

**Kansas City Kansas Housing Authority
#23-06-RFP Printers/Copiers**

1. Project Overview

The Housing Authority of Kansas City Kansas is requesting proposals for printer and copier equipment leasing and servicing. The Housing Authority has a current fleet of printers and copiers in need of replacement.

1. INSTRUCTIONS TO RESPONDENTS OF THE REQUEST FOR PROPOSALS

A. Proposal Contents: Respondents must include in their proposals the following information:

1. Certification that the firm is not debarred, suspended or otherwise prohibited from practice by federal, state or local governments.
2. Evidence that the firm is registered or licensed in the State of Kansas; or if registration is pending, when it is anticipated registration will be granted;
3. Evidence of worker's compensation, comprehensive general liability, and automobile insurance;
4. Any documentation providing information on firm's experience with printer and copier leasing and servicing, plus a narrative statement on the proposed servicing plan to be included with the proposal.
5. At least five references from current or former clients of projects undertaken within the last five years. If possible, select references relating to scale of projects similar in nature to that of the subject project.
6. Indication if the firm has been terminated for cause from a project within the last five years, if so, the reasons and circumstances surrounding the termination.
7. Fixed price for leasing and servicing to replace current fleet.

B. Deadline for Submittal: Submit the proposal to the Kansas City Kansas Housing Authority by 4:00 p.m., Thursday, February 23rd, 2023. All respondents will be notified by mail as to the outcome.

C. Pre-Proposal Conference: Firms are encouraged to attend a pre-proposal conference on Thursday, February 16th, 2023, at 10:00 a.m. at the administrative offices of the Housing Authority. Call the office at (913)-281-3300 to RSVP.

- D. Interpretations and Addenda: Requests for interpretations concerning any aspect of the RFP shall be directed to the Housing Authority's Contracting Officer (CO). Any inquiry made at least ten days before the deadline fixed for submittal of proposals will be given consideration for a written interpretation. Written interpretations, along with any modifications to the RFP, will be in the form of an addendum, which will be available in the Housing Authority's office at least seven calendar days before the submittal deadline. The addenda will be mailed, faxed or e-mailed to each respondent, but it shall be the respondent's responsibility to make inquiry as to what addenda, if any, were issued. All respondents will be bound by such addenda, whether or not received.

- E. Protests: Protest concerning the RFP shall be made in writing, and delivered to the Housing Authority's CO at least ten working days prior to the deadline of proposal submittal. Protest concerning the outcome of the selection process must be made in writing to the CO within ten working days of selection of the successful firm(s). Although the Housing Authority will make notification as to the outcome of the selection process to each respondent, it shall be the responsibility of each respondent to determine when the selection has been made.

- F. Disputes: All claims regarding the performance of the contract shall be made in writing to the Housing Authority's CO. The CO will respond with his decision, in writing. If a dispute results, the firm shall proceed diligently with the performance of the contract. If at the end of the contract any dispute still exists, the CO's decision may be appealed to the Chairman of the Board of Commissioners of the Housing Authority. If the decision by the Chairman of the Board is not acceptable, an appeal may be referred to an independent arbitrator or mediator, which is agreeable to both parties, or a suit may be filed in court of competent jurisdiction. In the event that a dispute escalates to legal action, the legal action is required to be filed in the State of Kansas in accordance with the laws of the State of Kansas. A local agent is required to be appointed for service of process at time contract is awarded.

3. DESCRIPTIONS OF PRINTER AND COPIERS

- A. Attached to and a part of this Request for Proposal is a list showing the fleet of printers and copiers currently being used, by the Housing Authority, with various amenities needed. The Housing Authority is requesting proposals for new equipment that is similar and or better than the

current fleet. Printers and copiers range from small to large full-scale printers that can fax, scan, and color copy. Proposals shall have an allowance for copies per month for both black and white and color copies, and a price per copy for exceeding the allowance. Proposals shall describe in detail the servicing plan for the proposed new printers and copiers.

4. SCOPE OF REQUIRED SERVICES

- A. General: The firm will provide a proposal for new equipment that is similar and or better than the current fleet with a servicing plan recommended for the new equipment. Include an allowance for copies per month with a price per copy if the allowance is exceeding in any month.

5. METHOD OF EVALUATION OF PROPOSALS

- A. List of Selection Criteria: The following rating criteria will be used to evaluate the proposals:

1.	The firm experience in leasing and servicing printers and copiers	30 Points
2.	Fixed price for leasing and servicing of printers and copiers	40 Points
3.	Servicing plan for printers and copiers	30 Points
4.	References for similar projects	20 Points
5.	Location of Firm	10 Points

- B. Procedure: All proposals will be rated using selection criteria 1 through 5 above. Scoring will be by a committee of Housing Authority staff. The Housing Authority has the right to reject any or all proposals and to request additional information from any respondents to this RFP.

- C. Failure to provide any of the following requirements results in elimination for consideration:

- 1. Current Unified Government Occupational License, or certification to obtain the business license within 3 business day of award of a contract.

2. Certification that the firm is not disbarred or suspended by any Federal, State, or Local Agency.
3. Certification of insurance evidencing workman's compensation coverage, general liability coverage, and automobile coverage.
4. Tax identification number.