



Office of Contracting &
Procurement



Government of the
District of Columbia

REQUEST FOR QUOTATIONS/TASK ORDER PROPOSALS

SOLICITATION NO.: DCCF-2009-T-0028

CAPTION: GSA Schedule Multifunction Copiers

CLOSING DATE: September 25, 2009

CLOSING TIME: 2:00 pm

CONTRACT 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.: DCCF-2009-T-0028

Caption: Copiers

Issuance Date: September 18, 2009

Due Date: September 25, 2009

The Government of the District of Columbia (District) Office of Contracting and Procurement (OCP) on behalf of The Department of Employment Services (DOES) seek to enter into a leasing and maintenance agreement, for the period date of award through two (2) years thereafter, with a copier and multifunction machine provider.

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

1. Proposal Submission Requirements

The delivery order proposal shall be submitted as “Delivery Order Proposal in response to Solicitation No. DCCF-2009-T-0028 – Copiers.” All proposals must be submitted by fax or email, unless otherwise directed in writing.

The proposal shall, at minimum, include:

- a. Specifications of proposed equipment in accordance with Attachment A;
- b. Terms of proposed lease and maintenance agreement;
- c. Two (2) “Lease to buy” price options:

- i. pricing inclusive of the trade-in value of the leased equipment; and
- ii. pricing without any trade-ins

d. Option Year pricing; and

e. Copy of Offeror's GSA Price Schedule and GSA Copier Schedule number

f. Three (3) Past Performance Evaluation References (Attachment C).

4. Delivery of Solicitation

Email or Fax Solicitations to:

Lolisa S. Simms

Fax: 202-727-8843

lolisa.simms@dc.gov

The subject heading should read as follows:

“Delivery Order Proposal in response to Solicitation No.: DCCF-2009-T-0028 (Copiers)”

5. Proposal Submission Date

The closing date for receipt of proposals is **2:00 PM, Local Time, Friday, September 25, 2009.**

6. Evaluation for Award

The District will make award to the offeror submitting the lowest-priced technically acceptable proposal. In order to be considered technically acceptable proposals must meet the following minimum requirements:

- a. The offeror must demonstrate that the products offered comply with the Statement of Work and the Minimum Requirements (Attachment A) and the Pricing Schedule (Attachment B) of the solicitation.

7. Term of Contract

The term of the contract shall be for a period of one (1) year or twelve (12) months from date of award specified on the cover page of the contract.

7.1 Option to Extend the Term of the Contract

- 7.1.1** The District may extend the term of this contract for a period of two (2) one year, option periods, or successive fractions thereof by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.
- 7.1.2** If the District exercises this option, the extended contract shall be considered to include this option provision.
- 7.1.3** The price for the option period shall be as specified in the contract.
- 7.1.4** The total duration of this contract, including the exercise of any options under this clause, shall not exceed three (3) years.

8. Attachments

- Attachment A – Statement of Work
- Attachment B – Pricing Schedule
- Attachment C – Past Performance Evaluation Forms

Questions may be referred to Lolisa Simms by email at lolisas.simms@dc.gov.
Questions regarding the solicitation must be received no later than 5:00 PM on Tuesday, September 22, 2009.

Angela Turner
Contracting Officer

The task order proposal shall be submitted in a sealed envelope conspicuously marked: "Delivery Order Proposal in response to Solicitation No. DCCF-2009-T-0028--Copier Machines".

All proposals must be submitted on 8.5" by 11" paper and typewritten. Electronic and fax submission of proposals will not be accepted, unless otherwise directed in writing.

ATTACHMENT A – STATEMENT OF WORK

SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE:

The District of Columbia Government, Department of Employment Services (DOES) is seeking a contractor to install thirty-eight digital multifunction devices and provide lease and maintenance agreement for these devices to replace its current inventory. DOES administration's document management needs vary in volume and the contractor must be able to provide a broad range of document management solutions and provide for economies of scale and flexible lease periods based on funding availability.

C.2 BACKGROUND

DOES is an Administration within the District of Columbia, charged with providing a comprehensive array of employment-related services to residents of the District of Columbia. DOES' current multifunctional devices inventory is located at the various DOES locations within the District of Columbia. The managers in the Office of Information Technology (OIT) in DOES will formulate the installation schedule for the new multifunction devices and coordinate their installations and DOES staff training with the selected vendor. The agency currently has a total of thirty-eight multifunction devices that are being used to support the agency's copying, printing, scanning and faxing needs. The new thirty-eight multifunction devices will be installed and utilized at various DOES locations throughout the District. Specific location and distribution information for each of the thirty-eight devices will be provided by DOES OIT to the awarded vendor.

C.3 REQUIREMENTS

C.3.1 All copy machines supplied shall be high quality, brand name, and **new**, not used or remanufactured. Each shall be marked with the manufacturer's name or trademark and model number as well as manufacture's serial number.

C.3.2 Provide timely installation of thirty-eight (38) digital multifunction devices which support copier, network printing, scanning, faxing, and web-enabled functionalities. Include in response an overview of how each of these functions is supported with the proposed devices.

C.3.2.1 Black and White Copiers - The Contractor shall lease thirty-six (36) high quality black and white copy machines to the DOES which meet the following specifications:

Quantity	Minimum Copy Speed	Minimum Print Speed	Hard Drive Capacity	Minimum Memory
12	35 CPM	35 PPM	20 GB	256 Mb
6	45 CPM	45 PPM	20 GB	256 Mb
11	55 CPM	55 PPM	20 GB	256 Mb
9	70 CPM	70 PPM	20 GB	256 Mb

C.3.2.2 Universal Functions - All of the copier machines listed below shall have the capability to scan, collate, sort, staple, reduce and enlarge, and print documents.

C.3.2.3 Medium to High Volume Black and White Copiers – Twenty-seven (27) of the black and white copiers shall have network capability with remote device status reporting and electronic messaging, with ten (10) of these machines shall produce at least 35 pages per minute; six (6) of these machines shall produce at least 45 pages; and the other eleven (11) of the machines shall produce at least 55 pages per minute.

C.3.2.4 High Volume, Large Capacity Black and White Copier - Nine (9) of the thirty-six (36) black and white copiers shall be a large capacity machine with network capability and remote device status reporting and electronic messaging, and it shall also the following features:

C.3.2.3.1 the ability to produce at least 70 pages per minute;

C.3.2.3.2 a large capacity tray to store a minimum of 3000 sheets.

C.3.3 Color/Black and White Copier – Two (2) of the thirty-eight (38) copiers shall be The Contractor shall lease to the DOES two (2) new high quality color/black and white copier with network capability and remote device status reporting and electronic messaging, which shall be a medium to high volume machine possessing following features:

C.3.3.1 the ability to produce at least 35 color pages per minute;

C.3.3.2 the capability scan, collate, sort, staple, reduce and enlarge, and print documents.

C.3.4 The Contractor shall provide Starter Toner – average 10,000 standard pages.

C.3.5 The Contractor shall provide Standard Toner – average 10,000 standard pages.

C.3.6 The Contractor shall provide Drum Cartridge – approximately 40,000 pages.

C.3.7 The copier configuration provided by the Contractor shall meet the Department of Employment Services (DOES) needs in accordance with the specifications and the corresponding contract line item numbers (CLINSs).

C.3.8 Setup and Delivery – The Contractor shall be responsible for the delivery and setup of the copiers, including network installation (installing drivers, network interface cards, etc.), within ten (10) business days of the effective date of the contract.

(a) A work plan shall be submitted detailing a clear timeline for the installation of the equipment. The work plan shall be included in the Delivery Order Proposal. All equipment shall be delivered, installed and operational within fifteen (15) days of acceptance of the work plan by the Contracting Officer Technical Representative (COTR).

C.3.9 Relocation of Copiers – The Contractor shall relocate and copier, within the building in which the machine is housed, at the request of the COTR at no additional cost and within five (5) business days of such a request being made.

C.3.10 Training – The Contractor shall provide initial training and equipment briefing to familiarize DOES employees with the equipment within two (2) business days of installing the equipment. The Contractor shall

conduct any additional request for training within five (5) business days of the COTR making a request for training, unless the COTR grants the Contractor a longer period of time to fulfill this requirement.

C.3.11 Copy Plans – Require a minimum of 400,000 total copies be included in a combined monthly copy allowance for the thirty-eight machines. This allowance should be usable by DOES in any combination of its thirty-eight devices. Provide per page bill rate of additional copies above the total monthly allowance.

C.3.12 Maintenance – The Contractor shall provide both preventive and remedial maintenance on all of the copiers.

(i) If repair is not accomplished or replacement is not accomplished within the maintenance or replacement response times, the District shall be entitled to unilaterally take credit against the monthly billing for that particular equipment.

C.3.12.1 Preventive – The Contractor shall regularly perform maintenance on all machines to ensure that the machines function properly throughout the life of the contract. The Contractor shall contact the COTR to make arrangements to perform periodic preventative maintenance on the copiers.

C.3.12.2 Remedial – The Contractor shall send a service technician to the location where a machine is housed within three (3) business hours of the Contracting Officer's Technical Representative (COTR) making a request for service via phone (either speaking with a representative or leaving a voicemail message), email, fax, or such other means as agreed upon by the COTR and the Contractor. For purposes of this contract, "business hours" shall mean Monday through Friday from 8am – 5pm, excluding federally recognized holidays. All repairs will be made on site at DOES's facility before the end of the subsequent business day following a request for service or repair. If repairs cannot be made onsite or within the timeframe stipulated in the preceding sentence, then the Contractor shall provide a loaner machine of like specification until repairs are completed, unless a replacement is required pursuant to Section C.3.15 below.

C.3.13 Labor, Parts, and Supplies – The Contractor shall provide all labor, parts, and supplies for the copiers, including staples and toner, but excluding paper, at no additional cost. The Contractor shall deliver all supplies and parts, in addition to installing all parts, within two (2) business days of the COTR requesting them.

C.3.14 Upgrades – The Contractor shall provide upgrades to the copiers within a reasonable time after the upgrades become available and at no additional cost to the District (OAG/CSSD).

C.3.15 Replacements – The Contractor shall replace a copier, at the direction of the COTR and at no cost, after the same issue with the machine has arisen three (3) times due to no fault of OAG/CSSD, if there are multiple problems with the machine over a three (3) month period, which are not the result of misuse on the part of OAG/CSSD, or if the Contractor is unable to remedy a problem with a copier within a reasonable time after becoming aware of the problem.

C.3.16 Contact Information – The Contractor shall maintain a toll free telephone number during normal business hours to process requests for service, training, and supplies, and to provide support with use of the copier.

C.3.17 Copier Locations – Upon contract award the COTR will provide an exact location of the copiers that shall be at various DOES locations throughout the District of Columbia.

C.3.18 General Copier Requirements – All copiers supplied by the Contractor shall be of high quality, brand name, new, and not used or remanufactured. Each shall be marked with the manufacturer's name or trademark and model number as well as manufacturer's serial number.

C.3.19 Licenses and Software - If required, any licenses associated with software required for equipment functionality shall be provided by the contractor. An operator's manual containing operating instructions shall be provided with each machine.

C.4 Quality Assurance

The Contractor shall be responsible for the quality of products and maintenance support provided under the terms of this Contract, to include those provided by subcontractors, if any.

C.5 Travel

No travel shall be performed or cost incurred in connection with this Statement of Work/Specification (other than local travel within 50 miles of the assigned duty location of individual contractor personnel) without prior written approval of DOES.

C.6 DELIVERABLES

These tangible deliverables that are to be delivered to the District are:

CLIN	Deliverable	Quantity	Method of Delivery	Due Date
001	Multifunction Devices	38	Installation of Devices	Delivery and Installation to commence within ten work days after Contract Award
002	Training	TBD	On-Site	Within fifteen (15) calendar days after installation of devices
003	Maintenance Support	Per Incident	On-Site	Full service maintenance as needed with a monthly allowance of combined 400,000 copies for the thirty-eight machines

ATTACHMENT B – PRICING SCHEDULE

SUPPLIES OR SERVICES AND PRICE

The Government of the District of Columbia (District) Office of Contracting and Procurement (OCP) on behalf of the Department of Employment Services (DOES) is seeking a Contractor to enter into a lease and maintenance agreement to provide copiers, maintenance, and supplies associated with the copiers for use by workers in the Department of Employment Services (DOES).

PRICE SCHEDULE

The District contemplates award of Fixed-Price using a Delivery Order Contract in accordance with the terms and conditions of the contract. The vendor shall deliver, set-up, maintain, and repair the copiers on-site and provide all required supplies, including staples, toner and parts.

BASE YEAR

	Column A	Column B	Column C	Column D
(CLINs)	Item/ Service Description	Unit Price Per Month	Total Price B X # of Copiers	Total Price X 12 Months C X 12 Months
0001	Medium to High Volume, Black and White Copiers (35 ppm).	\$		\$
0002	Medium to High Volume, Black and White Copiers/Printers (45 ppm).	\$		\$
0003	Medium to High Volume, Black and White Copiers/Printers (55 ppm).	\$		\$
0004	High Volume and Large Capacity, Black and White Copier/Printer (70 ppm).	\$		\$
0005	Medium to High Volume, Color Copiers (45ppm b/w and 35 ppm color).	\$		\$

0006	The Maintenance and Supplies, for CLINs 0001 thru 004			
0007	The Maintenance and Supplies, for CLINs 0005			
0008	Overage-cost per copy for copies in excess of the combined (38 copiers) monthly allowance of \$400K per month	\$		\$
			Total Estimate Amount	\$

OPTION YEAR ONE

(CLINs)	Column A Item/ Service Description	Column B Unit Price Per Month	Column C Total Price B X # of Copiers	Column D Total Price X 12 Months C X 12 Months
0001	Medium to High Volume, Black and White Copiers (35 ppm).	\$		\$
0002	Medium to High Volume, Black and White Copiers/Printers (45 ppm).	\$		\$
0003	Medium to High Volume, Black and White Copiers/Printers (55 ppm).	\$		\$
0004	High Volume and Large Capacity, Black and White Copier/Printer (70 ppm).	\$		\$
0005	Medium to High Volume, Color Copiers (45ppm b/w and 35 ppm color).	\$		\$
0006	The Maintenance and Supplies, for CLINs 0001 thru 004			
0007	The Maintenance and			

	Supplies, for CLINs 0005			
0008	Overage-cost per copy for copies in excess of the combined (38 copiers) monthly allowance of \$400K per month	\$		\$
			Total Estimate Amount	\$

OPTION YEAR TWO

(CLINs)	Column A Item/ Service Description	Column B Unit Price Per Month	Column C Total Price B X # of Copiers	Column D Total Price X 12 Months C X 12 Months
0001	Medium to High Volume, Black and White Copiers (35 ppm).	\$		\$
0002	Medium to High Volume, Black and White Copiers/Printers (45 ppm).	\$		\$
0003	Medium to High Volume, Black and White Copiers/Printers (55 ppm).	\$		\$
0004	High Volume and Large Capacity, Black and White Copier/Printer (70 ppm).	\$		\$
0005	Medium to High Volume, Color Copiers (45ppm b/w and 35 ppm color).	\$		\$
0006	The Maintenance and Supplies, for CLINs 0001 thru 004			
0007	The Maintenance and Supplies, for CLINs 0005			
0008	Overage-cost per copy for copies in excess of the combined (38	\$		\$

	copiers) monthly allowance of \$400K per month			
			Total Estimate Amount	\$