" service during these times should it be needed is highly desired. Stand-by service is defined as on-site response within 60 minutes.

15. RESPONSE TIME
    a. The Maximum Standard Response Time (for a technician on site) allowed shall be 4 hours from the time of any initial call, except as otherwise noted such as VIP or pre-arranged on-call service.

16. REPAIR CREDIT
    a. Failure to respond as required will cause the City to take a service credit and withhold that amount from invoices owed the Vendor. The service credit shall be $50.00 per hour for each hour after the 4th hour. The City will require a per copy credit for all copies made during the course of repair testing and maintenance. The credit must appear as a separate line item on the invoices.
    b. All repair technicians dispatched to repair City Copiers and Maintenance Service shall be fully aware of the conditions contained herein. Each qualified technician shall also be trained in Customer Service and Customer Relations.

17. LOANER
    a. If during a repair call it is determined that a copier cannot be repaired in place within 72 hours of the time a repair call is placed, another copier of like size and features is to be supplied at no cost other than the contract service/maintenance per copy charge in effect at the time.

18. INSTALLATION, INSPECTION, AND ACCEPTANCE
    a. The successful bidder(s) will coordinate the installation phase with City staff. Upon

installation, the City shall operate the Copier for thirty (30) days. All functions must work in the City's environment without difficulty or failure. The successful bidder(s) will be notified of any and every difficulty or failure. Should the Copier not perform in accordance with the requirements stated in this solicitation document to the satisfaction of City staff, the Copier must be removed at the bidder(s) expense and the contract may be terminated. Upon successful performance of the Copier during this thirty-(30) day period, the Copier will be accepted and the contract shall begin.

b. Contractors shall prepare separate official invoices for each copier installation listing:
    i. Invoice date and number
    ii. Purchase Order Contract Number
    iii. Location, Make Model and Serial Number
    iv. Number of copies invoiced broken down by department and user
    v. Current and previous reading
    vi. Date of meter reading. (if applicable)
    vii. Line item identifying per copy credit for copies made during repair testing or maintenance
    viii. Line item identifying response time service credits
    ix. *Note: Contractor shall also prepare a consolidated invoice for information and analysis.*

Invoices shall be submitted to:
City of Brentwood Finance/Accounts Payable
PO Box 788
Brentwood, TN 37024-0788

19. USER TRAINING
    a. The successful bidder shall provide a minimum of (1) one-hour orientation and training for the end-user department staff on all aspects of machine operation, maintenance, and supply replenishment for each machine placed in service. These sessions will be held in Brentwood at the City's specified locations.

20. ON SITE COPIER DEMONSTRATION TRIAL
    a. Given that the value of a copier to the enterprise is based on the machine's usability, intuitiveness and user friendliness, the City will require an on-site demonstration. Based on performance characteristics and other proposal factors the City will invite one or more of the highest rated proposers to provide for evaluation and trial use purposes a copier of the same make, model, and similar configurations for a one week trial period as that which they offer in the submitted bid. This trial device evaluation will be a major part of the RFQ award evaluation. Failure to make a copier available may make the bid non responsive. The City anticipates evaluating more than one copier during the evaluation period.
    b. City staff will evaluate such factors as user friendliness, ease of use, including simple easy to follow instructions for operations such as making copies, duplexing, changing paper size, collating, stapling and other tasks as well as active directory integration.

21. PRICE ANALYSIS

a. The price analysis will include but not be limited to cost per copy, lease price, all inclusive maintenance & supplies costs, warranty period, cost of excess copies beyond usage estimates (if any).

22. LESSOR'S REMOVAL AND SURRENDER OF THE EQUIPMENT
    a. At the end of the lease term or unless sooner terminated, the City of Brentwood agrees to surrender the equipment. Lessor agrees, at Lessor's cost, to accept and remove equipment as provided in this lease. Failure to remove the equipment shall entitle City of Brentwood to remove the equipment and place it in storage at Lessor's expense and Lessor shall hold the City of Brentwood free and harmless from any expense or damages of any kind occasioned thereby and arising there from.
    b. "Evergreen clauses" in lease contracts are hereby rejected. Automatic extensions of the agreement will not be honored. A company representative must provide 60 days' notice of all upcoming lease expirations. Expired leases will revert to a month-to-month services agreement.

23. RELOCATION
    a. A copier may be relocated (after initial installation) two (2) times during the period at no charge to City of Brentwood. Thereafter, if the same copier is relocated, it will be at the rate specified in the contract. Bidders shall include in their proposal the fixed price for additional copier relocations, if the contractor performs the move. This does not include copiers replaced or upgraded.

24. PROPOSAL REQUIREMENTS AND FORMAT
    a. The proposal shall be concise, well organized, and demonstrate the responder's qualifications and experience applicable to the project, and understanding of the project. Include an overview of your proposal describing the highlights of the proposal.
    b. Service Providers shall submit one (1) executed original, three (3) copies and one (1) electronic copy of the proposal to the office and individual identified on the cover sheet of this RFQ. Proposals are due on the date and time identified on the cover sheet of this RFQ.
    c. Failure to comply with the requirements of this RFQ may result in disqualification.

25. FIRM PROFILE AND EXPERIENCE
    a. Proposals will be evaluated based on the information submitted. Include a profile of the firm including firm history and structure; firm corporate office and local office locations; and profiles of at least three (3) representative projects that best demonstrate your qualifications and experience applicable to the services, your knowledge of the local environment, and your record of success as measured by client satisfaction.
    b. The profiles on your representative projects shall identify the Client Contact Persons with telephone numbers, and services provided by the firm. Technicians may be subject to a brief background check.

26. PRICING INFORMATION
    a. Proposals submitted in response to this RFQ shall be in the following order and shall include: See Appendix 1 for worksheets

b. Copier Replacement - Complete a separate Recommended Copier Responder Work Sheet for each copier you are recommending. Specify the specific copier you are recommending to replace.
c. As stated in section 8, The City desires to have three (3) sizes of copiers; Small, Medium and Large. The differences between sizes are about speed, number and types of paper trays and paper tray capacity. All will have the same core feature sets. The City is looking for base model pricing with add-on optional features and costs noted. Specify if a feature is standard, optional or not available; include additional pages if necessary.
d. Copier Managed Services - Describe the methodology you intend to use to evaluate the current copier program and describe any and all costs related to the program. Include a suggested work schedule. Fully describe the qualifications of your staff and your firm's demonstrated experience in effectively reducing copier costs. Describe your firm's experience in copier managed services.

27. CONFLICT OF INTEREST
    a. Name of entities associated with Service Provider who may have a conflict of interest with any activity of this RFQ should be included in the proposal. Provide details and reasons. Service providers are subject to disqualification on the basis of conflict of interest as determined by the City.

28. EXCEPTIONS
    a. Service Providers shall certify that they take no exception to this RFQ. These provisions will be included in any agreement with Service Provider. If the Service Provider does take exception to any portion of the RFQ, the specific portion of the RFQ to which exception is taken shall be identified and fully explained and should be noted as part of proposal submission as a means to prepare for discussions.

29. PRE-SUBMITTAL ACTIVITIES
    a. All questions regarding this RFQ are due by March 21st, 2013. They will be reviewed and the question and answer will be posted on the City's website. Questions should be addressed in writing to:

       City of Brentwood
       Information Technology Department
       Attention Copier RFQ
       PO Box 788
       Brentwood, TN 37024

    **b.** Questions regarding this RFQ can also be addressed in an email to the following address:

       John@Brentwood-tn.org **-** with Copier RFQ in the subject line.

30. REVISION TO THE RFQ
    a. City reserves the right to revise the RFQ prior to the date that proposals are due. Revisions to the RFQ shall be posted on the city website (www.Brentwood-TN.org). City reserves the right to extend the date by which the proposals are due. Notification of revisions will be sent to those who attend the pre-bid conference.

31. SELECTION PROCESS AND TIMELINE
    a. A Selection Panel comprised of City staff will be established for this project by City.
    b. The Panel will review and rank the proposals and negotiate with qualified Service Providers based on the content of the proposals relative to firm experience, qualifications, and past record of performance.
    c. City may request an interview and/or site visit from any or all of the qualified firms to further assist in the selection process.
    d. City reserves the right to reject any or all proposals.
    e. The schedule for reviewing the RFQ responses, analyzing and assessing the vendors, and making a decision is given below (Figure 1 – Timeline for Proposal). The City of Brentwood reserves the right to modify this schedule as necessary.

Figure 1: Estimated Timeline for Proposal (subject to change)

| | |
|---|---|
| RFQ Released to vendors | 2-12-2013 |
| Mandatory Pre-Bid Meeting | 3-5-2013 2:00 PM |
| RFQ Questions Due to City | 3-21-2013 2:00 PM |
| **Final Proposal Due to City** | 4-4-2013 2:00 PM |

32. RESERVATIONS
    a. This RFQ does not commit City to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFQ, or to procure or contract for work.

33. PUBLIC RECORDS
    a. All Proposals submitted in response to this RFQ become the property of City, and may be subject to public review.

34. RIGHT TO CANCEL
    a. City reserves the right to cancel, in part or in its entirety, this RFQ. If City cancels or revises this RFQ, City will notify all proposers in writing and post cancellation notice on the City website.

35. ADDITIONAL INFORMATION
    a. City reserves the right to request additional information and/or clarifications from any or all proposers to this RFQ.

36. INSURANCE REQUIREMENTS
    a. Permits, Licenses, Agreement - The successful firm shall maintain in force at its own cost at all times during the performance of the assignment $1,000,000 of Liability Insurance. If the firm cannot or will not provide insurance as identified, the City will not contract with the firm.

37. CONTRACTUAL REQUIREMENTS
    a. Please submit a sample contract for our legal department to review.

APPENDIX 1 - BIDDERS RESPONSE SHEET Appendix attached separately

APPENDIX 2 – LIST OF COPIERS

| # | Building | Size | Department | Current Copier | Leased From | Current Lease |
|---|---|---|---|---|---|---|
| 1 | LIB | L | Library – Admin | OCE CM4521 | Oce Imagistics | Expires May 31, 2013 |
| 2 | LIB | M | Library – Children Admin | OCE IM2330 | Oce Imagistics | Expires January 30, 2014 |
| 3 | LIB | S | Library - Adult Area Public | OCE IM2330 | Oce Imagistics | Expires January 30, 2014 |
| 4 | LIB | S | Library - Adult Area Public | OCE IM2330 | Oce Imagistics | Expires January 30, 2014 |
| 5 | LIB | S | Library - Children's Public | OCE IM2330 | Oce Imagistics | Expires May 31, 2013 |
| 6 | MC | M | City Recorder | Sharp MX4501N | Digitec | Expired |
| 7 | MC | L | Finance/Planning | Lanier LD540C | Digitec | Expired |
| 8 | MC | L | Planning* (Will not be replaced) | Savin 4060SP | Great American | Expired |
| 9 | MC | M | Police - Admin | OCE CM 2522 | Oce Imagistics | Expired |
| 10 | MC | M | Police - Records | Sharp MX-M363N | BBE | Expired |
| 11 | MC | S | Police - CID | Sharp MX4501N | Oce Imagistics | Expired |
| 12 | MC | S | Police - Patrol | OCE IM 3511 | Oce Imagistics | Expired |
| 13 | MC | S | Technology Department | None | -- | Expired |
| 14 | SC | L | Service Center | Toshiba 3530C | Digital Bus. Machines | Expired |
| 15 | FS4 | S | Police - Dare | Sharp MX450NB | Digitec.CIT | Expired |

*The Planning copier will not be replaced. Planning and Finance will share one copier.

**Locations**

FS4 – Safety Center East – 1300 Sunset Road
LIB – Library – 8109 Concord Road
MC – Municipal Center – 5211 Maryland Way
SC – Service Center – 1750 General George Patton Drive

**Copier Size**

S – Small
M – Medium
L – Large