

REQUEST FOR PROPOSALS/DELIVERY ORDER PROPOSALS

SOLICITATION NO.: DCCF-2010-D-0014

CAPTION: Copier Lease and Maintenance

CLOSING DATE: February 3, 2010

CLOSING TIME: 2:00 pm

CONTRACTING SPECIALIST: Lolisa Simms

PHONE NO.: (202) 724-3968

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



REQUEST FOR DELIVERY ORDER PROPOSALS

TO: GSA Schedule Contractors

Solicitation No.: DCCR-2010-D-0014

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

Issuance Date: January 25, 2010

Due Date: February 3, 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 a copy machine 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: “Task Order Proposal in response to Solicitation No. DCCR-2010-D-0014-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 **February 3, 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 through September 30, 2010 with four (4) one year options. Option years are subject to availability of funds. 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, January 3, 2010**.

Lolisa Simms
Contract Specialist

Attachments

ATTACHMENT A – STATEMENT OF WORK (SOW)

Statement of Work for Print Shop High Volume Copier Procurement Xerox Nuvera 120 Digital Production Printing System or **EQUAL**

Current State

A District of Columbia agency produces high volume documentation of various types such as training manuals and other documentation critical to the mission of the department. The black and white output produced within the Copy Center is in excess of 200,000 pages month and close to 2.5 million pages annually.

The current process to print and finish the documents requires manual operator intervention. Currently, the documents that require binding are printed on the Canon IR110 and are then inserted into the off-line document binder to be finished. This is a very labor intensive process that significantly decreases the productivity of the staff. The assembly of document requires a scanning system to merge hard copy output with digital documentation.

Desired State

Our agency desires a highly reliable, production monochrome unit to produce professional, fully finished documents in high volume to support the business requirements of the department and meet the needs of the citizens of the District of Columbia. Our agency is seeking to install the Xerox Nuvera 120 EA Digital Production System (DPS) or **EQUAL**. The Nuvera 120 EA DPS or **EQUAL** delivers benchmark capabilities in the areas of productivity, image quality, flexibility and reliability.

The Xerox Nuvera 120 Digital Production Printing System or **EQUAL** shall produce an output at 120 impressions per minute at 4800 x 600 dots per inch print resolution. The Nuvera 120 DPS or **EQUAL** shall be a highly productive and reliable system designed to produce millions of impressions within a monthly period. The Nuvera 120 System or **EQUAL** shall use an environmentally friendly Emulsion Aggregation fine particle toner for a smooth, high-quality matte finish comparable to offset output.

The Nuvera 120 EA DPS or **EQUAL** shall be configured with high-volume paper trays to minimize operator intervention and improve overall production capability.

The Nuvera 120 EA DPS or **EQUAL** shall be complemented with the Xerox Freeflow MakeReady System provides a scan and document assembly system to merge hard copy output with electronic documents and provides capability for late-stage editing such as tab insertion and document numbering.

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 8 Months C X 8 Months
0001	Nuvera 120 EA DPS or EQUAL		
0002	OPTION 1 – 200k copies per month Cost Per Copy – Plan include all supplies, parts and overage @		
		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 8 Months C X 8 Months
1001	Nuvera 120 EA DPS or EQUAL		
1002	OPTION 1 – 200k copies per month Cost Per Copy – Plan include all supplies, parts and overage @		
		Total Estimate Amount	

B.3 Option Year Two

	Column A	Column B	Column C
(CLINs)	Item/ Service Description	Unit Price Per Month	Total Price X 8 Months C X 8 Months
2001	Nuvera 120 EA DPS or EQUAL		
2002	OPTION 1 – 200k copies per month Cost Per Copy – Plan include all supplies, parts and overage @		
		Total Estimate Amount	

B.4 Option Year Three

	Column A	Column B	Column C
(CLINs)	Item/ Service Description	Unit Price Per Month	Total Price X 8 Months C X 8 Months
3001	Nuvera 120 EA DPS or EQUAL		
3002	OPTION 1 – 200k copies per month Cost Per Copy – Plan include all supplies, parts and overage @		
		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 8 Months C X 8 Months
4001	Nuvera 120 EA DPS or EQUAL		
4002	OPTION 1 – 200k copies per month Cost Per Copy – Plan include all supplies, parts and overage @		
		Total Estimate Amount	