

**Town of Bristol
Request for Proposals
Copier and Printer Lease/Purchase Services**

**Proposals are due no later than 12:00pm on September 15, 2017
and shall be sealed and addressed to:
Nicholas J. Coates, Town Administrator
Town of Bristol
230 Lake Street
Bristol, NH 03222**

The Town of Bristol seeks proposals from vendors able to provide multifunction copiers and services.

A. SERVICES REQUESTED

The Town seeks a 36-month lease with the capability to be awarded annually over the period commencing on or about April 1, 2018 or ownership options commencing at the same time. A service agreement, priced separately, should be considered in the winning bid. The winning bidder should be able to deliver the following:

Facilities	Copier	Printers
Town Office	1 Canon ImageRunner Advance 4200 model or similar model with comparable capabilities	1 B&W laser printer for check printing; 1 B&W laser printer for general purpose uses
Police Department	1 Canon ImageRunner Advance 4200 model or similar model with comparable capabilities	None
Fire Department	1 Canon ImageRunner Advance 4200 model or similar model with comparable capabilities	None
Water & Sewer Department	1 Canon ImageRunner Advance 4200 model or similar model with comparable capabilities	None
Highway Department & Transfer Station	None	None
Library	None	1 Color multipurpose printer for general purpose uses

Minimum requirements for all multifunction copier/scanner/printer/fax machines:

- Must be from the same manufacturer and operate in a manner similar to one another.
- Shall be capable of producing double-sided prints/copies.

- Rated at a speed of 35 prints per minute (ppm) and faster are required to have the capability of printing on stock ranging from 20 lb. Bond to 110 lb. index, on sizes letter (8 ½ x 11), legal (8 ½ x 14) and ledger (11 x 17).
- Shall have an automated stapling system, capable of stapling a minimum of 20 sheets of 20 lb. paper.
- Shall have full offset stacking and finishing (stapling only) capabilities.
- Shall possess an automated document feeder, with a minimum capacity of 50 sheets of 20 lb. bond paper.
- Shall be capable of enlarging documents in preset increments to a minimum of 200%.
- Shall be capable of reducing documents in preset increments to a minimum of 64%.
- Shall have zoom capabilities from 64% to 200%.
- Shall be capable of scanning. Identify whether or not scanning is an optional feature and delineate all functions of this feature. If optional, identify all costs (i.e. equipment, software, installation, etc.) and technical requirements necessary to the operation of this feature. Identify all formats available (e.g. PDF, MS Word, MS PowerPoint, etc.)
- High volume multifunction devices in should be able to have Job Accounting to monitor usage.

B. SELECTION PROCESS

The proposal selection process includes the evaluation, rating, and ranking of the proposals. After evaluation, recommendation(s) for selection to negotiate a contract will be made to the Select Board. All respondents to this RFP shall be notified of their status by mail.

In the selection and award of goods or services procured under this RFP, SER shall ensure:

- Awards shall be made only to responsible respondents who have demonstrated ability to perform based upon delivering comparable or related services;
- Staff and organization qualifications, including a satisfactory record of past performance and experience;
- All proposals considered are received on time and are responsive to the specifications of the RFP.

The top three companies may be requested to make an oral presentation or demo to a Town review committee.

C. PROPOSAL EVALUATION CRITERIA

Only proposals submitted on a timely basis will be evaluated, using the following criteria.

- Demonstrated Effectiveness
 - Comprehensiveness of Services Provided
 - Overall capabilities of the vendor to meet service levels requested in this RFP
 - Rural/Offsite/Multi Location Experience
 - Vendor's experience in providing services to Rural/Offsite/Various locations
 - Service Enhancements

- Vendor's effort to understand the Town's requirements and the creativity the vendor shows in introducing new technologies and efficiencies to improve our current practices and procedures.
- Reasonableness of Cost
 - The reasonableness of cost for services proposed.
 - Emergency/Replacement Fees, if any
 - Early Termination Fees
- Other
 - Any other factors that we believe are in the Town's best interest to consider which were not previously described.

D. PROPOSAL FORMAT & SUBMISSION REQUIREMENTS

Responding firms shall submit five copies of the proposal and proposals should include the following minimum components:

1. Firm name, address, and contact information of individuals authorized to answer questions.
2. Executive Summary: Briefly summarize the proposal and identify that which makes your firm uniquely qualified for this contract.
3. Firm Profile: Include background and ownership of the company; number of employees; location of primary and any satellite locations; number and nature of professional staff to be assigned to this project; identify supervisory and management staff and summarize experience.
4. Security: Describe background and security measures used in firm's hiring process.
5. References: Provide a list, with current contact information, of similar engagements performed by the proposer within the past three (3) years. Provide any additional data where your firm has previously worked for a governmental agency. Describe how your specialty area of expertise was applied to those clients and how it relates to this proposal.
6. Cost: Provide a complete budget for this contract consisting of detailed fee information (hourly rate or other proposal) for services offered including maintenance. Budget should also detail any costs for early termination fees and terms. Also include description of conditions, procedures, approvals, and rates for out-of-scope work and costs for any equipment or software. Also include costs for other services on a per-transaction or hourly basis. Describe consultant's ability to track costs by department for internal budgeting and billing purposes.
7. Subcontracting: Identification of any services that may be subcontracted, including if known the name of the subcontractor and applicable experience.
8. Insurance: Include proof of insurance, including worker's compensation and general liability of at least \$1,000,000 single limit. Within 15 days of selection and as a condition of the contract, consultant shall provide Certificate of Insurance naming Town of Bristol as additional insured. The Town shall be notified within 15 days in the event of loss or change in coverage or conditions or amounts of coverage. Each policy of insurance shall be issued by a financially secure insurer, duly licensed to do business in the State of New Hampshire.
9. Acknowledgements: Consultant shall acknowledge that it is an Independent Contractor and as such, shall receive no other compensation or considerations, such as those benefits, indemnifications and other considerations normally extended to employees of the Town and is responsible for providing any required or voluntary benefits to its employees. The Contractor

shall not compensate, in any way, a Town official or employee or any member of the family of such officer or employee in the performance of any work under this contract.

10. Other: Vendors are welcome to submit supporting information or references in support of their proposal.

Five (5) sets of the sealed proposals are due no later than 12:00 Noon on Friday, September 15, 2017. Questions regarding the proposal should be directed to Town Administrator Nik Coates, townadmin@townofbristolnh.org or 603-744-3354.

The Town is aware of the time and effort required to prepare responses to proposals and invites vendors to let us know of any proposal requirements that are unclear and/or create difficulty in responding. The Town reserves the right to reject any and/or all proposals and to waive any informalities or irregularities in procedure. It is the Town's intention to select one firm to perform all services. Selection is subject to Select Board approval.

The Town reserves the right to reject any and/or all proposals, to waive any technicalities, informalities or irregularities, to accept or reject all or part of a proposal, and to be the sole judge of the suitability of the proposals offered.