



CITY-WIDE COPIER/ MAINTENANCE SERVICES

F- 4688- 21- PB

Issue Date: August 12, 2021

Pre-Bid Conference Date: August 19, 2021

Closing Date: September 2, 2021

Proposals Opened at: City Hall/Office of Procurement Services
2600 Hollywood Boulevard, Room 303
Hollywood, Florida 33020

ACKNOWLEDGMENT AND SIGNATURE PAGE

This form must be completed and submitted by the date and the time of bid opening.

Legal Company Name (included/b/a if applicable): _____ Federal Tax Identification Number: _____

If Corporation - Date Incorporated/Organized: _____

State Incorporated/Organized: _____

Company Operating Address: _____

City _____ State _____ Zip Code _____

Remittance Address (if different from ordering address): _____

City _____ State _____ Zip Code _____

Company Contact Person: _____ Email Address: _____

Phone Number (include area code): _____ Fax Number (include area code): _____

Company's Internet Web Address: _____

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER/PROPOSER CERTIFIES ACCEPTANCE OF THE TERMS, CONDITIONS, SPECIFICATIONS, ATTACHMENTS AND ANY ADDENDA. THE BIDDER/PROPOSER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER/PROPOSER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR THE PERIOD OF TIME STATED IN THE SOLICITATION.

Bidder/Proposer's Authorized Representative's Signature: Date

Type or Print Name: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER/PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID/PROPOSAL NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID/PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER/PROPOSER TO THE TERMS OF ITS OFFER.

ANY EXCEPTION, CHANGES OR ALTERATIONS TO THE GENERAL TERMS AND CONDITIONS, HOLDHARMLESS/INDEMNITY DOCUMENT OR OTHER REQUIRED FORMS MAY RESULT IN THE BID/PROPOSAL BE DEEMED NON-RESPONSIVE AND DISQUALIFIED FORM THE AWARD PROCESS.

CONE OF SILENCE

The City of Hollywood City Commission adopted Ordinance No. O-2007-05, which created Section 30.15(F) imposing a Cone of Silence for certain City purchases of goods and Services.

The Cone of Silence refers to limits on communications held between vendors and vendor's representatives and City elected officials, management and staff during the period in which a Formal Solicitation is open.

The Ordinance does allow potential vendors or vendor's representatives to communicate with designated employees for the limited purpose of seeking clarification or additional information. The names and contact information of those employees that may be contacted for clarification or additional information are included in the solicitation.

The Cone of Silence does not prohibit a vendor or vendor's representative from communicating verbally, or in writing with the City Manager, the City Manager's designee, the City Attorney or the City Attorney's designee on those procurement items to be considered by the City Commission.

The Cone of Silence does not prohibit a vendor or vendor's representative from making public presentations at a duly noticed pre-bid conference or duly noticed evaluation committee meeting or from communicating with the City Commission during a duly noticed public meeting.

The Cone of Silence shall be imposed when a formal competitive solicitation has been issued and shall remain in effect until an award is made, a contract is approved, or the City Commission takes any other action which ends the solicitation.

To view the Cone of Silence, Ordinance No. O-2007-05, go to the City of Hollywood's Official website at <http://www.hollywoodfl.org/ConeOfSilence>

All communications regarding this bid should be sent in writing to the Procurement Services Division as identified in this bid.

F-4688-21-PB – City-wide Copier Maintenance Services

I. BACKGROUND

The City of Hollywood is seeking bids from qualified contractors to establish a copier maintenance contract for a period of 5 years with an option to buy out the copiers at the end of the 5-year agreement.

The City's current contract is with Sharp. There are approximately (91) various Sharp Models supporting the City's copier services. An inventory List of all current Sharp Models & Locations are identified in Annex A.

II. SCOPE OF SERVICES

The City of Hollywood desires to develop a strong partnership with a copier service provider that will assist in achieving the following objectives:

- Create and implement an optimization and standardization strategy for the City's copier fleet
- Reduce the City's printing costs
- Improve Copier Customer Service and Customer Support
- Improve the City's "Green Footprint"
- Minimize Copier downtime and maintenance calls
- Match proposed devices to ratings and performance of existing devices in Annex A
- Provide for proximity card authentication to access proposed devices
- Propose software solutions that will provide, at minimum, the following capabilities:
 - o Follow me printing
 - o Management of all City printers including driver installation, usage statistics, status alerting.

III. PERIOD OF CONTRACT:

The term of this agreement shall be for a period of five (5) years beginning upon date of award.

IV. PROPOSED SCHEDULE:

Task	Dates
Posting F-4688-21-PB in Bidsync	August 12, 2021
Pre-Bid Conference	August 19, 2021
Closing Date	September 2, 2021
Determining Responsible/Responsive	September 6 -September 8, 2021
Commission Approval	September 23, 2021
Executed Blanket Purchase Agreement(s)	October 1, 2021 (2-3 weeks to Transition Copier(s))

V. AWARD

It is the intent of the City to award to the lowest, responsive and responsible Contractor(s) that represents the best value to the City to include pricing, timeline for service calls, timeline for ordering supplies, transition plan, training plan, call center support, timeline to deliver new copiers, remove existing copiers, relocate existing copiers, and successful past experience.

The City reserves the right to select one or more than one supplier based on the best value to the City

Pricing—Suppliers are to provide the pricing for their proposed Models. Do not provide pricing for existing models.

VI. RESPONSIVENESS

Criteria the City will use to determine if the contractor is Responsive:

Responsive Criteria	NOTES	YES/NO
Provide/Sign/Date the following Forms: ACKNOWLEDGMENT AND SIGNATURE PAGE HOLD HARMLESS AND INDEMNITY CLAUSE NON-COLLUSION AFFIDAVIT SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a) FLORIDA STATUTES ON PUBLIC ENTITY CRIMES CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS DRUG-FREE WORKPLACE PROGRAM SOLICITATION, GIVING, AND ACCEPTANCE OF GIFTS POLICY REFERENCE QUESTIONNAIRE		
Provide a detailed Transition Plan/Timeline		
Provide a Training Plan for how Department Staff will be trained on their new equipment		

***Contractor must provide Responsive documents with their Bid.**

Additional information to be provided by Supplier:

Timeline for services

Task	Number of Business Days to complete	Notes
Service calls to fix maintenance issues (Normal Business Hours, Monday – Friday, 7AM – 6PM)		
Service calls to fix maintenance issues after normal duty hours and weekends		
Ordering general copier supplies		
Replace a copier machine		
Relocate a copier machine		
Removal of a copier machine		

VII. RESPONSIBLE

Criteria the City will use to determine if the contractor is Responsible:

Responsible Criteria	NOTES	YES/NO
Over 5 years' experience with providing Copier services preferably with a Government Entity		
Provide a minimum of three references		
Awarded as a Prime at least (2) copier contracts greater than \$100,000.00 annually within the last 10 years	Provide Contract Number, Value of Contract, and POC for the contract (phone number and email address)	
Provide "Specifications/Capabilities" for each type of copier model that is being proposed		
Sunbiz Registration		
Response to all RESPONSIVE Criteria's		

***Contractor must provide Responsible documents with their Bid**

VIII. VENDOR QUALIFICATIONS

The City is seeking qualified contractors capable of implementing and maintaining a functional city-wide copier maintenance program. Contractor shall possess and be able to demonstrate the ability to detect and correct any potential maintenance problems prior to them becoming readily apparent.

Contractors are required to submit all supportive documents listed in **Section VI and VII and other documents specified in the Bid.**

The contractor shall not assign, transfer or sub-contract any work either in whole or in part, without prior written approval from the City of Hollywood.

***Contractor must be able to conduct business in the State of Florida, registered in Sunbiz**

IX. SCHEDULE:

The City core hours are Monday – Thursday, 7AM – 6PM. Certain Departments may require coverage on Fridays.

Emergency conditions may require copier services to be performed after duty hours, weekends, and holidays. When emergency conditions require work outside of normal duty hours, a mutual agreement will be agreed upon prior to work commencement

X. LOCATION OF COPIERS

See Annex A for the address of each copier type and location.

XI. ADDITION, REMOVAL, or RELOCATING OF COPIER MACHINES

Additions: At the City's discretion, new copiers may be added to this Agreement at any given time during the life of the Agreement. The addition of new copiers for existing Models shall remain at the proposed pricing for the model. New copiers are to be installed within 15 calendar days from the time of the request.

Removals: At the City's discretion, copiers may be removed from this Agreement at any given time during the life of the Agreement. Removal of copiers shall be completed within 15 calendar days of request. The City will pay a prorated monthly cost for the removal of a copier.

Relocating: At the City's discretion, copiers may be relocated from this Agreement at any given time during the life of the Agreement. Relocating copiers shall be completed within 3 business days of the request.

Note: During removals or repairs of copiers, device storage/hard drive(s) must be provided back to the City to be properly disposed in accordance with City policies.

XII. WARRANTY

All copiers and supplies shall be warrantied to meet all the requirements for quality at time of installation. Workmanship/parts/material that has been determined to be defective shall be removed immediately upon notification by the City's Representative and replaced without cost to the City.

XIII. INSURANCE REQUIREMENTS

Coverage shall be provided by a company or companies authorized to transact business in the state of Florida and the company or companies must maintain a minimum rating of A-VI, as assigned by the A.M. Best Company.

If the Contractor has been approved by the Florida's Department of Labor, as an authorized self-insurer, the City shall recognize and honor the Contractor's status. The Contractor may be required to submit a Letter of Authorization issued by the Department of Labor and a Certificate of Insurance, providing details on the Contractor's Excess Insurance Program.

If the Contractor participates in a self-insurance fund, a Certificate of Insurance will be required. In addition, the Contractor may be required to submit updated financial statements from the fund upon request from the City.

If applicable, any sub-contractor(s) used by the contractor shall supply such similar insurance required of the contractor. Such certificate shall name the City as additional insured on the general liability and auto liability policies.

Contractor shall maintain, at its sole expense, during the term of this agreement the following insurances:

A. **Commercial General Liability Insurance** naming the City of Hollywood as an additional insured with not less than the following limits:

Each Occurrence	\$1,000,000
Personal & Adv. Injury	\$1,000,000
Products Comp/OP	\$1,000,000
General Aggregate	\$1,000,000
Damages to Rented Premises	\$50,000

B. **Commercial Automobile Liability Insurance** naming the City as an additional insured with not less than the following limits:

Owned, Non-Owned, and Hired Vehicles

The minimum limits acceptable shall be:

\$1,000,000 Combined Single Limit (CSL)

If split limits are provided, the minimum limits acceptable shall be:

\$ 500,000 per Person

\$1,000,000 per Occurrence

\$ 100,000 Property Damage

C. **Worker's Compensation Insurance** Covering the contractor and the contractor's employees with not less than the following limits:

Employers Liability: \$500,000/500,000/500,000

Please Note: The Certificate shall contain a provision that coverage afforded under the policy will not be cancelled until at least thirty (30) days prior written notice has been given to the City. In the event the Certificate of Insurance provided indicates that the insurance shall terminate and lapse during the period of this Agreement, the vendor shall furnish, at least thirty (30) days

prior to the expiration of the date of such insurance, a renewed Certificate of Insurance as proof that equal and like coverage for the balance of the period of the Agreement or extension thereunder is in effect.

The insurance policy shall not contain any exceptions that would exclude coverage for risks that can be directly or reasonably related to the scope of goods or services in this bid/proposal. A violation of this requirement at any time during the term, or any extension thereof shall be grounds for the immediate termination of any contract entered in to pursuant to this bid/proposal. In order to show that this requirement has been met, along with an insurance declaration sheet demonstrating the existence of a valid policy of insurance meeting the requirements of this bid/proposal, the successful proposer must submit a signed statement from insurance agency of record that the full policy contains no such exception.

The City reserves the right to require additional insurance to meet the full value of the contract.

The City reserves the right to require any other insurance coverage it deems necessary depending upon the exposures.

XIV. PRE-BID CONFERENCE:

Proposers or their representatives are requested to attend a pre-bid conference. The purpose of this conference is to allow City staff the opportunity to provide clarification and respond to questions from potential bidders relative to any facet of this solicitation.

Due to the importance of the proposers having a clear understanding of the specifications/scope of work and requirements for this solicitation, attendance at this conference is *Highly Recommended* but not MANDATORY.

XV. CONTACTS:

For information concerning procedure for responding to this solicitation, contact the Office of Procurement Services, Paul Bassar, Contract Compliance Administrator at (954) 921-3200 or email pbassar@hollywoodfl.org.

All other questions must be submitted in writing. Questions must be directed through the portal via BidSync.

XVI. ASSIGNMENT

The Respondent shall not assign, transfer, or sublet all or any part of its interest in this Bid without the prior written consent of the City unless noted in this document.

XVII. KEY PERSONNEL

The Respondent shall designate a Primary Point of Contact for all copier related issues/concerns.

XVIII. MAINTENANCE OF RECORDS

The Respondent shall keep all books, documents, papers, accounting records and other evidence pertaining to cost incurred and shall make such materials available at all reasonable times during the Agreement period (5 years).