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Caswell County Partnership for Children

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www.caswellchildren.org

www.facebook.com/CaswellPartnershipForChildren

Copier Lease Three-Year Request for Proposals

Release Date: May 31, 2018

Deadline Date: Must be Received by 4pm on June 28, 2018

Award Notification: September 5, 2018

CCPFC Contact: Bridget Bernal, Administrative/Program Coordinator
336-694-1538 / ccpfcfinance@esinc.net

Submission Instructions: Mail: Caswell County Partnership for Children
PO Box 664
Yanceyville, NC 27379

Late proposals will not be accepted.

****Proposals will be received until 4:00 PM on June 28, 2018****

Copier Lease Three-Year Request for Proposals

INTRODUCTION

The **Caswell County Partnership for Children** (hereinafter referred to as CCPFC) is soliciting proposals to establish a lease agreement through competitive negotiations. The purpose of this Request for Proposals is to acquire the services outlined in the Bid Specifications below of a qualified vendor (hereinafter referred to as the "Vendor").

BACKGROUND

The Caswell County Partnership for Children unites the community to provide families with resources and services to enable all children to reach their fullest potential. CCPFC is a non-profit organization serving children, youth and families in Caswell County. CCPFC improves the quality of life for children and families by supporting initiatives addressing early education, family support, health and youth development. CCPFC administers North Carolina's Smart Start and Pre-K programs, as well as several other grant funded programs, and serves as a Raising A Reader® affiliate.

Services provided through this agreement will include a lease for a copier.

Proposals should cover the time period of December 16, 2018 – December 15, 2021.

Additional information regarding CCPFC can be located at www.caswellchildren.org.

Questions regarding the Request for Proposals should be directed to Bridget Bernal, Administrative/Program Coordinator at 336-694-1538 or ccpfcfinance@esinc.net.

BID SPECIFICATIONS

Provide a lease agreement for a copier with capacity for the following:

10,000 copies per month

Features should include at a minimum:

- Stapling Finisher
- Duplex
- Book Copy
- Reduction/Enlargement
- Zoom
- Scanning (either USB or Network)
- Network Printing
- End of Lease Data Erase

PROPOSAL REQUIREMENTS

Proposals should include the following:

- Identify the copier model
- Provide a list of any additional features included in lease
- Provide a list of supplies included in lease
- Provide a list of supplies not included in lease, along with the cost for each
- Provide a list of services included in the lease
- Provide a list of services not included in the lease, along with the cost for each
- Describe the process for service calls, including the estimated response time, and cost
- Describe the process for ordering supplies, such as toner, staples, etc., along with the cost
- Indicate if the copier has the capacity to use codes to track copy usage, and if so, the cost
- Provide a sample copy of the lease agreement
- Indicate if the lease is part of a State program contract
- Indicate if other vendors will be engaged in the lease agreement, and if so, the vendor contact information, the services provided, and costs

- Provide information on vendor's experience in this service field and history/background
- Provide billing and payment terms
- Provide delivery and setup terms
- Provide a cover letter that includes:
 1. Verification that the entity has received official corporate status and that the registered agent and all addresses on the North Carolina Secretary of State website are current for non-profit entities and private, for-profit corporate entities;
 2. Verification of the entity's federal tax identification and legal name, including a signed copy of the W-9 form; and
 3. Contact name; title; telephone and fax numbers; mailing address, including street address and zip code; and email address.
- Provide a detailed cost proposal that includes the following information, using the CCPFC cost proposal form (See Attachment A):
 1. Monthly lease cost (including base cost, taxes, and any additional costs)
 2. Annual lease cost (including base cost, taxes, and any additional costs)
 3. Charges for copy overages (per copy or flat rate)
 4. Charges for service calls (per hour or flat rate)
 5. Charges for delivery and setup
 6. Charges for employee training
 7. Include a list of any additional costs not included above
 8. Provide the total amount for the three year lease, indicating any discounts for multi-year lease agreements

Proposals must be received by CCPFC by 4:00 p.m. on Thursday, June 28, 2018. Proposals should be mailed to CCPFC at the address listed above. Late proposals will not be accepted.

SELECTION PROCESS

Proposals will be evaluated by CCPFC based on the above requirements, the applicant's capacity to deliver services, and the cost effectiveness of the services provided.

THE PROCUREMENT PROCESS

The following is a general description of the process by which a prospective Vendor will be selected to provide services.

1. Request for Proposals (RFP) is issued to prospective Vendors
2. Proposals will be received via mail from prospective Vendors
3. All proposals must be received by CCPFC no later than the date and time specified in this RFP.
4. At its option, CCPFC may request oral presentations or discussion with any or all prospective Vendors for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, prospective Vendors are cautioned that CCPFC is not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the prospective Vendor.
5. Proposals will be evaluated according to criteria that may include completeness, content, experience, and cost. Refer to the Selection Process described above for the specific criteria to be used. Award of a contract to one prospective Vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to CCPFC.
6. CCPFC will not enter into a lease agreement with any prospective Vendor that fails to provide **all** required information and documentation.
7. The Lease Agreement must be executed prior to CCPFC incurring any expenses.
8. If all proposals are rejected, prospective Vendors will be notified by CCPFC.

GENERAL INFORMATION ON SUBMITTING PROPOSALS

1. **TERMS AND CONDITIONS.** All proposals are subject to the terms and conditions outlined herein. The prospective Vendor specifically agrees to the conditions set forth by submitting the proposal.
2. **ORAL EXPLANATIONS.** CCPFC shall not be bound by oral explanations or instructions given at any time during the competitive bidding process or after award.
3. **REFERENCE TO OTHER DATA.** Only information which is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.
4. **COST FOR PROPOSAL PREPARATION.** Any costs incurred by prospective Vendors in preparing or submitting offers are the prospective Vendor's sole responsibility; CCPFC shall not reimburse any prospective Vendor for any costs incurred prior to award.
5. **RIGHT TO SUBMITTED MATERIAL.** All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the prospective Vendors shall become the property of CCPFC when received.
6. **OFFEROR'S REPRESENTATIVE.** Each prospective Vendor shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the entity and answer questions or provide clarification concerning the entity's proposal.
7. **SUBCONTRACTING.** In the event the prospective Vendor desires to subcontract any part of the contracted services, the proposal must clearly indicate what work it plans to subcontract and to whom and must provide all required information for each subcontractor. Only the subcontractors specified in the proposal shall be considered approved upon approval of the Proposal.
8. **PROPRIETARY INFORMATION.** Trade secrets or similar proprietary data which the prospective Vendor does not wish disclosed to other than personnel involved in the evaluation or contract administration will be kept confidential to the extent permitted by N.C.G.S. 132-1.2 if identified as follows: each page shall be identified in bold face at the top and bottom as "Confidential." Any section of the proposal that is to remain confidential shall also be so marked in bold face on the top of the title page of that section. Cost information may not be deemed confidential. In spite of what is labeled as confidential, the determination as to whether or not it is shall be as governed by North Carolina law.