

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement**



REQUEST FOR DELIVERY ORDER PROPOSALS

TO: GSA Schedule Contractors

Solicitation No.: DCTO-2010-D-0081

Caption: Copier Lease – Department of Consumer and Regulatory Affairs (DCRA)

Issuance Date: July 21, 2010

Due Date: August 4, 2010

The Government of the District of Columbia (District) Office of Contracting and Procurement (OCP) on behalf of the Department of Consumer and Regulatory Affairs (DCRA) is requesting the services of a contractor to lease and maintain multifunction devices in Attachment A-Statement of Work located at a new DCRA location 1100 – 4th Street, SW, Washington, DC 20024.

The delivery order proposal should be prepared according to the instructions listed below:

1. Proposal Submission Requirements

The delivery order proposal shall be submitted electronically to lolisa.simms@dc.gov or in a sealed envelope conspicuously marked: “Delivery Order Proposal in response to Solicitation No. DCTO-2010-D-0081-Copier Lease - Department of Consumer and Regulatory Affairs (DCRA).”

All proposals must be submitted on 8.5” by 11” paper and typewritten. All proposals shall be submitted electronically and/or delivered to the OCP Bid Office 441 – 4th Street, NW, Suite 700S, Washington, D.C. 20001, fax submission of proposals will not be accepted, unless otherwise directed in writing.

2. Price Proposal

This section shall be submitted under a separate cover titled **“Price Proposal”**. It shall include the total price for the entire project, and shall be broken down by the task; activities or class as set forth in the statement of work (SOW). Pricing shall be a firm fixed GSA pricing and shall identify all costs. Unless otherwise directed in writing, the price proposal shall, at a minimum include:

- a. Identify the total price, and include a summary of all items proposed.
- c. Completed Price Schedule, **Attachment A**.
- d. Copy of Offer’s GSA Price Schedule.

3. Hand Delivery or Mailing of Proposals

Delivery or Mail to:

Office of Contracting and Procurement
441 4th Street, N.W.
Suite 700 South, Bid Counter Room
Washington, D.C. 20001
Attention: Lolisa S. Simms

4. Proposal Submission Date

The closing date for receipt of proposals is **August 4, 2010 by 2:00 p.m. local time.**

5. Evaluation for Award

Award shall be made from this solicitation to the responsible, responsive Offeror whose offer is most advantageous to the District, based upon price. The District reserves the right to reject any or all offers determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers that contains the Offeror’s best terms from a fixed price GSA pricing basis, which addressing all specifications. Brand equivalents are allowed.

6. Proposal Evaluation

Offerors are advised that price quotes will be evaluated by the Government based on the criteria outlined below.

- **Price Evaluation Criteria**

The price evaluation will be objective. The offeror with the lowest realistic price will receive the contract award.

7. Term of Contract

The term of this contract will be date of award and one (1) year thereafter with four (4) one year options. Option years are subject to availability of funds. Multifunction devices (copiers) shall be delivered within 30 days of date of award.

Attachments

Attachment A – Statement of Work

Attachment B – Pricing Schedule

Questions may be referred to Lolisa Simms by email at lolisa.simms@dc.gov. Questions regarding the solicitation must be received no later than **2:00 PM on Wednesday, July 28, 2010.**

Lolisa Simms
Contract Specialist

Attachments

ATTACHMENT A – STATEMENT OF WORK (SOW)

Services Needed

Need IT equipment (multifunction devices/copiers) to perform the following tasks:

- 1) Agency/Departmental copying, printing and scan to email

Business Need - Requirement

To facilitate the accomplishment of DCRA's mission, DCRA has a need for printing, copying and scan to email. Presently, DCRA has 3 separate copier maintenance agreements (RQ692228, RQ685032, RQ696180) for the agency. DCRA prefers to one (1) copier maintenance agreement. Therefore, in addition to the thirteen (13) color and two (2) black and white copiers the vendor SHALL provide a maintenance solution for DCRA's existing copiers.

Minimum requirements for (13) Color copiers/scanners/printers:

Vendors proposed products SHALL include but is not limited to:

1. **Monthly Volumes to be Aggregate Billing**
Color: 100,000
Black & White: 150,000
2. **HID Card Compatible**
3. **Coin-OP Compatible**
4. **1Touch Scan to Email, FTP, SMB, and Twain scanning from PCs.**
5. **Biometric Authentication Unit; Secure Print Password Locks**
6. **Full Color: 50ppm, B&W: 65 ppm; Scans 78 ppm**
7. **Includes PS, PCL,& XPS Controller, 2 GB Memory, Document Feeder, Duplex Unit, 250 GB HDD, USB Interfaces for Scan-to-USB Thumb Drive. Print- from- USB Thumb Drive.**
8. **Booklet Finisher (80 Page Booklets), Staple 100 sheets, 2/3 hole punch**
9. **2-500 Sheet Universal Paper Drawers; 1-1,000 Sheet Paper Drawer; 1-1,500 Sheet Paper Drawer; 150 Sheet Bypass**
10. **External Keyboard**
11. **Encrypted PDF Workflow, IP Filtering, HDD Lock, HDD Job Erase, HDD Sanitizing**
12. **Page Scope Data Administrator, Page Scope Net Care Device Manager**
13. **In Compliance with Section 508 to accommodate wheelchair- bound employees.**

Minimum requirements for (2) Black & White

copiers/scanners/printers: Vendors proposed products **SHALL** include but is not limited to:

1. **Monthly Volumes to be Aggregate Billing
Black & White: 35,000**
2. **HID Card Compatible**
3. **Coin-OP Compatible**
4. **1Touch Scan to Email, FTP, SMB, and Twain scanning from PCs.**
5. **Biometric Authentication Unit; Secure Print Password Locks**
6. **B&W: 65 ppm; Scans 78 ppm**
7. **Includes PS, PCL,& XPS Controller, 2 GB Memory, Document Feeder, Duplex Unit, 250 GB HDD, USB Interfaces for Scan-to-USB Thumb Drive. Print- from - USB Thumb Drive.**
8. **Booklet Finisher (80 Page Booklets), Staple 100 sheets, 2/3 hole punch**
9. **2-500 Sheet Universal Paper Drawers; 1-1,000 Sheet Paper Drawer; 1-1,500 Sheet Paper Drawer; 150 Sheet Bypass**
10. **External Keyboard**
11. **Encrypted PDF Workflow, IP Filtering, HDD Lock, HDD Job Erase, HDD Sanitizing**
12. **Page Scope Data Administrator, Page Scope Net Care Device Manager**
13. **In Compliance with Section 508 to accommodate wheelchair- bound employees.**

ATTACHMENT B – PRICE SCHEDULE

The District will award one firm fixed unit price GSA Schedule contract. The price stated shall include all items necessary to effectively conduct and complete the required service described in Attachment A – Statement of Work. This includes, but is not limited to, the cost of labor, travel, overhead, administrative charges, taxes, profit, insurance and other expenses.

B.1 Base Period

	Column A	Column B	Column C
(CLINs)	Item/ Service Description	Unit Price Per Month	Total Price X 2 Months C X 2 Months
0001	Proposed Product(s) or EQUAL Thirteen (13) Color Multifunction Devices		
0002	Proposed Product(s) or EQUAL Two (2) Black and White Multifunction Devices		
0003	Maintenance Plan – Thirteen (13) Color Multifunction Devices 100k color; 150 B/W copies per month		
0004	Maintenance Plan – Two (2) Black and White Multifunction Devices 35K B/W copier per month		
0005	Maintenance Plan – Exist three agreements (combined)		
		Total Estimate Amount	

B.2 Option Year One

	Column A	Column B	Column C
(CLINs)	Item/ Service Description	Unit Price Per Month	Total Price X 12 Months C X 12 Months
1001	Proposed Product(s) or EQUAL Thirteen (13) Color Multifunction Devices		
1002	Proposed Product(s) or EQUAL Two (2) Black and White Multifunction Devices		
1003	Maintenance Plan – Thirteen (13) Color Multifunction Devices 100k		

	color; 150 B/W copies per month		
1004	Maintenance Plan – Two (2) Black and White Multifunction Devices 35K B/W copier per month		
1005	Maintenance Plan – Exist three agreements (combined)		
		Total Estimate Amount	

B.3 Option Year Two

(CLINs)	Column A Item/ Service Description	Column B Unit Price Per Month	Column C Total Price X 12 Months C X 12 Months
2001	Proposed Product(s) or EQUAL Thirteen (13) Color Multifunction Devices		
2002	Proposed Product(s) or EQUAL Two (2) Black and White Multifunction Devices		
2003	Maintenance Plan – Thirteen (13) Color Multifunction Devices 100k color; 150 B/W copies per month		
2004	Maintenance Plan – Two (2) Black and White Multifunction Devices 35K B/W copier per month		
2005	Maintenance Plan – Exist three agreements (combined)		
		Total Estimate Amount	

B.4 Option Year Three

(CLINs)	Column A Item/ Service Description	Column B Unit Price Per Month	Column C Total Price X 12 Months C X 12 Months
3001	Proposed Product(s) or EQUAL Thirteen (13) Color Multifunction Devices		
3002	Proposed Product(s) or EQUAL Two (2) Black and White Multifunction Devices		
3003	Maintenance Plan – Thirteen (13) Color Multifunction Devices 100k color; 150 B/W copies per month		
3004	Maintenance Plan – Two (2) Black		

	and White Multifunction Devices 35K B/W copier per month		
3005	Maintenance Plan – Exist three agreements (combined)		
		Total Estimate Amount	

B.5 Option Year Four

	Column A	Column B	Column C
(CLINs)	Item/ Service Description	Unit Price Per Month	Total Price X 12 Months C X 12 Months
4001	Proposed Product(s) or EQUAL Thirteen (13) Color Multifunction Devices		
4002	Proposed Product(s) or EQUAL Two (2) Black and White Multifunction Devices		
4003	Maintenance Plan – Thirteen (13) Color Multifunction Devices 100k color; 150 B/W copies per month		
4004	Maintenance Plan – Two (2) Black and White Multifunction Devices 35K B/W copier per month		
4005	Maintenance Plan – Exist three agreements (combined)		
		Total Estimate Amount	