

Francis M. Gomez
Purchasing Agent



Frank J. Picozzi
Mayor

City of Warwick
Purchasing Division
(Mailing Address)
3275 Post Road
Warwick, Rhode Island 02886
Tel (401) 738-2013
Fax (401) 732-8522

The following notice is to appear on the City of Warwick's website Tuesday, October 25, 2022. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
BIDS REQUESTED FOR**

Bid2023-245 Copier Equipment, Service, & Maintenance

Specifications

Specifications are available in the Purchasing Division, located at 65 Centerville Road, Monday through Friday, 8:30 AM until 4:30 PM on or after Tuesday, October 25, 2022.

Submissions

Sealed bids will be received by the Purchasing Division no later than 11:00 AM, Wednesday, November 9, 2022. The bids will be opened publicly commencing at 11:00 AM on the same day at 65 Centerville Road, Suite D.

Delivery

All bids must be sealed. If delivering in person or sent by delivery service (FedEx/UPS/DHL etc..) use physical address 65 Centerville Road, Warwick, RI 02886, Suite D. If sent via United States Postage Service use mailing address 3275 Post Road Warwick, Rhode Island 02886.

Awards

Awards will be made on the basis of the lowest evaluated or responsive bid price. Please note that no bids can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2013 at least 48 hours in advance of the bid opening date.

Original Signature on File

Francis M. Gomez
Purchasing Agent

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

Acknowledgement of Addendum (if applicable)

Addendum Number	Signature of Bidder
_____	_____
_____	_____

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____*

*Please include your email address. Future bids will be emailed, unless otherwise noted.
=====

II. AWARD AND CONTRACT:

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor, accepts the above bid and hereby enters into a contract with the above party to pay the bid price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____

Bid2023-245

Purchasing Agent

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

CERTIFICATION & WARRANT FORM*

**This form must be completed and submitted with sealed bid.
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statutes, laws, ordinances and regulations, in particular, but not limited to Chapter 16- Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

Signature

Date

Company Name

Address

Address

***This form cannot be altered in any way**

**CITY OF WARWICK
NOTICE TO BIDDERS**

Bid2023-245 Copier Equipment, Service, & Maintenance

If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your bid to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified. No bids will be accepted via facsimile or email.

The opening of bids will be in the order established by the posted agenda and the agenda will continue uninterrupted until completion.

Once an item has been reached and any bids on that item has been opened, no other bids on that item will be accepted and any such bid will be deemed late.

The City of Warwick, in addition to soliciting bids in response to this bid, may consult, consider, and make an award for any and all open bid offers for a comparable unit as sought herein at the following websites:

RI State MPA: <https://www.ridop.ri.gov/contract-portal/>

NASPO: <https://www.naspo.org/>

NJPA (National Joint Powers Alliance): [https://www.njpacoop.org/cooperative purchasing](https://www.njpacoop.org/cooperative-purchasing)

MHEC (Massachusetts Higher Education Consortium): <https://www.mhec.net>

Once an item has been reached and any bids on that item has been opened, no other bids on that item will be accepted and any such bid will be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of non-compliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the City, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All bids should be submitted with one (1) original and one (1) copy in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "Bid2023-245 Copier Equipment, Service, & Maintenance."

All proposals submitted become the property of the City and will not be returned. If the company intends to submit **confidential or proprietary information** as part of the proposal, **any limits on the use or distribution of that material should be clearly delineated in writing. This information should be submitted in a sealed envelope, clearly labeled confidential** and where it should be submitted in the response. Please be advised of the Freedom of Information Act as it may pertain to your submittal.

Should you have any questions, please contact Philip Carlucci, MIS Director at (401) 921-9666 or philip.f.carlucci@warwickri.gov.

All bids should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it is open.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder must indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

The IRS Form W-9 available on www.warwickri.gov should be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

The successful bidder must provide the City of Warwick with an original **Certificate of Insurance** for General Liability in a minimum amount of \$1 million. The certificate of insurance must name the ***City of Warwick as the additional insured*** and so stated on the certificate with the bid name and bid number. It is the vendor's responsibility to provide the City of Warwick with an updated certificate of insurance upon expiration of the original certificate.

For a bid to be awarded to a corporation, limited liability company or other legal entity, prior to commencing work under the awarded bid, that corporation, company or legal entity may be required to provide to the Purchasing Agent a **Certificate of Good Standing** from **The Rhode Island Secretary of State** dated no more than thirty (30) days prior to the date upon which the bid approval was made. **Please note that no other State's Certificate of Good Standing will be accepted.**

If required, the successful bidder will provide said **Certificate of Insurance** and **State of Rhode Island's Certificate of Good Standing** within ten (10) calendar days after notification or the City reserves the right to rescind said award.

Prices to be held firm January 1, 2023 through December 31, 2025. Term contracts may be extended for one additional term upon mutual agreement unless otherwise stated.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The Purchasing Agent reserves the right to reject any and all bids, to waive any minor deviations or informalities in the bids received, and to accept the bid deemed most favorable to the interest of the City.

The successful bidder must comply with all Rhode Island Laws applicable the public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the

Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City will incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor will be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit will be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation which may be required or requested by the City of Warwick will be the sole responsibility of and will be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents bid or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick will be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the bid specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement will cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to bid specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

WARWICK MIS DEPARTMENT

BID SPECIFICATIONS FOR COPIER EQUIPMENT AND SERVICES

PART I

General and Special Terms and Conditions

A. PURPOSE

The purpose of this Request for Proposal is to obtain from qualified and interested vendors; proposals with competitive pricing to provide business grade color multi-functional copiers, along with associated maintenance for the equipment. The Term of this service will be for 3 years starting January 1, 2023 and running through December 31, 2025. (01/01/2023 until 12/31/2025)

B. DESCRIPTION

We are seeking approximately 12 business grade color multifunctional copiers for use at various departments and locations throughout the City. These machines must have, at a minimum, the ability to copy, scan, print, and direct connect to the existing network.

We are asking for a unit cost for 3 specific functional specifications that will then be extrapolated out for the number of specific machines needed. Paper size capabilities, processing speeds and other technical specifications will vary by machine model tier requested in the details below.

As part of the response, vendors will include a separate cost for the service and maintenance contract for a period of 3 years which will be a separate billing from this purchase and will require the vendor be able to support the product for at least 5 years from acquisition.

C. EVALUATION CRITERIA

- a. Experience, Ability and Product/Service reputation of vendor 25%
- b. Ability to provide timely response for Product Support needs 25%
- c. Reviews of copier brand being proposed 20%
- d. Lowest Bid dollar amount will not be used as the only single bid award criteria 30%

D. POINT OF CONTACT

Warwick MIS Department
Attn: Philip Carlucci
MIS Director
3275 Post Road
Warwick, RI 02889 (401) 921-9666
philip.f.carlucci@warwickri.gov

II COST SUBMISSIONS

Below are three different Model Specifications. Please provide answers to all three models. Models will not be awarded separately. The cost portion of the evaluation will be calculated by summing the number of each model needed times the proposed cost of that model.

MODEL 1

Specifications: This Model, in addition to the basics functionality outlined above, must also meet the following capabilities.

Manufacturer's specifications will prevail as if written in full.

- PPM – 25-33
- Automatic document feed
- Automatic Duplexing
- Network Scanning, Printing, Fax, Scan to email, Scan to folder, etc.
- Paper 8x11, 8x14
- Paper Copy Trays – 500 sheets Paper Weight 20lb. /110lb.

Low-yield consumables to support a /monthly volume of 15,000

PROPOSED ITEM DESCRIPTION		Response
Multifunctional Copier – MFG Name and Model #		
Acquisition Cost		\$.00
On-Site Installation and Set-up Cost		\$.00
8 hours of On-site Training (non-contiguous) Cost		\$.00
Monthly Cost of Service Contract		\$.00
# of Copies per month included at no extra charge		
Cost per Color copy overage		\$.00000
Cost per B&W copy overage		\$.00000
Toner Cost above Service Contract (include shipping costs)		\$.00
Delivery time in days for toner requests		
Do unused copies from one month carry over to the next (Y/N)		
Do you pool copy allotment for all machines in an organization		
How often do you “true-up” number of copies per month		

MODEL 2

Specifications: This Model, in addition to the basics functionality outlined above, must also meet the following capabilities.

Manufacturer’s specifications will prevail as if written in full.

- PPM – 25-36
- Automatic document feed
- Automatic Duplexing
- Network Scanning, Printing, Fax, Scan to email, Scan to folder, etc.
- Paper 8x11, 8x14, 11x17
- Paper Copy Trays – 500 sheets Paper Weight 20lb. /110lb.

Low-yield consumables to support a /monthly volume of 25,000

PROPOSED ITEM DESCRIPTION		Response
Multifunctional Copier – MFG Name and Model #		
Acquisition Cost		\$.00
On-Site Installation and Set-up Cost		\$.00
8 hours of On-site Training (non-contiguous) Cost		\$.00
Monthly Cost of Service Contract		\$.00
# of Copies per month included at no extra charge		
Cost per Color copy overage		\$.00000
Cost per B&W copy overage		\$.00000
Toner Cost above Service Contract (include shipping costs)		\$.00
Delivery time in days for toner requests		
Do unused copies from one month carry over to the next (Y/N)		
Do you pool copy allotment for all machines in an organization		
How often do you “true-up” number of copies per month		

MODEL 3

Specifications: This Model, in addition to the basics functionality outlined above, must also meet the following capabilities.

Manufacturer’s specifications will prevail as if written in full.

- PPM – 45-60
- Automatic document feed
- Automatic Duplexing
- Network Scanning, Printing, Fax, Scan to email, Scan to folder, etc.
- Paper 8x11, 8x14, 11x17
- Paper Copy Trays – 500 sheets Paper Weight 20lb. /110lb.

Low-yield consumables to support a /monthly volume of 75,000

PROPOSED ITEM DESCRIPTION		Response
Multifunctional Copier – MFG Name and Model #		
Acquisition Cost		\$.00
On-Site Installation and Set-up Cost		\$.00
8 hours of On-site Training (non-contiguous) Cost		\$.00
Monthly Cost of Service Contract		\$.00
# of Copies per month included at no extra charge		
Cost per Color copy overage		\$.00000
Cost per B&W copy overage		\$.00000
Toner Cost above Service Contract (include shipping costs)		\$.00
Delivery time in days for toner requests		
Do unused copies from one month carry over to the next (Y/N)		
Do you pool copy allotment for all machines in an organization		
How often do you “true-up” number of copies per month		

Service, Maintenance, and Supply Requirements:

The following minimums apply to all three (3) models requested above.

Service:

1. Four-hour response time to service calls placed during normal business hours (M-F 8:30am to 4:30pm). One-hour confirmation of service call receipt.
2. Any device deemed inoperable must be replaced by a similar model with same or better features than device being replaced at NO additional cost to the City.

Supply Capabilities:

1. Monitoring and management system should, at a minimum, allow for remote monitoring and possible automatic reordering of consumables.
2. Technicians must carry ample parts inventory to return all MFP equipment to service within one business day after commonly occurring failures or malfunctions.
3. The Vendor will supply all contact information and instruction necessary to request consumables (toner, etc.) in bid pricing

III ADDITIONAL INFORMATION

Please include any additional information concerning your product offering or operational methodology that would distinguish you from other service providers and serve as criteria for the selection process.

CITY OF WARWICK
BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid2023-245 Copier Equipment, Service, & Maintenance

I. BID:

WHEREAS, the CITY OF WARWICK has duly asked for bids for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the bid price below;

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the bid into a contract. This bid and contract shall be secured by Bonds, if required by the specifications. Please list each fee per parcel below.

Pricing as follows

Continued next page

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

(PRICING SHEET MAY NOT BE CONFIDENTIAL)

Bid2023-245 Copier Equipment, Service, & Maintenance

VENDOR NAME: _____

MODEL 1 Per bid specifications		
PROPOSED ITEM DESCRIPTION		Response
Multifunctional Copier – MFG Name and Model #		
Acquisition Cost		\$
On-Site Installation and Set-up Cost		\$
8 hours of On-site Training (non-contiguous) Cost		\$
Monthly Cost of Service Contract		\$
# of Copies per month included at no extra charge		
Cost per Color copy overage		\$
Cost per B&W copy overage		\$
Toner Cost above Service Contract (include shipping costs)		\$
Delivery time in days for toner requests		
Do unused copies from one month carry over to the next (Y/N)		
Do you pool copy allotment for all machines in an organization		
How often do you “true-up” number of copies per month		

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

(PRICING SHEET MAY NOT BE CONFIDENTIAL)

Bid2023-245 Copier Equipment, Service, & Maintenance

VENDOR NAME: _____

MODEL 2 Per bid specifications	
PROPOSED ITEM DESCRIPTION	Response
Multifunctional Copier – MFG Name and Model #	
Acquisition Cost	\$
On-Site Installation and Set-up Cost	\$
8 hours of On-site Training (non-contiguous) Cost	\$
Monthly Cost of Service Contract	\$
# of Copies per month included at no extra charge	
Cost per Color copy overage	\$
Cost per B&W copy overage	\$
Toner Cost above Service Contract (include shipping costs)	\$
Delivery time in days for toner requests	
Do unused copies from one month carry over to the next (Y/N)	
Do you pool copy allotment for all machines in an organization	
How often do you “true-up” number of copies per month	

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

(PRICING SHEET MAY NOT BE CONFIDENTIAL)

Bid2023-245 Copier Equipment, Service, & Maintenance

VENDOR NAME: _____

MODEL 3 Per bid specifications		
PROPOSED ITEM DESCRIPTION		Response
Multifunctional Copier – MFG Name and Model #		
Acquisition Cost		\$
On-Site Installation and Set-up Cost		\$
8 hours of On-site Training (non-contiguous) Cost		\$
Monthly Cost of Service Contract		\$
# of Copies per month included at no extra charge		
Cost per Color copy overage		\$
Cost per B&W copy overage		\$
Toner Cost above Service Contract (include shipping costs)		\$
Delivery time in days for toner requests		
Do unused copies from one month carry over to the next (Y/N)		
Do you pool copy allotment for all machines in an organization		
How often do you “true-up” number of copies per month		