



**United Planning Organization**

## **REQUEST FOR PROPOSALS**

**RFP#2025-03**

## **COPIER LEASING SERVICES**

## Request for Proposals (RFP)

### Cover Page

<b>Solicitation Issue Date: Wednesday, June 4, 2025</b>			
<b>Solicitation Closing Date: Thursday, July 3, 2025</b>		<b>Solicitation Closing Time: 2:00 PM ( EST)</b>	
<b>Issued By: United Planning Organization</b>			
<b>Address: 301, Rhode Island Ave, NW, Washington, DC 20001</b>			
<b>Telephone Number: 202-238-4600</b>			
United Planning Organization (UPO) is a non-profit organization in Washington DC, founded in 1962, and is exempt from any state, local or federal taxes.			
Responses must be received on or before <b>Thursday, July 3, 2025</b> , by 2:00 PM (EST.) in the Procurement Office, United Planning Organization, 301, Rhode Island Avenue, NW, Washington, DC 20001.			
<b>Electronic Responses:</b> Please submit your <b>Technical Proposal</b> to <a href="mailto:procurement@upo.org">procurement@upo.org</a> referencing “ <b>Copier Leasing Services RFP# 2025-03 –Technical</b> ” in the subject line. Please submit your Pricing Proposal <u>separately</u> to <a href="mailto:procurement@upo.org">procurement@upo.org</a> referencing “ <b>Copier Leasing Services RFP# 2025-03 – Pricing</b> ” in the subject line.			
For questions/information, please email Rizwanul Haque, Procurement Officer at <a href="mailto:rhaque@upo.org">rhaque@upo.org</a> , referencing “ <b>Copier Leasing Services RFP@2025-03</b> in the subject line. Questions/information must be emailed no later than <b>June 18, 2025</b> . All questions received by this date will be answered within three (3) business days and will be posted on the UPO website.			
United Planning Organization reserves the right to waive informalities or irregularities, to reject any or all bids received, to accept the bid deemed best for the organization, and/or request new bids, if necessary.			
Payment terms: N/30, after receipt of invoice(s) by the Accounts Payable office of UPO’s Finance Division.			
Any objection to the above conditions must be clearly indicated in the offers.			
In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to furnish the materials in accordance with the attached signed quotation or as mutually agreed upon by subsequent negotiation.			
<b>VENDOR IDENTIFICATION</b>			
Company Name:			
Address:			
Telephone:			
Email:			
Federal ID:			
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>

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## **I. PURPOSE**

United Planning Organization (UPO) is seeking to engage a contractor to provide comprehensive copier services to its current fleet of Cannon Multi-Function Printers (MFP) at UPO's 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 August 1, 2025 (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, and availability of funds. The 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**

This Request for Proposal (RFP) is intended to provide professional services for Canon copiers' comprehensive maintenance and service. Services include supplying toner, performing routine maintenance, performing hardware diagnostics and replacement, making repairs, and ensuring equipment operates optimally.

### **A. Service Requirements**

#### **1. Toner Supply**

- Provide OEM (Original Equipment Manufacturer) or approved equivalent toner.

- Automatic replenishment based on consumption and proactive monitoring.
- Provide recycling or disposal services for used toner cartridges that are compliant with environmental standards.

## **2. Preventative Maintenance**

- Inspect, clean, calibrate, and test all Canon copiers for optimal functionality.
- Provide written maintenance reports following each visit, including recommendations.

## **3. Hardware Repair and Emergency Service**

- Diagnose, troubleshoot, and repair hardware issues promptly.
- Provide same-day responses for critical issues.
- Ensure the availability of genuine Canon replacement parts or certified equivalents.
- Maintain sufficient stock of standard replacement parts to minimize downtime.

## **4. Response Time and Availability**

- Standard maintenance requests responded to within one (1) business day.
- Operational hours: Provide regular service and availability during UPO business hours.

## **B. Equipment Covered**

The list of equipment is included in a month-to-month payment agreement with Cannon.

- Canon Copier Models:

10 - Canon C5760s Color  
 10 - Canon IR4751 B/W only  
 18 – Canon C357if Color

## **V. PRICING OPTIONS**

### **A. Pricing Option: 36-Month Lease with Month-to-Month**

- Finance Lease Cost of \$81,039.00 (including interest rate)
- 36-month Maintenance Plan – with month-to-month option
- Total Cost over 36 months and cost of month-to-month
- Cannon Uniflow cost includes:
  - Cloud Print & Scan, Type 1, 38 devices
  - Cloud Image Processing, Type 1, 38 devices

### **B. Quotes for Other Cost Items**

- Cost of moving a copier
- Cost of any supplies not included in Maintenance Contract
- Shipping cost for supplies (if any)

*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 and send electronically to [procurement@upo.org](mailto:procurement@upo.org). 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.
3. A Table of Contents cross-referencing page numbers must be included in the proposal.
4. 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.
5. 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.
6. All responses are to be submitted on standard 8.5" X 11" paper size in 12 point font minimum type.
7. Proposers shall respond to the items in the order they are shown in the solicitation.
8. The responses should describe the most favorable terms and shall remain firm for 90 days from the bid opening date.
9. Prices should be submitted on the attached Pricing Sheet (Appendix B), exclusive of all federal, state, and local taxes.
10. Each copy of the proposal should be contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
11. 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. Copy of current business license.
3. Copy of current certificate of insurance evidencing coverage of the minimum required in this solicitation.
4. Completed and signed ACH Form included as an attachment (Appendix-B).
5. Completed and signed Pricing Sheet included as an attachment (Appendix C) to this solicitation.
6. A sample copy of proposer's master contract.
7. 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.
8. 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.
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



*United Planning Organization*

**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



### Supplier ACH/Direct Deposit Authorization Form

United Planning Organization Accounts Payable

<b>1. Please Check One:</b>		
<input type="checkbox"/> NEW Direct Deposit	<input type="checkbox"/> CHANGE Direct Deposit	<input type="checkbox"/> CANCEL Direct Deposit

<b>2. Vendor/Payee Information</b>
Name:
Address:
Contact Person's Name (if other than payee):
Telephone Number:
Email Address:

<b>3. Financial Institution Information</b>
Bank Name:
Bank Address:
Name on Bank Account:
Bank Account Number:
Nine-Digit Bank Routing/Transit Number (ABA):
Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings

<b>4. Approvals/Authorizations</b> - I certify that the information provided on this form is correct, and I hereby authorize United Planning Organization Office of Accounts Payable to electronically deposit payments to the bank account designated above. It is my responsibility to notify UPO Finance Dept for issues with payment received or deposited, and any changes to bank account information at <a href="mailto:payments@upo.org">payments@upo.org</a> or (202) 238-4799. I understand that this authorization will remain in full force and effect until UPO Finance Dept received a written notification requesting a change or cancellation and has had reasonable opportunity to act on it, which should take no longer than seven (7) to ten (10) business days.		
Print Name: _____	Signature: _____	Date: _____

<b>Important Information</b>
Please return completed form via email: <a href="mailto:payments@upo.org">payments@upo.org</a>

<b>Finance Department Use Only</b>	<b>Date Stamp - Received</b>
Reviewed and Approved By:	
Date:	

## APPENDIX C

### RFP #2025-03 COPIER LEASING SERVICES - PRICING SHEET

**(To be submitted separately)**

#### **Pricing Option: 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 supplies not included in Maintenance Plan: \$ \_\_\_\_\_
- Cost of copies in excess of contract (if any): \$ \_\_\_\_\_
- Shipping cost for supplies (if any): \$ \_\_\_\_\_
- Digitizing Equipment & OCR Software: \$ \_\_\_\_\_

\* UPO is exempt from state and federal taxes

Price Proposal Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_