

MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

Macon Bibb County Copier Lease Program

985-026



MACON-BIBB COUNTY

ISSUE DATE: April 8, 2019

DUE DATE: May 2, 2019

Please direct questions related to this solicitation to Kimberly Bradley, email preferred at kbradley@maconbibb.us

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Sam Henderson @ 478-751-7170 or shenderson@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Proposals (**1 original and plus 5 copies**) in the Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, May 2, 2019, for Macon Bibb County Copier Lease Program for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on Thursday, May 2, 2019, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located 700 Poplar Street, Suite 308, Macon Georgia 31201.

B. Definitions

Wherever the term “Owner”, “County”, or “Macon-Bibb County” occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Proposals may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory (No Exemptions)

Commercial General Liability:

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Ops. Aggregate Limit	\$2,000,000
Automobile Liability	
Combined Single Limit	\$1,000,000
Umbrella Liability	\$2,000,000

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

“Macon Bibb County Copier Lease Program”

Macon-Bibb County Procurement Department

Attn: Kimberly Bradley (Buyer III)

700 Poplar Suite 308

Macon, Georgia 31201

Telephone: (478) 803-0554

kbradley@maconbibb.us

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RFP shall become the property of Macon-Bibb County.

F. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

G. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Three (3) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and Legally responsible to perform the services included herein

H. RESERVATIONS

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner's needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner's best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RFP. Owner will not be bound to act by any previous knowledge, communication or submission by the firms other than this RFP.

Failure to comply with the requirements contained herein may result in the submission being deemed "non-responsive" or "non-responsible". None responsive submissions will not be reviewed for potential award.

II. BACKGROUND & SCOPE OF SERVICES

Background

It is the intent of Macon-Bibb County to replace all copiers throughout its departments/offices with new copiers having similar usage features and characteristics. An approximate list of current copiers is available upon email request to kbradley@maconbibb.us. Current copiers can be under any one of the agreements below:

County owned machine – paying per copy charges only

Leased machine – outside of initial lease period, under month to month agreement

Leased machine – inside current lease period

Scope of Services

Provide a list of proposed equipment with detailed specifications. Include a variety of equipment options that cover light, moderate and heavy usage.

Explain the Implementation Process of the Copiers and include an Implementation Schedule with dates.

Macon-Bibb County requests that the implementation schedule be proposed in phases to gain the greatest efficiency and least disruption over a period not to exceed 6 months. The first phase should include those currently needing immediate replacement (approximately 5 copiers to date) and should be completed within 45 days of award.

Explain the buy-out process for currently leased copiers and provide a proposed Buy-Out Lease Agreement.

Provide the best Solution for Copier Agreements for Macon-Bibb County.

Provide a 3 year agreement with the possibility of 2 additional one year extensions.

III. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be organized in a manner to display the required information in easily accessible tabs labeled:

Firm's History / Background

- Letter of Interest
- History of the Firm (including years in business)
- Contact information (including address (es), telephone/Fax numbers, email, etc.
- Attachment "A" – Required Submission Documents

Experience

- Resume(s) of key personnel
- Reference list
- List of projects with similar scope and size
- Include the contact information for at least two (2) points of contact with municipalities for which the company has installed Copiers.

Project Approach

- Detailed plan for accomplishing the Copiers program for Macon Bibb County.

Project Timeline

- Provide a project schedule outlining each identified deliverable

Price Proposal

- Include a detailed price breakdown of all services to be include in the completion of the Copier lease program.

IV. SCORING (total possible number of points = 100)

Experience	Maximum 15 points
Project Approach	Maximum 20 Points
Project Timeline	Maximum 10 Points
Price	Maximum 25 Points
Technology & Equipment	Maximum 30 Points

V. AWARD BASIS

Award will be recommended to the respondent whose submission best serves the overall interest and meets the budget of Macon-Bibb County.