

Rolling Plains Management Corporation  
118 North First Street  
P.O. Box 490  
Crowell, Texas 79227

REQUEST FOR PROPOSALS  
FOR  
MULTIFUNCTIONAL COPIERS

March 2, 2020

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## General RFP Specifications

### Request

Rolling Plains Management Corporation (RPMC) is requesting proposals from Authorized Certified Dealers for the lease of multifunction copiers and associated maintenance services in our service area. It is our intent to deploy printers consisting on high-volume to medium-volume units that offer a consistent user interface, energy efficient and environmentally responsible.

### Statement of Qualifications

Companies whose principal business has been the sales and servicing of multi-function copiers (MFP) of the size and type specified within this RFP for a period of no less than 5 years. They shall be officially authorized by the manufacturer of the proposed equipment to sell, support and service the equipment offered. Written documentation of this authorization is required.

### Deadline for Submission

The deadline for submission of proposals is 5:00 p.m. Friday, March 20th.

### Submission Requirements

Respondents must submit Schedule A, Schedule B, along with a proposal to the following address listed below:

Rolling Plains Management Corp  
Attn: Wade Davis  
118 North 1<sup>st</sup> Street  
Crowell, TX 79227

Or via email:

[Wade.davis@rollingplains.org](mailto:Wade.davis@rollingplains.org)

### Contact Person

All questions concerning this bid packet should be directed to:

Wade Davis, IT Manager  
phone (940) 684-1571ext 235  
email [wade.davis@rollingplains.org](mailto:wade.davis@rollingplains.org)

## Scope of Work

Rolling Plains Management Corp. is a private non-profit community action agency, providing services to qualifying individuals in 28 counties of the north central area of Texas bordering the Red River. Services provided by the agency consisting of:

- High-quality and educational **Child Care Services**.
- Workforce Solutions **Child Care** is a federally funded program that affords some relief from the high cost of quality child care.
- The **Community Services Block Grant Program** provides the administrative support for all programs of the agency and provides information and referral, emergency services and case management.
- **Energy Assistance Program** focuses on meeting the home energy needs of low-income individuals and families through utility payment assistance and education on controlling energy costs.
- **Head Start & Early Head Start** is a national program that promotes school readiness by enhancing the cognitive, social, and emotional development through the provision of educational, health, nutritional, social, and other services to enrolled children and their families.
- The **Tenant-Based Rental Assistance Program** for Low Income Households and Disabled Households (TBRA) is designed to assist individuals in becoming self-sufficient by assisting with security and utility deposits and rental subsidies for up to 24 months in our service area.
- **SHARP Lines Rural Public Transportation** provides transportation to medical, dental, eye centers and social service agencies for the general public, school children, senior citizens and disabled citizens.
- The **Weatherization Assistance Program** aids economically disadvantaged individuals, particularly the elderly and disabled, to promote a more comfortable healthy environment, conserve energy and reduce high utility bills.

## Copy Volume and location

- The table below shows last years' usage and location. The info is provided for better understanding of service area and historical data. All information is subject to change.

Model	Configuration	City	Address	Install date	Total Machine Meters	Volume Band Included	Average Monthly Volume	Average Vol Above Plan	Includes Supplies
405	stand w/storage	Holiday	751 S. College	9/20/2017	38,477	1,000	436		yes
405	stand w/storage	Quanah	219 E. 3rd	9/19/2017	83,905	1,000	4,366	3,366	yes
3615		Seymour	301 N East	2/4/2015	66,446	2,500	977		yes
3615		Graham	1805 4 <sup>th</sup> Main Building	2/4/2015	109,709	2,500	1,735		yes
3615		Graham	1805 4 <sup>th</sup> Bus Barn	2/4/2015	52,902	2,500	1,140		yes
3615		Munday	940 W. Bowie	2/10/2015	66,007	2500	1,046		yes
3615		Archer City	704 S. Ash	2/4/2015	82,215	2500	2,880	380	yes
3615		Crowell	118 N. 1st	2/4/2015	20,319	2500	272		yes
3615		Wichita Falls	N. Beverly Drive	2/6/2015	208,056	2,500	4,947	2,447	yes
3615		Vernon	926 Paradise	2/4/2015	301,451	2,500	6,545	4,045	yes
5335	Off Fin,BKmkr,3 hole,Fax	Abilene	1150 Estates Drive 79601	1/27/2015	302,086	10,000	6,074		yes
5335	Off Fin, Fax	Wichita Falls	719 Scott	1/28/2015	383,991	10,000	6,689		yes
7855	Off Fin,BKmkr,3 hole,Fax	Crowell	118 N. 1st	1/21/2015	396,692	0	5,628	5,628	yes
7855	Off Fin,BKmkr,3 hole,Fax	Crowell	118 N. 1st	1/21/2015	558,288	0	11,887	11,887	yes
B8055H	Fax, wireless	Crowell	118 N. 1st	9/19/2017	236,917	35,000	10,345		yes
3615		Crowell	400 E. Logan	2/4/2015	160,259	2500	1,905		yes
3615		Olney	316 Spring Creek Rd	2/4/2015	209,581	2500	5,089	2,589	yes
3615		Olney	502 N. 2nd	2/10/2015	61,545	2500	1,337		yes
3615		Quanah	219 E. 3rd	2/4/2015	234,211	2500	2,826	326	yes
3615		Chillicothe	200 Avenue K South	2/4/2015	42,633	2500	868		yes
7855	Off Fin,BKmkr,3 hole,Fax	Wichita Falls	4309 Old Jacksboro Hwy	1/21/2015	196,897	0	3,029	3,029	yes
3615		Wichita Falls	4309 Old Jacksboro Hwy	2/6/2015	31,093	2500	577		yes
3615		Knox City	500 N. 2nd	2/10/2015	63,279	2500	1,392		yes
3615		Paducah	502 Willett	11/20/2016	69,595	2,500	2,267		yes

## Multifunctional Copiers - Basic

All copiers need to have the ability to Copy, Email, Print, Scan and Fax. Functionality in current usage rely heavily on printing, copying and scanning to network folder or email.

## **Contract Type**

The winning contractor(s) will be offered a contract from May 1, 2020 Rolling Plains Management Corporation for the multifunctional copiers as specified in this proposal. At the option of Rolling Plains Management Corporation, the contract period can be extended and renewed up to four (4) years.

## **Termination of Contract**

Either party may terminate contract with a 30-day written notice.

## **Limitations and Reservations**

Rolling Plains Management Corporation reserves the right to accept or reject any and all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this request for proposals, if found to be in the best interest of the needs of RPMC.

This request for proposals does not commit RPMC to award a contract, to pay any costs incurred for the preparation of proposals or to procure or contract for any services. All proposals will become part of this agency's official files.

RPMC specifically reserves the right to vary the provisions set forth herein any time prior to the execution of a contract where such variance is deemed to be in the best interest of the needs of RPMC.

If selected for negotiations, bidder(s) may be required to prepare and submit additional information prior to final award selection, in order to reach terms for the provision of services, which are agreeable to both parties.

## **Modifications and Renewals**

RPMC reserves the right to negotiate modifications or renewal of multifunctional copiers and/or repair services in connection with any executed contract funded through this request for proposals without repeating the bid process for a period of up to four (4) additional years from the original bid initiation.

Modifications and renewals shall be considered based upon the provider's ability to meet RPMC's needs.

## **Signatures**

This request for proposal shall be signed by the bidding company's official authorized to bind that bidding company and shall contain a statement to the effect that the proposal is a firm bid for a thirty (30) day period from the date that proposal is received by RPMC. The proposal shall also provide the name, address and telephone number of the individual(s) with the authority to negotiate during the period of proposal evaluation.

## Evaluation Criteria

The selection of multifunctional copiers contract is to be made after a careful evaluation of Schedule A and B. The successful bidder must be responsive to the terms of the proposal and must demonstrate that he/she is a responsible bidder.

- A. A responsive bidder is one who submits a complete proposal within the stated time and in accordance with the proposal specifications.
- B. A responsible bidder is one who demonstrates, via his or her responses to the selection criteria, his or her ability to deliver the supplies, equipment or services solicited for procurement.

Respondents will be evaluated and scored according to the following factors:

- 1) Overall cost of project – 35%
- 2) Related experience on similar projects – 30%
- 4) Women and/or minority owned businesses or a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 C.F.R. Sec 121.201) – 10%

## Protest Rights

All protest or complaints regarding this proposal process shall be referred to the RPMC Executive Committee for resolution.

## Conflict of Interest/Nepotism

To avoid any real or apparent conflict of interest or nepotism in the procurement of the bid proposal, no RPMC employee, agent, consultant, officer, family member of employees, official of RPMC and who exercises or has exercised any functions or responsibilities with respect to contract decision making process or gain inside information with regard to such activities, may obtain personal or financial interest or benefit, directly or indirectly, from any award connected with this request.

RPMC's employees, officers, and/or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from potential bidders.

## Subcontracting

The services of any contract awarded from this RFP must be delivered by the firm named on the bid. Subcontracting will not be allowed, unless authorization from RPMC is given in writing.

## SCHEDULE A

### Integrity and Financial Resources

#### QUESTIONS REGARDING FINANCIAL RESOURCES:

Are you a Certified Authorized Dealer?  No  Yes  
Provide support documentation

Has your company ever been involved in a chapter 13 proceeding? \_\_\_\_\_

Are there any liens against your firm? \_\_\_\_\_

Are there any lawsuits against your firm? \_\_\_\_\_

Have any complaints been filed against your firm with the Better Business Bureau? \_\_\_\_\_

If yes, describe the nature of complaints:



## SCHEDULE B

### Record of Past Performance and Technical Resources

**REFERENCES:** Please list three (3) references of persons or firms whom your firm has worked with performing service for multifunctional copiers in the past twelve (12) months and who are familiar with your work, excluding Rolling Plains.

Reference 1:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Reference 2:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Reference 3:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

These are the questions that will be asked when we contact the reference.

1. Was the quality of work of this firm satisfactory or poor?
  - If satisfactory, specify in what way.
  - If not satisfactory, specify in what way.
2. Did the firm stand behind the products they installed?
  - Replacement of defective materials at no costs?
  - Do they honor manufacturer's warranty?
3. Has this firm been timely in completing service calls?
4. Has this firm staff operated with professionalism while performing their duties?
5. If the occasion arose, would you subcontract again with this firm or person to do a job for you?

**MINORITY – OWNED OR WOMAN – OWNED COMPANY:** Are you a minority owned or woman owned enterprise?