

Request for Proposal Package

COPIER LEASE AND MAINTENANCE

RENTON HOUSING AUTHORITY
2900 NE 10th St.
RENTON, WASHINGTON 98056

MARCH 01, 2024

Copier Lease and Maintenance

The Renton Housing Authority is soliciting proposals to perform work as shown below:

TYPE OF PROJECT: Copier Lease and Maintenance as well as Maintenance on 3 Lexmark M5155 Printers. This lease and maintenance agreement is for 5 years, beginning April 1, 2024 through March 31, 2029.

CONTACT PERSON: **Michael Bishop, Chief Executive Officer**
Phone: (425) 226-1850 x 223
Email: msb@rentonhousing.org

SUBMISSION DEADLINE: **March 29, 2024@ 2:00 p.m.**

SUBMISSION ADDRESS: Renton Housing Authority
2900 NE 10th St.
Renton, WA 98056

SCOPE OF WORK:

Seeking 3 multi-function copier equipment machines for administrative office the meet the needs of the staff. RHA is open to any brand copier that can handle these specifications. This will require a full line of capabilities, including, but not limited to: High-capacity printing at around 45 pages per minute; Color Printing capability; secure printing with access code; network scanning/emailing; Sorting; Collating; system monitoring for toner and other supplies. One of the copiers will need hole-punching capability and that copier will be positioned at the Finance/Administrative end of the office building. Energy Star Compliance / Energy Efficiency Provided Services; utilization of a copier lease that has 20,000 B/W copies and 10,000 Color Copies included with the lease per month; We are looking for utilization of 10,000 sheets per month between all 5 printers. New equipment and not used. All toner and copier supplies will be provided during this lease period at no additional cost.

RFP is also seeking maintenance on 3 – Lexmark 5155 Printers and 1 – HP P2055dn printer and 1 – HP Enterprise M611X printer. RHA owns all printers except the HP Enterprise M611X but will either purchase through this company or another company but will need maintenance and toner supplies included into this RFP. All toner supplies for these printers will be included into this maintenance contract except MICR toner for a check printer.

SUBMISSION REQUIREMENTS: Submit one (1) original and one (1) copy of proposal submitted on a cost proposal form that you will create, dated and signed by an official of the company. Show on the proposal the company's or individual's federal identification or Social Security number, whichever is applicable, and correct mailing address.

The following forms **MUST** be completed and submitted with the proposal documents. Failure to complete and submit **ALL** of the forms **MAY** render the proposal non-responsive and subject to disqualification. Please tab and submit documents/information in the following order:

"Cost Proposal Form" that you will create

"Business License" with City of Renton/King County/State of Washington

"Proof of Insurance" - General Liability, Workers Compensation and Automobile

"Non-Collusive Affidavit" form (form enclosed)

"Eligibility Certification" form (form enclosed)

List a minimum of three (3) references and contact information.

Each item listed above **MUST** be completed and submitted with the proposal. This list does not include other submittals that may be required. Read the RFP documents fully and carefully.

Proposals must also include a full description of all proposed services, number of personnel and a description of equipment to be used. Include in the submittal a list of three (3) current references of previous work similar to this project which shows company name, contact person, address, phone and fax number, and Email address, type of work performed, and dates of service {length of contract}. The assumption should be made by all Offerors that their original proposal may be their only opportunity to present their services and qualifications, and therefore should be as comprehensive as possible. It is the Authority's intent to make this RFP a part of the contract.

Proposal must be submitted by the deadline below either by email or in a packet and clearly written on the outside of the packet must be the offeror's name and address and the words:

RFP
COPIER LEASE AND MAINTENANCE
DEADLINE: March 29, 2024 @ 2:00 pm

You can email me the quote or bring it into our office at 2900 NE 10th St., Renton, WA 98056.

PROPOSAL EVALUATION PROCESS: The following procedures will be followed for the evaluation:

The CEO will review all proposals submitted. The Authority reserves the right to make an award based solely on the proposals or to negotiate further with one or more Offerors.

The proposals that have a reasonable chance of being selected for award will be considered to be in the "Competitive Range".

At the conclusion of negotiations, Offerors **may** be given an opportunity to submit best and final offers before final determination.

The contract shall be awarded to the Offeror submitting the most responsible proposal, price and other factors considered, complying with the specifications contained herein, provided the proposal is the most advantageous for the Authority to accept. The Authority is therefore not bound to accept a proposal on the basis of lowest quoted price alone. The Offeror to whom the award is made will be notified at the earliest practical date. Unsuccessful offerors will also be notified.

CONTRACT PERIOD: Effective April 1, 2024 through March 30, 2029, which totals five (5) years, provided funding is available through the U. S. Department of Housing & Urban Development and contract performance is satisfactory.

AWARD OF CONTRACT: The Housing Authority intends to make award to the responsive and responsible contractor, or contractor's, which offers a proposal advantageous to the Authority. In the event the quality of the initial proposals received is such that no purpose would be served by conducting negotiations, award may be made without discussion.

The Offeror to whom the award is made will be notified at the earliest practical date. Unsuccessful offerors will also be notified. The Housing Authority contemplates the award of a firm fixed price, level of effort type contract resulting from this solicitation. The agreement will be placed in writing by the Renton Housing Authority.

ACCEPTANCE OF BIDS: The Authority reserves the right to reject any or all bids or quotes, to take exception to the specifications inside the Scope of Work, or to waive any informalities. The Authority reserves the right to reject the proposal of any Offeror who has previously failed to perform properly, or to complete on time, a contract of a similar nature; who is not in a position to perform the contract; or who habitually and without just cause neglected the payment of bills or otherwise disregarded its obligations to subcontractors or employees. Offerors may be excluded from further consideration for failure to fully comply with specifications of this RFP.

COST PROPOSAL FORM

Bidder will create a cost proposal form and submit to RHA for review.

COST GUARANTEE: The Offeror must honor all bids for sixty (60) days from the RFP deadline date.

Signature

Title

Date

SSN or FEDERAL EIN: _____

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF _____)

) ss.

COUNTY OF _____)

_____, being first duly sworn, deposes and says that:

(1) He is _____
of _____

the Bidder who has submitted the attached Bid:

- (2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid:
- (3) Such Bid is genuine and is not a collusive or sham Bid:
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person, to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost element of the Bid price or the Bid prices of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Owner or any person interested in the Contract; and
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature

Title

Subscribed and sworn to before me this ___ day of _____, 20 _____

By _____

Title _____

My commission expires: _____

RFP
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ELIGIBILITY CERTIFICATION

By my signature below, I certify that _____
(company name)

is eligible to receive awards from the United States government and therefore, to the best of my knowledge is not on any lists provided by the United States government of contractors that are debarred or ineligible to receive awards from the United States government.

BY: _____
(Signature)

PRINTED NAME: _____

TITLE: _____

SWORN TO AND SUBSCRIBED BEFORE ME on this the ____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires:

(Seal)