



United Planning Organization

REQUEST FOR PROPOSAL (RFP):

COPIER LEASING SERVICES

RFP # 2019 - 09

Request for Proposal (RFP) Cover Page

Solicitation Issue Date: Wednesday, August 28, 2019			
Solicitation Closing Date: Friday, September 27, 2019		Solicitation Closing Time: 2:00 PM (EST)	
Issued By: United Planning Organization			
Address: 301, Rhode Island Ave, NW, Washington, DC 20001			
Telephone Number: 202-238-4600			
United Planning Organization (UPO) is a non-profit agency in the District of Columbia founded in 1962 and is exempt from any state or federal tax.			
Responses must be received on or before Friday, September 27, 2019 , by 2:00 PM (EST) in the Procurement Office, United Planning Organization, 301 Rhode Island Avenue, NW, Washington, DC 20001.			
<p>Electronic responses; please submit one (1) copy of the Technical Proposal to procurement@upo.org referencing “Copier Leasing Services RFP # 2019-09-Technical Proposal” in the subject line.</p> <p>Please submit one (1) copy of the Price Proposal separately to procurement@upo.org referencing “Copier Leasing Services RFP # 2015-09-Price Proposal” in the subject line.</p>			
For questions/information, please email Rizwanul Haque, Procurement Officer, at rhaque@upo.org referencing “Copier Leasing Services RFP # 2019-09” in the subject line. All questions received will be answered within three (3) business days and the Q&A will be posted on the UPO website. Questions/information must be emailed no later than Friday, September 13, 2019 .			
UPO reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal deemed best for the organization, and/or request new proposals if necessary.			
Any objection to the above conditions must be clearly indicated in the proposals.			
In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.			
VENDOR IDENTIFICATION			
Company Name:			
Address:			
Telephone:			
Email:			
Federal ID:			
Print Name	Title	Authorized Signature	Date

TABLE OF CONTENTS

I.	PURPOSE	4
II.	CONTRACT PERIOD	4
III.	BACKGROUND	4
IV.	SCOPE OF WORK	4
	A. Equipment	4
	B. Maintenance Service	5
	C. Minimum Equipment Configuration Requirements	6
V.	PRICING OPTIONS	9
	A. Option #1: Purchase	9
	B. Option #2: 36-Month Lease	9
	C. Option #3: 36-Month Lease (Month-to-Month Option)	9
	D. Quotes for Other Cost Items	10
VI.	ASSISTANCE TO BE PROVIDED TO THE CONTRACTOR	10
VII.	PROPOSAL REQUIREMENTS	10
	A. General Requirements	10
	B. Special Requirements	11
VIII.	EVALUATION CRITERIA	11
IX.	GENERAL TERMS AND CONDITION	12
	APPENDIX A: Vendor Identification Form	16
	APPENDIX B: Pricing Sheet	15

I. PURPOSE

United Planning Organization (UPO) is planning to engage a contractor to provide comprehensive copier services (including copier/printer/scanner equipment and maintenance plan), to UPO at its various locations, per details provided in this RFP.

II. CONTRACT PERIOD

This contract will be for an initial period of three years (36 months) starting from October 15, 2019 (or from the date a contract is executed) and may be renewed thereafter on year-to-year basis, based on satisfactory performance, terms and conditions. Overall contract period shall not exceed five years (60 months).

III. BACKGROUND

Founded in 1962, UPO is a 501(c) (3) private non-profit corporation and the designated Community Action Agency for the District of Columbia. Its mission is to provide leadership, support and advocacy to empower low-income residents of Washington, DC to become self-sufficient and self-determined.

UPO serves as Washington, DC's premier non-government human service organization that promotes self-sufficiency and brings innovative ideas to the problem of poverty throughout the city. UPO operates a wide array of special activities and offers many supportive and instructional services including:

- Head Start, Early Head Start, and other childcare programs
- Comprehensive youth services for DC residents only
- Transportation services for homeless residents
- Training programs designed to prepare participants for skilled employment
- Substance abuse treatment programs
- Community based tax preparation services
- Housing Counseling services
- Job placement and career development services

IV. SCOPE OF WORK

Following are the detailed scope of work for the required equipment and their maintenance.

A. **EQUIPMENT**: (All equipment proposed shall meet or exceed the minimum performance requirements set forth below).

1. All equipment shall be new and perform in accordance with the manufacturer's specification sheets. The definition of new equipment is the latest model of regular stock product and in production at the time of award, and equipment shall not be remanufactured, reconditioned, showroom demonstrators, or otherwise used. If additional equipment is needed within the offices prior to the expiration of the contract, any new equipment will be provided at the existing contract price for the awarded category.
2. The Proposer's recommendation for proposed equipment shall take into consideration the needs of the UPO offices by location and other factors as indicated in this solicitation. Following the award of contract, alterations in product manufacturing fabrication or delivery of substitute models will require prior written approval by UPO.

3. The equipment shall provide printed products (copies, etc.) of acceptable quality on various types of papers normally used for photocopying purposes in an office environment. All units shall produce copies and printing sizes up to 11x17, shall be equipped with both letter and legal size paper trays, and shall be capable of photocopying both letter and legal size documents without removing or replacing trays.
4. The equipment must be able to copy, scan, and print.
5. All prices shall include installation of equipment, consumable supplies (as defined below in section IV.B.4.) and training. The Contractor shall provide training to adequately instruct personnel in the use of equipment throughout the term of the agreement. Training shall also include orientation with the staff assisting with network setup at no charge. A manual or manuals containing operating and service instructions for the equipment shall be delivered with each unit. Necessary warnings and safety precautions should be included.
6. Response should include the cost (if any), charged by the vendor to move copiers during the term of the contract and cost related to the return of the equipment at the conclusion of the contract.
7. Interface at a minimum 10 Base-T/100 Base-TX and USB 1.1/2.0 compatible.
8. Must meet or exceed standard industry security protocols.
9. Must be able to provide assurances that there will be:
 - A seamless Integration with Microsoft Network
 - An Enterprise Management Tool to allow for centralized management and control of multiple MFP devices - GUI interface
 - Sent e-mail notifications for alerts
 - The ability to reboot a single device or group of devices through the management tool or remotely
 - The ability to restrict specific MFP features by Users or Groups
 - The ability to assign security codes to Users or Groups
 - The ability to extract reporting data per User, Group(s), Security code(s) or All

B. MAINTENANCE / SERVICE:

1. During the term of the lease the Contractor shall provide both remedial and preventative service for all units, the cost for such being included in the quoted monthly Maintenance Plan prices. The Contractor will provide on-call remedial service, including replacement of all unserviceable parts.
2. The Contractor shall provide preventative services based upon manufacturer's recommended schedule, including lubrication, necessary equipment adjustments and replacement of all unserviceable parts.
3. Response for service repair calls shall be made within 24 hours of notice by UPO, and should be performed during normal working hours, 8:00 A.M. to 5:00 P.M., Monday - Friday. Fully trained and qualified technicians shall perform all maintenance services and shall be on site prepared to accomplish repairs within the required response time.
4. Consumable supplies: The Maintenance Plan shall be a supply-inclusive contract (paper

excluded), in that it must include all toner, parts, labor, and preventative maintenance calls. Contractor is required to include the cost of toner in the quoted monthly price. Paper shall be supplied by UPO and is NOT to be included in the Maintenance Plan contract. Contractor shall provide shipping and handling of all included consumables at no charge.

C. MINIMUM EQUIPMENT CONFIGURATION REQUIREMENTS:

1. Equipment “A”:

Locations:

301 Rhode Island Ave., NW, 20001 5 units

2907 MLK Jr. Ave., SE, 20032 2 units

1647 Good Hope Rd., SE, 20020 1 units

Minimum required specifications:

- 60 pages per minute **full color and B&W**
- Four (4) each 500-Sheet Adjustable Paper Drawers
- 1200 x 1200 DPI
- Paper sizes up to 11x17 (A3)
- Full color scanning
- 30 pages per minute scanning minimum/60+ preferred
- Automatic document feeder minimum capacity 75 sheets
- 1,000 sheet finisher with stapling and hole punching capabilities
- Network printing capabilities
- Duty cycle of at least 50,000 copies per month
- Scan to email, scan to file and scan to USB capabilities
- Remote Electronic Meter Read capabilities
- Wireless printing capabilities
- Card or FOB authentication
- Power source requirements should not exceed 120V/20A/60Hz
- Unit cannot exceed 63 x 39 inches
- Energy Star Compliant

2. Equipment “B”:

Locations:

1900 Massachusetts Ave., SE 20003 1 unit

2907 MLK Jr. Ave., SE, 20032 1 units

301 Rhode Island Ave., NW, 20001 1 units

Minimum required specifications:

- 60 pages per minute **B&W only**
- Four (4) each 500-Sheet Adjustable Paper Drawers
- 1200 x 1200 DPI
- Paper sizes up to 11x17 (A3)

Full color scanning
30 pages per minute scanning minimum/60 preferred
Automatic document feeder minimum capacity 75 sheets
1,000 sheet finisher with stapling and hole punching capabilities
Network printing capabilities
Duty cycle of at least 50,000 copies per month
Scan to email, scan to file and scan to USB capabilities
Remote Electronic Meter Read capabilities
Wireless printing capabilities
Card or FOB authentication
Power source requirements should not exceed 120V/20A/60Hz
Unit cannot exceed 54 x 30 inches
Energy Star Compliant

3. Equipment "C":

Locations:

301 Rhode Island Ave., NW, 20001 1 unit

Minimum required specifications:

50 pages per minute **color and B&W**
Four (4) each 500-Sheet Adjustable Paper Drawers
1200 x 1200 DPI
Paper sizes up to 11x17 (A3)
Full color scanning
30 pages per minute scanning minimum/60 preferred
Automatic document feeder minimum capacity 75 sheets
1,000 sheet finisher with stapling and hole punching capabilities
Network printing capabilities
Duty cycle of at least 50,000 copies per month
Scan to email, scan to file and scan to USB capabilities
Remote Electronic Meter Read capabilities
Wireless printing capabilities
Card or FOB authentication
Power source requirements should not exceed 120V/20A/60Hz
Unit cannot exceed 54 x 30 inches
Energy Star Compliant

4. Equipment "D":

Locations:

2907 MLK Jr. Ave., SE, 20032 1 unit

Minimum required specifications:

50 pages per minute **B&W only**
Four (4) each 500-Sheet Adjustable Paper Drawers
1200 x 1200 DP
Paper sizes up to 11x17 (A3)
Full color scanning

30 pages per minute scanning minimum/60 preferred
 Automatic document feeder minimum capacity 75 sheets
 1,000 sheet finisher with stapling and hole punching capabilities
 Network printing capabilities
 Duty cycle of at least 50,000 copies per month
 Scan to email, scan to file and scan to USB capabilities
 Remote Electronic Meter Read capabilities
 Wireless printing capabilities
 Card or FOB authentication
 Power source requirements should not exceed 120V/20A/60Hz
 Unit cannot exceed 63 x 39 inches
 Energy Star Compliant

5. Equipment “E”:

Locations:

301 Rhode Island Avenue, NW, 20001	1 unit
1649 Good Hope Road, SE, 20020	2 units
1647 Good Hope Road, SE, 20020	2 units
2907 MLK Jr. Ave., SE, 20032	1 unit
3240 Stanton Road, SE, 20020	1 unit
601 Edgewood Terrace, NE, 20017	1 unit
1919 5th Street, SE. 20020	1 unit

Minimum required specifications:

At least 25 pages per minute **Full color and B&W**
 Three (3) each 500-Sheet Adjustable Paper Drawers
 1200 x 1200 DPI
 Paper sizes up to 11x17 (A3)
 Full color scanning
 30 pages per minute scanning minimum/60+ preferred
 Automatic document feeder minimum capacity 75 sheets
 1,000 sheet finisher with stapling and hole punching capabilities
 Network printing capabilities
 Duty cycle of at least 50,000 copies per month
 Scan to email, scan to file and scan to USB capabilities
 Remote Electronic Meter Read capabilities
 Wireless printing capabilities
 Card or FOB authentication
 Power source requirements should not exceed 120V/20A/60Hz
 Unit cannot exceed 33 x 33 inches
 Energy Star Compliant

6. Equipment “F”:

Locations:

915 Girard Street, NE, 20017	1 unit
1900 Massachusetts Avenue, SE, 20003	1 unit
645 H Street, NE, 20003	1 unit

Minimum required specifications:

- At least 25 Pages per minute **B&W only**
- Three (3) each 500-Sheet Adjustable Paper Drawers
- 1200 x 1200 DPI
- Paper sizes up to 11x17 (A3)
- Full color scanning
- 30 pages per minute scanning minimum/60+ preferred
- Automatic document feeder minimum capacity 75 sheets
- 1,000 sheet finisher with stapling and hole punching capabilities
- Network printing capabilities
- Duty cycle of at least 50,000 copies per month
- Scan to email, scan to file and scan to USB capabilities
- Remote Electronic Meter Read capabilities
- Wireless printing capabilities
- Card or FOB authentication
- Power source requirements should not exceed 120V/20A/60Hz
- Unit cannot exceed 33 x 33 inches
- Energy Star Compliant

7. Optional – Document Digitalizing

Equipment and software to convert upto 50,000 pages per month

V. PRICING OPTIONS

A. Pricing Option 1: Purchase

- Purchase Price (one-time transaction, including taxes)
- 36-month Maintenance Plan (Purchased Equipment)
- Total Cost over 36 months

B. Pricing Option 2: 36-month Lease

- Lease Cost (including taxes)
- 36-month Maintenance Plan (Purchased Equipment)
- Total Cost over 36 months

C. Pricing Option 3: 36-month Lease with month-to-month Option

- Lease Cost (including taxes)
- Cost of month-to-month
- 36-month Maintenance Plan (Leased Equipment) – with month-to month option
- Total Cost over 36 months and cost of month-to-month

D. Quotes for other cost items

- Cost to move a copier
- Cost of any supplies not included in Maintenance Contract
- Cost of copies in excess of contract (if any)
- Shipping cost for supplies (if any)
- Digitizing equipment and software to convert upto 50,000 pages per month

Note: Attach a sample copy of master contract

VI. ASSISTANCE TO BE PROVIDED BY UPO TO THE CONTRACTOR

UPO will provide the Contractor office space at various locations for putting up the copying machines, required connections/plug points (110-120 volts), land line phones and other support services, if required.

VII. PROPOSAL REQUIREMENTS

A. GENERAL REQUIREMENTS

1. In order to be considered for selection, proposers must submit a complete response to this solicitation in a sealed envelope or package. One (1) original and three (3) copies of each proposal must be submitted to UPO. **Email submission to procurement@upo.org is acceptable and is highly desirable method of submission.** No other distribution of the proposals shall be made by the proposer.

NOTE: A proposer may submit no more than one (1) proposal in response to this RFP.

2. Proposals shall include a letter of transmittal signed by an authorized representative of the proposer. All information requested should be submitted. Failure to submit all requested information may result in the organization requiring prompt submission of missing information. Proposals which are substantially incomplete or lack key information may be rejected by UPO.
3. Proposals should be prepared simply, as thorough and detailed as possible providing a straightforward, concise description to satisfy the requirements of the solicitation. Emphasis should be placed on completeness and clarity of content.

4. All responses are to be submitted on standard 8.5" X 11" paper size in 12 point font minimum type. Proposers shall respond to the items in the order they are shown in the solicitation. The responses should describe the most favorable terms and shall remain firm for 120 days from the bid opening date.
5. Prices should be submitted on the attached Pricing Sheet (Appendix B), exclusive of all federal, state, and local taxes.
6. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
7. Ownership of all data, materials and documentation originated and prepared for this solicitation by any proposer shall belong exclusively to UPO.

B. SPECIAL REQUIREMENTS

All pages of the proposal should be numbered and the following are typical services and/or items that a successful proposer will be required to provide to UPO, if awarded the contract, and should be addressed in the proposer's response in the following order:

1. Completed and signed Cover Page and Vendor Identification Form included as an attachment (Appendix A) to this solicitation.
2. Completed and signed Pricing Sheet included as an attachment (Appendix B) to this solicitation.
3. Copy of current business license.
4. Copy of current certificate of insurance evidencing coverage of the minimum required in this solicitation.
5. A sample copy of proposer's master contract.
6. At least three comparable work/client references to include organization name, brief description of the project, and contact person's name, telephone number, and email address.
7. A written proposal explaining experience and capabilities and a statement that the proposer understands UPO's requirements.

VIII. EVALUATION CRITERIA

- A. All proposals will be reviewed to determine if they adhere to the format and instructions of the RFP, meet the criteria indicated below and conform to the objectives and requirements of the RFP. An evaluation team will evaluate the merit of proposals received in accordance with criteria outlined in this RFP. Incompleteness, significant inconsistencies or inaccuracies found within a response may result in a reduction of the evaluation rating.
- B. UPO reserves the right to a) waive variances or reject any or all proposals and b) request clarifications from any or all respondents. Further, UPO reserves the right to reject any or all proposals and to waive informalities and minor irregularities and to accept any portion of a proposal or all items proposed if deemed to be in the best interest of UPO. Proposals shall be rejected if they: 1) are received after closing date and time, 2) are not properly sealed -in case of

hard copies, 3) contain alterations not initialed by an authorized official, 4) are not meeting specifications, 5) are not meeting the general terms and conditions.

C. Proposals will be evaluated on the following criteria:

1. Adherence to RFP: The proposer adheres to the instructions in this RFP on preparing and submitting the proposal.
2. Qualifications and experience: The bidder's past experience and performance on comparable engagements.
3. Reasonableness of cost: Total dollar amounts for the equipment and services requested and a detailed breakdown must be provided, if applicable. Completed Pricing Sheet should be provided separately with the Price Proposal.

IX. GENERAL TERMS AND CONDITIONS

1. Additions and/or Deletions of Service: UPO reserves the right to add and/or delete goods or services to any contract entered into with the contractor. Should a requirement be deleted, payment to the contractor shall be reduced proportionally to the amount of service reduced in accordance with the bid price. Should additional services be required from the contract, prices for such additions will be negotiated between the contractor and UPO.
2. Termination of Contract: The contract may be terminated by either party at any time upon sixty (60) days written notice from the terminating party. Cancellation of the contract by either party shall in no way relieve the contractor of its responsibility to complete any and all work in progress at the time of the notice and for which payment has been received by the contractor.
3. Licenses: By submitting a proposal, proposer certifies that it has procured, and shall maintain in full force, all permits and licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal and local laws, ordinances and regulations that affect in any manner contractor's fulfillment of the contract.
4. Anti-Kickback Provision: This contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of UPO for the purpose of obtaining this or any other agreement, purchase order or contract from UPO and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.
5. Non-Collusion/Fraud: By submitting a proposal, proposer warrants and certifies that neither the proposer nor its employees or associates has contacted any unauthorized UPO employee, officer or elected official regarding the contents of this solicitation or the solicitation process. Proposer further warrants and certifies that neither proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. If at any time it shall be found that proposer or its employees or associates has, in the presenting of its proposal, colluded with any other party or parties for the purpose of preventing or restricting free competitive bidding, its proposal shall be immediately rejected. Any contract awarded prior to the UPO's discovery of proposer's collusion shall be terminated and proposer shall be liable for all of its damages sustained by the UPO as a result of proposer's collusion.
6. Equal Opportunity: The proposer agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this RFP on the grounds of actual or perceived sex, race, color, religion, national origin, age, marital status,

disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or District law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by UPO which may result in ineligibility for further UPO contracts. The proposer shall at all times in the proposal and contract process comply with all applicable UPO, DC, and federal anti-discrimination laws, rules, regulations and requirements thereof.

7. **Right to Audit:** UPO shall have the right to audit all invoices submitted by the contractor. The organization shall have the right to audit all relevant data upon which the contractor's fees are based.
8. **Informal Communications:** From the date of receipt of this RFP by each contractor until a binding contractual agreement exists with the selected contractor and all other proposers have been notified, or when UPO rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from proposers to any Office or Department at UPO with the exception of contact for information, comments, etc., and they shall be emailed.
9. **Formal Communications:** From the date of receipt of this RFP by each proposer, until a binding contractual agreement exists with the selected contractor, and all other proposers have been notified, or when UPO rejects all proposals, all communications between UPO and the proposers will be formal emails.
10. **Costs Incurred:** Any costs incurred by proposers in preparing or submitting a proposal or subsequent oral presentation/demonstration shall be the proposer's sole responsibility.
11. **Pursuant to Federal Acquisition Regulations and UPO's procurement policy,** UPO may offer contracting opportunities to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.
12. **Federal, State and Local Taxes:** UPO is exempt from State and federal taxes. Such taxes shall not be included in quoted prices, but if any taxes are known by the contractor to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the proposer and deemed a part of the quoted prices.
13. **Payment Terms:** Preferred invoice payment terms will be 2% 10, net 30 days from date of invoice. In the event there is a discrepancy between the order and the invoice, payment terms shall be effective starting on the date the discrepancy is resolved. Monies due or to become due to the contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor. At any time or times before final payment and three year thereafter, UPO may have the contractor's invoices or vouchers and statement of cost audited.
14. **Indemnification:** Proposer shall indemnify, protect, defend and hold harmless UPO, its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by proposer or (2) any act or omission by contractor and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to the contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor.
15. **Insurance:** Contractor shall, at all times, at its own expense, obtain and carry comprehensive liability insurance including errors and omissions coverage, property damage insurance and workers' compensation insurance in adequate amounts. Contractor shall keep such insurance in force for the duration and term of this agreement. All certificates of insurance or evidence of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage. The

insurance required shall be obtained from insurance company (ies) licensed to do business in the District of Columbia and shall be kept in force for 90 days after the last payment under the contract.

- Workers' Compensation Insurance providing statutory limits for the District of Columbia.
- Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence.
- Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate limit.

The contractor shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.

16. RFP Addendum: In the event that it becomes necessary to revise this RFP, in whole or in part, an addendum will be posted on UPO website <http://www.upo.org/work-with-us/#rfp>
17. Completed Proposals: A proposer may submit no more than one (1) proposal in response to this RFP. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.
18. Withdrawal of Bids: At any time prior to the hour and date set for submitting proposals, a proposer may withdraw the proposal. This will not preclude the submission of another proposal prior to the hour and date set for submitting the bid. After the scheduled time and date for submitting proposals, no proposer will be permitted to withdraw the bid unless the award is delayed for a period exceeding 60 days.
19. Receipt and Opening of Proposals: Proposers are responsible to assure their bid is delivered to UPO by the scheduled date and time. Only those bids which are received in a timely fashion as set forth in this RFP will receive consideration. Proposals received after the date and hour designated are automatically disqualified and will not be considered; late bids will be dated, marked as received late, and placed unopened in the bid file. Proposers must pay particular attention to insure the proposal is properly addressed. UPO is not responsible if the proposal does not reach the destination specified by the appointed date and time.
20. Contract Award Notification: When the evaluation process of the proposals is completed; the selected proposer will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award.
21. Certifications: Any agreement resulting from this RFP shall be subject to but not limited to the following certifications:
 - a. Certification that it nor its principles are not debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded by any federal department or agency from participation in this transaction by any Federal department or agency in accordance with 45 CFR Part 76.
 - b. Certification Regarding Lobbying under Title 31, US Code, Section 1352.
22. By submitting a proposal, the proposer represents that:
 - The proposer has read and understands the RFP and submits the response in accordance therewith.
 - The proposer possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
 - The proposer has all the required licenses and insurance.
23. No claim will be allowed for additional compensation or time for completion based on a lack of knowledge or lack of understanding of any part of the RFP.

APPENDIX A

Vendor Identification Form



Appendix A

VENDOR IDENTIFICATION (must be completed and returned with proposal)

Company Name:	_____		
Doing Business As (DBA):	_____		
Company Federal ID:	_____		
Address:	_____		
Remit To Address:	_____		
Telephone:	_____		
Fax:	_____		
Email:	_____		
Web address:	_____		
Main Contact:	_____		
Person responsible for response (if different):	_____		
Print Name	Title	Authorized Signature	Date

APPENDIX B

RFP #2019-09 COPIER LEASING SERVICES - PRICING SHEET

(To be submitted separately)

Pricing Option 1: Purchase

Purchase Price (one-time transaction, all-inclusive*): \$ _____

36-month Maintenance Plan (Purchased Equipment): \$ _____

Total cost over 36 months: \$ _____

Pricing Option 2: 36-Month Lease

Year 1

Year 2

Year 3

Lease Cost (including taxes): \$ _____

36-month Maintenance Plan (Leased Equipment): \$ _____

Total cost over 36 months: \$ _____

Pricing Option 3: 36-Month Lease with Month-to-Month Option

Lease Cost for 36 Months (including taxes): \$ _____

Cost of Month-to-Month Lease (after 36-month) \$ _____

36-Month Maintenance Plan plus Month-to-Month Option
(Leased Equipment): \$ _____

Total Cost over 36 Months + Cost of Month-to-Month Lease \$ _____

Quotes for other costs: (not to be evaluated)

- Cost to move a copier: \$ _____
- Cost of any supplies not included in Maint. Plan: \$ _____
- Cost of copies in excess of contract (if any): \$ _____
- Shipping cost for supplies (if any): \$ _____
- Digitizing Equipment & Software to convert up to 50,000 pages per month \$ _____

* UPO is exempt from state and federal taxes

Price Proposal Submitted by: _____

Date: _____