

CITY OF WESTBROOK



REQUEST FOR PROPOSALS

Multi-Function Wide Format Printer/Copier/Scanner

WESTBROOK CITY HALL

2 YORK STREET

WESTBROOK, MAINE

January 9, 2013

Introduction

The City of Westbrook, Maine, is seeking proposals for a new multi-function wide format printer/copier/scanner. To be considered, 7 copies of the proposal must be received by the Office of the City Clerk, Westbrook City Hall, 2 York Street, Westbrook, Maine 04092 **by 11:00 am on February 5, 2013**. All proposals will be publicly opened and available for public inspection. City of Westbrook staff will review all proposals, and make a recommendation to the Mayor for action by the City Council.

The City of Westbrook, Maine reserves the right to accept or reject any/or all proposals, parts thereof, and to further make modifications as it deems in the best interest of the City. Submission of a proposal indicates acceptance by the firm of the conditions contained within this Request For Proposals.

All questions shall be directed, in writing, to Eric Dudley, PE, City Engineer, at least three business days before the opening date. Questions received after this time will not be addressed. Responses from the City that substantially alter this RFP will be issued in the form of a written addendum to all those that have expressed interest in the project. Oral explanations or interpretations given before the award of the contract will not be binding. All proposals submitted shall remain open to acceptance for ninety days from their opening.

Submission Requirements

Respondents shall read the information contained within the following criteria and submit a Proposal package that contains all of the information requested in Section 3 of this RFP. The responses shall contain the following general information in the sequence listed herein.

1. Wide Format Printer/Copier Scanner
 - a. ANSI "D" Size printing
 - b. 2 GB of Memory
 - c. B&W Printing
 - d. Color Scanning Capability
 - e. 600 dpi x 600 dpi Scanning Quality
 - f. File Format Compatibility: PDF, DWF, TIFF, and JPEG
 - g. Energy Star Certified

2. Cost Criteria

The City of Westbrook is interested in comparing the financial differences between purchasing and leasing of this equipment. The Proposal shall include two options, the first being an outright purchase of the equipment and the second being a 5 year lease of the equipment. The 5 year lease shall include maintenance terms for the leasing period.

3. Maintenance

Provide the maintenance cost per hour for the purchase option. Maintenance personnel shall be within 1 hour drive of Westbrook, Maine. Provide the address of the base of operations for technical assistance and maintenance. Provide relevant information of maintenance staff.

Selection Criteria

The City of Westbrook will review RFP submissions and rank the proposals. The City is not bound by the lowest cost proposal, but may accept the proposal that is considered to be the best value for the City.

The City will negotiate terms for a contract to complete the tasks with the top ranked proposer. If a satisfactory agreement cannot be reached, negotiations with that firm will be suspended and negotiations opened with the second firm. The process continues until an agreement is reached and contract is executed.

The City of Westbrook reserves the right to reject any and all proposals.

General Requirements of the City

The successful proposer shall agree to defend, indemnify and hold the City harmless from all losses, damages, and costs which arise as a result of the performance of this agreement, to the extent it is caused by the Contractor, its subcontractor or anyone for whose act it may be liable. The obligation to indemnification shall not be limited by the availability of insurance. The firm shall be responsible for any and all injury or damage as result of any services rendered under the terms and conditions of the contract. The firm also agrees to hold the City harmless for any negligent act or omission committed by any subcontractor or other person employed by, under the supervision of, the firm under the terms of the contract. The successful proposer, before signing the contract, shall produce evidence satisfactory to the City that he/she has secured all appropriate liability insurance coverage in the amount of not less than \$1,000,000, combined single limit for bodily or personal injury, death and property damage, protecting the proposer and naming the City as an additional insured from such claims, and also has secured Workers' Compensation Insurance.

All certificates of insurance evidencing such coverage shall be provided to the City for review prior to the execution of the contract.

All certificates of insurances shall provide that the City will receive a 30-day notice in advance of the cancellation of any policy.

The selected firm will reimburse the City and hold it harmless from the cost of any losses for which the firm is responsible.