



CITY OF EL SEGUNDO  
350 Main Street  
El Segundo, CA 90245

### **REQUEST FOR PROPOSAL**

PROPOSAL NUMBER: 24-05  
PROPOSAL TITLE: Copiers and Printers  
REQUESTING DEPARTMENT: Informational Technology Services Department ("ITSD")  
RELEASE DATE: February 12, 2024  
**DUE DATE: March 4, 2024, No Later Than 11:00 A.M.**  
CONTACT PERSON: Jose Calderon  
CONTACT EMAIL: [jcalderon@elsegundo.org](mailto:jcalderon@elsegundo.org)

Notice is hereby given that sealed proposals will be received in the Office of the City Clerk, City Hall, 350 Main Street Room 5, El Segundo, CA 90245-3813 until 11:00 A.M. (PST) Monday, March 4, 2024.

**Late proposals will not be accepted.**

Interested parties may obtain a copy of this Request for Proposal ("RFP") by accessing the City of El Segundo ("City") website:

<https://www.elsegundo.org/government/departments/city-clerk/bid-rfp>

Any and all updates, addenda, questions and answers, and changes to this RFP will be distributed through the Bid/RFP webpage. The City will not be held responsible or liable if interested proposals miss any information relevant to this RFP.

**RFP Submittal:**

To be considered, proposals must be for the entire scope of services outlined in this RFP. Incomplete proposals will not be considered. The vendor (“Vendor”) must submit a package clearly marked on the outside with the words “Request for Proposal 24-05” and titled “Copiers and Printers” no later than 11:00 A.M. (PST) on Monday, March 4, 2024, to:

City of El Segundo  
City Clerk’s Office  
350 Main Street, Room 5  
El Segundo, CA 90245-3813

The package must contain the following:

- Six (6) bound copies and one (1) electronic copy (flash drive is preferred method, emails not accepted) of the proposal;
- One (1) original and five (5) copies of the cost proposal in a separate sealed envelope clearly marked “Sealed Cost Proposal”; and
- A signed W-9.

Proposals must be received by the Office of the City Clerk **no later than 11:00 a.m. Monday, March 4, 2024.**

Submissions received after this deadline will be rejected. Submissions by facsimile or email will not be accepted.

**A. General Information:**

The City is requesting proposals from firms or individuals for copiers and printers to meet the needs of the City.

**B. Description of the Government:**

The City is a general law city in the State of California and is a thriving beachside gem located in the South Bay in Los Angeles County. Incorporated on January 18, 1917 and governed by a City Council comprised of five (5) members, the City is a community consisting of approximately 11 square miles with an estimated population of 16,731.

**C. Background:**

The City currently has a five (5) year equipment lease and services-supply-maintenance agreement with Kyocera Document Solutions, Inc. for copiers and printers located throughout the City. The City's agreement with Kyocera Document Solutions, Inc. is scheduled to expire in April 2024. The City is requesting proposals for a new four (4) year equipment lease and services-supply-maintenance agreement with the requirements outlined in this RFP.

**D. Objective**

The City is looking for a Vendor who can meet the requirements outlined in this RFP in a cost-effective manner while also providing the highest level of support and maintenance. The City and Vendor will need to enter into an agreement for the leased equipment and for the ongoing services, supply, and maintenance support.

**E. Addendum**

If it becomes necessary to revise any part of this RFP, an addendum to the RFP will be published and distributed through the City's website. All addenda will become a part of the RFP document requiring acknowledgment by the proposer.

**F. RFP Timeline**

The following is a tentative schedule of this entire RFP process. While the City will attempt to apply the necessary resources to maintain this schedule, the following dates are merely projections, and the City reserves the right to modify this schedule as needed to accommodate the completion of this RFP process.

The following is a tentative timeline for the evaluation and RFP selection procedure.

<b>TENTATIVE PROJECT SCHEDULE</b>	
RFP Published:	February 12, 2024
Questions from Proposers Due by:	5:00 P.M. (PST) on February 20, 2024
Response to Question Posted:	February 26, 2024
Proposals Due:	No Later Than 11:00 A.M. (PST) on March 4, 2024
Review of Proposals by Panel:	March 12, 2024
Announcement of Two (2) Finalists:	March 13, 2024
Site Visit(s) of Finalists Completed By:	March 29, 2024
Council Award Date	April 16, 2024

**G. Questions**

Please submit all questions to Jose Calderon at [jcalderon@elsegundo.org](mailto:jcalderon@elsegundo.org) by 5:00 p.m. (PST) on February 20, 2024. Only questions with “**(RFP 24-05 Copiers and Printers Question)**” in the subject line will be accepted. Answers to submitted questions will be posted on the City’s website by close of business on February 26, 2024.

**H. Scope of Work:**

Each proposal must include at a minimum the requirements listed below. If the Vendor feels that modification and/or addition to the requirements are warranted, as to better meet the City’s needs, Vendor must clearly identify such modifications and/or additions in its proposal and provide a brief reason why.

1. The City is looking to lease a total of 27 copiers and scanners with the following breakdown:
  - A. 21 copiers and scanners with the following printing capacities, pages per minute (PPM):
    - i. 15 Copier and Scanners, 40 PPM
    - ii. 3 Copier and Scanners, 60 PPM
    - iii. 3 Copier and Scanners, 80 PPM
  - B. 6 desktop copiers and scanners with the following printing capacities, pages per minute (PPM):
    - i. 3 Desktop Copiers & Scanners, 57 PPM (black &white)
    - ii. 3 Desktop Copiers & Scanners, 47 PPM (color)

City of El Segundo  
Copiers and Printers

C. Please provide the closest capacity printer if PPM does not match listed options above.

2. Importantly, please observe the required specifications for each of the 27 copiers and scanners in the following chart. The darker, gray columns are standard items, and the remaining columns are additional items that the City is requesting to be included in this proposal.

**(21) Copiers & Scanners:**

Printers	320 Sheet Dual Scan Document Processor	Staple Detection for Document Processor	Dual 500 Sheet Universal Trays	Dual 1,500 Sheet Trays	Dual 500 Sheet Tray	3,000 Sheet Side Deck	1,000 Sheet Stapling Finisher	4,000 Sheet Stapling Finisher	Hole Punch	Booklet Maker	Mailbox
40 PPM	X	X	X	X			X		X		
40 PPM	X	X	X	X			X		X		
40 PPM	X	X	X	X			X		X		
40 PPM	X	X	X	X			X		X		X
40 PPM	X	X	X	X			X		X		
40 PPM	X	X	X	X			X		X		
40 PPM	X	X	X	X			X		X		
40 PPM	X	X	X	X			X		X		
40 PPM	X	X	X	X			X		X		
40 PPM	X	X	X	X				X	X	X	
40 PPM	X	X	X	X				X	X	X	
40 PPM	X	X	X	X			X		X		
40 PPM	X	X	X	X			X		X		
40 PPM	X	X	X	X			X		X		
40 PPM	X	X	X	X			X		X		
60 PPM	X	X	X		X		X		X		X
60 PPM	X	X	X		X		X		X		
60 PPM	X	X	X	X			X		X		
80 PPM	X	X	X	X		X		X	X	X	X
80 PPM	X	X	X	X		X	X		X		X
80 PPM	X	X	X	X		X	X		X		X

**(6) Desktop Copiers & Scanners:**

Printers	100 Sheet Dual Scan Document Processor	100 Sheet Multi-Purpose Tray	Standard Paper Tray	Additional 500 Sheet Letter/Legal Paper Tray
57 PPM B/W	X	X	500 Letter/Legal Sheet	1
57 PPM B/W	X	X	500 Letter/Legal Sheet	1
57 PPM B/W	X	X	500 Letter/Legal Sheet	2
47 PPM Color	X	X	550 Letter/Legal Sheet	1
47 PPM Color	X	X	550 Letter/Legal Sheet	1
47 PPM Color	X	X	550 Letter/Legal Sheet	2

3. Technical Requirements:

A. Must be compatible with Windows Server 2016 or above

- B. 1GB Network Connection
  - C. Access control user-based functionality, must be compatible with 26mghz RFID cards and HID iClass SEOS cards. (The City currently uses 26mghz RFID cards, but is looking to upgrade to HID iClass SEOS cards.)
  - D. Vendor must be able to monitor printers remotely, have automated toner/consumables functionality through native software, have management software to be able to request service for printers through secure portal, and have reporting capabilities.
  - E. Secure print functionality, direct scan to inbox/network folder, and copying documents.
  - F. Paper products that the City purchases need to be minimum 30% recycled content paper, by fiber weight. Copiers must be compatible with this requirement.
4. The City is looking for the Vendor to provide the following supplies, services, and maintenance for the copiers and printers:
- A. Vendor will provide on-call maintenance, including toner, parts, labor, overage charges based on 50,000 monthly volumes for black & white and color printing. The City will be responsible for the purchase of paper and staples.
  - B. On-call maintenance shall have maximum response time of four (4) hours and be performed by certified technicians.
  - C. The printers shall be configured to notify Vendor automatically when low on toner and auto-ship the needed toner to the City with unique identifier for each individual printer. The printers shall also notify Vendor automatically when services or repairs are needed.
  - D. In the event a printer becomes a consistent nuisance or ceases function, Vendor shall replace the printer, at no cost to the City, with a printer with all the same functionality.
  - E. Vendor to provide software solution for tracking printer use, maintenance, toner levels and, *etc.*
  - F. Vendor to provide trainings for employees to learn how to operate machines and any relevant functions that they require.
5. The proposal must include a total price that includes all costs associated with the project, including delivery and installation of the equipment and for the services to be provided. A breakdown of the total cost by line item should also be included.
- A. Include any scope of work exhibit(s).

**I. Deliverables:**

Each Vendor must provide the following items **in the order listed** below:

1. Cover Letter

The Cover Letter must be addressed to Jose Calderon, ITSD Director, and at minimum, must contain the following:

- a. Identification of firm, including name, address, and telephone number.
- b. California Secretary of State Entity Number.
- c. Name, title, address, and telephone number of contact person during period of proposal evaluation.
- d. Statement to the effect that the proposal will remain valid for a period of not less than 120 calendar days from the date of submittal.
- e. Signature of a person authorized to bind Vendor to the terms of the proposal.

2. Executive Summary

In a brief narrative, describe the proposed solution by setting forth the overall approach and plans to meet the requirements of this RFP. The intent of this narrative is to convey to the City that Vendor understands the objective of the requested service, the nature of the work, and the level of effort necessary to successfully provide the defined services. The narrative should stipulate how Vendor's approach and plans to provide the equipment and services are appropriate to the tasks involved.

3. Scope of Work / Methodology

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The methodology should include:

- a. Describe Vendor's approach to managing the project, including an implementation plan that describes in detail the specific plans to manage, control, and supervise the project in order to ensure satisfactory provision of services.
- b. Provide a project timeline designed to meet the requirements of the City, as well as scheduling and control methodology that will be used to ensure the schedule will be met. The timeline should include key milestone dates and a detailed description of key project steps.

- c. Provide a description of the implementation plan considerations, including estimated timeframes and deliverables for various stages of the project.
- d. Detailed description of the specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Work.
- e. Provide a detailed description and/or examples of your quality control procedures that ensures all work products delivered to the City (*i.e.*, drafts and final versions) are of high-quality, accurate and have been thoroughly reviewed prior to delivery to the City.
- f. Provide examples of reports you prepared that allows for review of the draft/services in a reasonable time frame. The reports should be uniform, professional, and easy to understand. The reports should provide summary level information that includes (but not limited to variance analysis), summary of costs to be allocated and collected by Fund, Department, and or function, and the ability to drill down into varying levels of detail, if so desired. Reports must also include a summary of all inputs and costs to be allocated that can be used to easily verify the accuracy of the plan.
- g. Demonstrate the ability to create *ad hoc* reports as needed.

#### 4. References

Provide at least three (3) references, past and present, using the same service being proposed and indicate the scope of work, date, and the name, email address, and telephone number of the client contact. Also, provide a complete list of other municipalities in California utilizing your copier and printer services over the past five (5) years.

#### 5. Required Statements

- a. A statement that all charges for services will be a “Not-To-Exceed” fee, as submitted with and made part of said Vendor’s quote.
- b. A copy of Vendor’s hourly rate schedule and a written statement that said hourly rate schedule is part of the Vendor’s quote for use in invoicing for progress payments and for extra work incurred that are not part of this RFP.
- c. A written statement by Vendor that all federal laws and regulations must be adhered to notwithstanding any state or local laws and regulations. In case of conflict between federal, state, or local laws or regulations, the strictest will be adhered to.
- d. A written statement by Vendor to allow all authorized federal, state, county, and the City officials access to place of work, books, documents, papers, fiscal, payroll materials, and other

relevant contract records pertinent to this project. All relevant records must be retained for at least three (3) years.

- e. A written statement that Vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- f. A written statement that Vendor will comply with the California Labor Code, pursuant to said regulations entitled: Federal Labor Standards provisions; Federal Prevailing Wage Decision; and State of California Prevailing Wage Rates, respectively.
- g. A written statement that Vendor will comply with the Copeland Anti-kickback Act (18 USC 874 C) and the implementation regulation (29 CFR 3) issued pursuant thereto, and any amendments thereof.

**J. Administrative Elements:**

1. Each proposal must assign a responsible representative and an alternate to perform the assigned tasks. Both staff members must be identified in the proposal. The Vendor's representative will be responsible for all duties from contract negotiations through project completion. If the primary representative is unable to continue with the project, then the alternate representative will become the primary representative. Any other changes in responsible representative must be approved, in advance, by the City. The City will have the right to reject other proposed changes in personnel and may consider any other changes in responsible personnel a breach of contract.
2. Vendor must provide all necessary personnel, instruments, equipment, and materials to perform the described services.
3. The City reserves the right to accept or reject any or all proposals or to waive any defects or irregularities in the proposals or selection process.
4. Proposals will be evaluated on the basis of the response to all provisions of this RFP. Since this solicitation is an RFP as opposed to a Bid, pricing alone will not constitute the entire selection criteria.

The City will first evaluate responses according to the evaluation criteria and corresponding percentage of score outlined below (see "Potential Proposal Evaluation Criteria" table). Please note that the evaluation criteria listed is not an all-inclusive list and the percentage of scores listed is only an approximation. The City reserves the right to modify the evaluation criteria and to adjust the percentage of score as deemed appropriate. Any such modification or adjustment will be made no later than close of business on February 26, 2024 and posted as an addenda accordingly.

5. Based on the evaluated score of each response, the City will select the two (2) highest scoring responses to advance and schedule a site visit with so that staff can view a demonstration of the devices in person. Showroom must be within 60 miles of El Segundo. Alternatively, Vendor can bring copier unit(s) to City Hall for an onsite demo. The City will evaluate and select from the two (2) responses based on the site visit.

Importantly, the successful Vendor is selected by the City Council acting within its sole discretion. The City Council is under no obligation to contract with any Vendor. If the City Council determines that the proposals, in whole or in part, are unacceptably high, or the specifications were misleading, City Council may reject all proposals presented and re-post this RFP.

<b>POTENTIAL PROPOSAL EVALUATION CRITERIA</b>	
<b>EVALUATION CRITERIA</b>	<b>PERCENTAGE OF SCORE</b>
<b>Qualifications and Experience</b> Qualifications and experience of the Vendor related to the services described in this RFP. Include a history of successfully completing contracts similar to this scope and size, meeting and maintaining expected deadlines, as well as experience providing related services to comparable municipalities.	20%
<b>Completeness &amp; Comprehensiveness</b> Completeness of all required submittal information contained in RFP package and any supplemental information provided by Vendor that will demonstrate the quality of services. Demonstrate ability to meet all requirements of the RFP.	20%
<b>Technical Approach</b> The Vendor's ability to meet the minimum technical specifications outlined in this RFP. Documentation of the specific copiers to be provided and their functionality demonstrating specifications set out in the RFP.	25%
<b>Management &amp; Approach</b> The Vendor's management and approach that demonstrates the understanding of the Scope of Services and the potential to implement effectively as stated in the RFP. A proposed project scheduling detailing deployment schedule and resources onsite to deploy.	20%
<b>Total Cost</b> Proposed project cost for all four (4) years.	15%

**K. Agreement for Equipment Lease and Ongoing Services, Supply, and Maintenance Support:**

The City and Vendor will need to enter into an agreement for the leased equipment and the ongoing services, supply, and maintenance support. The form of the agreement will be negotiated and the City reserves the right to determine the form of the agreement and to add/delete terms as it deems necessary. Notwithstanding the foregoing, the agreement must incorporate the following terms:

1. All requirements regarding scope of work and technification specifications outlined in this RFP and/or addressed in Vendor's accepted proposal.

2. A four (4) year term.
3. Vendor will represent and agree that it can performed the work outlined in generally accepted professional standards of practice.
4. A fifteen (15) day cure period upon notification of any deficiencies.
5. City may terminate the agreement with or without cause with 30 days' written notice to Vendor.
6. Vendor may terminate the agreement with cause with 90 days' written notice to City.
7. Vendor will agree to the following indemnification:
  - a. Indemnification for Professional Services. VENDOR will save harmless and indemnify and at CITY's request reimburse defense costs for CITY and all its officers, volunteers, employees and representatives from and against any and all suits, actions, or claims, of any character whatever, brought for, or on account of, any injuries or damages sustained by any person or property resulting or arising from any negligent or wrongful act, error or omission by VENDOR or any of VENDOR's officers, agents, employees, or representatives, in the performance of this Agreement.
  - b. Indemnification for other Damages. VENDOR indemnifies and holds CITY harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising out of this Agreement, or its performance. Should CITY be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of this Agreement, or its performance, VENDOR will defend CITY (at CITY's request and with counsel satisfactory to CITY) and will indemnify CITY for any judgment rendered against it or any sums paid out in settlement or otherwise.
8. Vendor will maintain the following insurance policies and limits throughout the term of the agreement:
  - a. Commercial general liability:       \$ 1,000,000
  - b. Professional Liability                 \$ 1,000,000
  - c. Business automobile liability       \$ 1,000,000
  - d. Workers compensation                 Statutory requirement
9. Vendor will maintain a current business license with the City throughout the term of the agreement.

Please review and then provide the City with a written statement of Vendor's willingness to accept the terms. **Please identify any term Vendor is unwilling to accept, in whole or in part, and the reason why.**

**L. Insurance:**

Within three (3) business days of successful selection, Vendor must provide the City with Certificates of Insurance providing coverage as outlined in this RFP, naming the City, its agents and officers as additional insureds by written endorsement.

**M. Business License:**

The successful Vendor will be required to obtain a City Business License prior to award of Contract. As noted, Vendor will be required to maintain the license for the entire term of the agreement. The Business License is not a prerequisite for submission of a proposal.

**N. Subcontracting:**

Vendor may utilize the services of specialty subconsultants on those parts of the work that, under normal contracting practices, are performed by specialty subconsultants. Unless a specific subconsultant is listed by Vendor, Vendor is representing to City that Vendor has all appropriate licenses, certifications, and registrations to perform the work hereunder.

After submission of his/her proposal, Vendor must not award work to any unlisted subconsultant(s) regarding this project without prior written approval of the City. Vendor will be fully responsible to the City for the performance of his/her subconsultants and of persons either directly or indirectly employed by them.

Nothing contained herein creates any contractual relation between any subconsultant and the City.

**O. Public Information:**

All materials received relative to this RFP will become public information and be available for inspection after the award of contract. The City reserves the right to retain all proposals submitted, whether or not the proposal was selected or judged to be responsive.