

INVITATION TO BID

City of Columbus Department of Development
Code Enforcement Division
RFQ014575

The City of Columbus Department of Development (hereinafter "City") is seeking to establish an Indefinite Quantity Agreement to purchase copier maintenance service and supplies expressed as a cost per copy (to include all costs associated with the service/labor, travel expenses, parts, supplies, etc., except paper and staples) for a 12 month period to be billed monthly in arrears. The city will only pay for copies made and boxes of staples as needed. No minimums or maximums. The city does not pay penalty or late fees.

The services shall commence on March 1, 2020, for one year, ending on February 28, 2021, with an option to renew for one (1) additional year, starting March 1, 2021.

Subsequent to the acceptance of an offer, individual written purchase orders may be issued as needed by the City to purchase items listed herein during the term of the agreement. At no time shall the obligation of the city agency exceed the dollar amount of an associated purchase order.

Prices shall be FOB Destination Freight Prepaid & Allowed unless otherwise specified.

The bid will be awarded to the lowest, responsive, responsible, and best bidder per the provisions of Chapter 329 of Columbus City Code and the provisions listed in this solicitation.

SECTION 1 – SCOPE OF SERVICES

1. Provide Cost-Per-Copy Services to include all costs associated with service/ labor, travel, parts, and supplies for copier listed below, billed in arrears.
2. Contractor shall respond to service calls as follows:
 - a. Confirmation call to City within 30 minutes of the initial request, and
 - b. Technician to be on-site within 4 business hours of the initial request unless the service call is made after 12:00 pm on a Friday. If a service call is made after 12:00 pm on Friday, the Contractor shall be on site before 10:00 am on Monday.

3. Copier Specifications

Division	Address	Model	ID#	Black & White Estimated Yearly Total	Color Estimated Yearly Total
Code Enforcement	111 N Front St. 3 rd Floor	RICMPC5503	Y4461	298,000	88,000

4. Invoices

- a. The invoice shall be on Company letter head with “remit to” address and include the following:
- 1) Purchase order number
 - 2) Invoice number
 - 3) Date of invoice
 - 4) Billing period
 - 5) Number of copies and cost per copy for black and white and color
 - 6) Amount of Invoice

SECTION 2 – DOCUMENTS TO BE SUBMITTED WITH BID

Provide a detailed memo, on company letterhead, explaining what the City will need to do (e.g. if software will need to be installed, what software is it) to connect the copier to the Contractor’s network. Scan and attach this memo to Line 10.

SECTION 3 – BIDDING INSTRUCTIONS

Interested Contractors shall respond to this solicitation by submitting a bid through the City of Columbus’ Vendor Services Portal. Bids submitted outside of Vendor Services shall not be accepted. If you have questions about the solicitation, please see page 16 of the Vender Services User Guide for detailed instructions on how to add a vendor question to this solicitation. If you should need assistance with the submittal process in general, please click on the link below for a video that provides detailed instructions.

How to Register as a New Business

<https://www.youtube.com/watch?v=TG97PAHd3mk>

How to View and Submit a Bid

<https://www.youtube.com/watch?v=t5PJqQhAhF0>

And much more!!

<https://www.youtube.com/channel/UCTIkkGNM7GHITzoqQVNJIA>

The Purchasing Office Help Desk is also happy to speak with any vendors, to provide technical assistance. Please contact Vendor Services at (614) 645-8315 if you need any help with the online bidding process.

Questions regarding this bid must be submitted on the Vendor Services portal by 12:00 p.m. (local time) on Tuesday, January 21, 2020. Phone calls will not be accepted and no contact shall be made with the City about this solicitation outside of the Vendor Services Portal. Responses and any necessary addenda will be posted as an amendment to this solicitation on the City's Vendor Services portal no later than 12:00 p.m. (local time) on Wednesday, January 22, 2020. Bids are due on **Tuesday, January 28, 2020 at 12:00 p.m.** (local time). Bidders are to quote firm and fixed prices on the bid.

Line 10:

Enter cost per copy (fixed/firm for the term of the agreement) for BLACK & WHITE copies for the machine noted above in the Copier Specifications. Attach Memo described in Section 2.

Line 20:

Enter cost per copy (fixed/firm for the term of the agreement) for COLOR copies for the machine noted above in the Copier Specifications.

Line 30:

Enter price (fixed/firm for the term of the agreement) for a box of staples for the machine noted above in the Copier Specifications.