



REQUEST FOR PROPOSAL (RFP)

MULTIFUNCTION COPIER EQUIPMENT AND RELATED SERVICES

DEADLINE: September 9, 2024 at 12:00 pm

I. Introduction

Gilpin County is inviting proposals from qualified consulting firms to provide multifunction digital copiers/printers/fax machines along with associated maintenance and supplies. The successful firm will provide for the lease or sale of multifunction copier machines and associated services as per Section II of this RFP. Gilpin is located approximately 35 miles west of Denver, in the Colorado Rocky Mountains with an elevation range between 7,000-13,294 feet above sea level and home to the premier gaming/gambling destinations in Colorado.

II. Services Required

Multifunction Copier Needs and Locations

The successful firm will lease or sell eight (8) multifunction copiers for use by Gilpin County offices. Such copiers are to be new and must not be used or refurbished in whole or in part.

1. Two (2) copiers at the Old Courthouse, 203 Eureka St., Central City, CO
2. One (1) copier at the Apex Building, 495 Apex Valley Rd., Black Hawk, CO
3. One (1) copier at the Community Center, 250 Norton Dr., Black Hawk, CO
4. One (1) copier at the Health and Human Services Building, 15193 Hwy 119, Black Hawk, CO
5. Three (3) copiers at the Justice Center, 2960 Dory Hill Rd, Black Hawk, CO

Service and Maintenance

The successful firm will provide or regular and as needed maintenance of all multifunctional copier machines purchased or leased by the County. Service will be available during regular County business hours (M-F 7:30 am to 5:30 pm) with the potential for service requests during emergency hours.

Capacity Planning

The successful firm will coordinate with County departments to select equipment that will best meet their needs with attention made to equipment that is of an appropriate size and function.

Supply

The successful firm will provide for the supply of all replacement parts at cost including toner, waste cartridges, drum units, etc.

III. Submittal Requirements

This RFP describes the requested scope of services and information to be included in each proposal. Failure to submit information to the County in accordance with the requirements of this RFP and its procedures may be cause for disqualification. The proposal should be concise and complete, covering all items identified, emphasizing an understanding of the project and the resources available to perform the intended work. Unclear or ambiguous statements must be avoided. Failure to address any of the requirements may be subject to rejection and/or misinterpretation. Inability to meet any specified requirements must be so stated and thoroughly explained. Proposals must not exceed twenty (20) pages non-inclusive of appendices. The RFP submittal shall include the following:

Letter of Transmittal:

The Letter of transmittal, addressed to Ray Rears, Gilpin County Manager, is not intended to be a summary of the proposal and must contain the following statements and information:

- a. Name, address, and telephone number(s) of the firm submitting the proposal.
- b. Name, title, address, email address, and telephone number of the contact person or persons authorized to represent the firm and to whom to direct correspondence.
- c. Taxpayer identification numbers of the firm.
- d. Brief statement of your understanding of the services to be performed and a positive commitment to provide the specified services.
- e. Signature of a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
- f. Statement which reads, "This proposal and the associated cost schedule shall be valid and binding for ninety (90) days following proposal due date. It is understood that this proposal will serve as addendum to any potential contract that is negotiated between Gilpin County the firm submitting this proposal."

General Vendor Information:

Please provide the following:

- a. Length of time in business.
- b. Total number of clients by sector.
- c. Number of full-time personnel.
- d. Location of the office which would service this account.

Technical Proposal:

Provide a detailed technical and narrative response regarding the ability to provide the components as stated within the Scope of Work. The Evaluation Criteria listed in the Evaluation of Proposals section below provides additional information and the criteria that evaluators will use:

- a. Understanding the Proposal. Responses will include comprehensive information and narrative statements that illustrate proposer's understanding of the requirements of the project and the project schedule.
- b. Methodology Used for the Proposal. Responses will include comprehensive information and narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work.
- c. Management Plan for the Proposal. Responses will include comprehensive information and narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work.
- d. Experience and Qualifications. Responses will include a detailed explanation of your experience with similar projects and employees.
 - i. Provide a detailed narrative describing your firm's experience with a minimum of three (3) projects of similar size and scope in the past five (5) years. Provide references for each project who may be contacted with respect to your firm's reputation for high quality of work, responsibility, and efficiency. Include the name, address, and telephone number of an executive in each organization who can speak knowledgeably about your work.
 - ii. Provide a narrative description of the organization and capabilities of the project team and a personnel roster that identifies each person who will actually work on the contract.

Cost Proposal:

Submit pricing/cost information in a separate package from the technical proposal, clearly marked on the outside. Do not include costs in the technical proposal. Electronic copies of proposals will include separate files for financial and technical proposals. Submit a detailed cost proposal including all costs and charges for the proposed services, including any, fees, training, implementation, and any other costs required. Estimate the hours and provide cost schedule detail for any service engagements necessary to meet the goals, if appropriate. Break down the cost proposal to indicate all costs.

- a. The proposal must contain a fee schedule that includes hourly billable rates for the work and/or services required.
- b. Describe how your services are priced, and any specific pricing you are able to provide.
- c. Define any additional charges (e.g. travel expenses).

Descriptive Pages and Brochures

All standard descriptive and/or information pages and/or brochures should be submitted in an "Appendix" following the previous sections.

IV. Evaluation Criteria and Process

Evaluation Criteria	Weight
Years in business / experience / history working with government	15%
Understanding of the project and / or services required	20%
Methodology / functionality / service or project plan	15%
Preference for local and state business	5%
Preference for minority and women owned businesses / labor surplus area firms	5%
Management plan / administration	10%
Total cost	30%
TOTAL	100%

Evaluation:

A project team will evaluate all proposals received on the basis of the Evaluation Criteria above. Following an individual rating period, the project team will meet to discuss the initial rating. The team may make recommendation to the County Manager for selection on the basis of the proposals received, or may choose to "shortlist" prospective firms for further negotiations. Individual interviews may be required for the top firm(s) who have submitted the required information. Reference checks, when conducted, will not be rated but will be considered on a "pass/fail" basis.

This RFP is not a competitive bid based on price only. Gilpin County will select the contractor that best meets the needs of the County, taking into consideration proposer qualifications, experience, methodology, timeliness, and service capabilities and other factors relevant to the County's policies, programs, administrative resources, and budget.

Gilpin County will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Written Inquiries:

Interested applicants may make written inquiries concerning this RFP to obtain clarification of requirements or additional information. No inquiries will be accepted after the date and time of the Written Inquiry Deadline indicated in the Schedule of Activities. Send all inquiries via email, referencing the RFP number and title in the subject line, to: sbower@gilpincounty.org.

Publishing:

This RFP has been published at the Rocky Mountain Bid Net System and on the County website, which may be accessed at the following links:

<https://www.bidnetdirect.com/colorado>

<https://gilpincounty.colorado.gov/news-notices/request-for-proposals-rfps>

Any modifications to this RFP or addenda pertaining to this RFP will be published to the Bid Net System and on the County Website, and all proposers are responsible to periodically check both locations for relevant updates prior to the submittal of a proposal.

V. Submission and Schedule of Activities

Submission:

One electronic submission must be received by Gilpin County prior to 12:00 p.m. on September 9, 2024. The submission must be labeled as "RFP MULTIFUNCTION COPIER EQUIPMENT AND RELATED SERVICES" in the subject line and sent to this email address: sbower@gilpincounty.org. Physical submissions will not be accepted.

Schedule of Activities:

Activity	Date
RFP Issued	August 20, 2024
Written Question Deadline	August 30, 2024
Responses to Written Inquiries Published	September 3, 2024
Proposal Submission Deadline	September 9, 2024
Anticipated Award	September 23, 2024
Project Start	November 1, 2024

VI. Miscellaneous

The RFP creates no obligation on the part of the County to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation or oral interviews (if held). The County reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.

The County further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the County may request.

Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why Gilpin County should not, upon written request, disclose such materials.

Professional Services and all documents prepared for the County by the Contractor shall conform to all applicable federal, state, and local laws, rules, regulations, ordinances, codes, and orders.

In performing the work, the Contractor shall use the degree of care and skill ordinarily exercised under similar circumstances by members of the same profession working in the Denver-Boulder metropolitan area. The Contractor represents to the County that the Contractor is, and its employees performing such work are, properly licensed and/or registered within the State of Colorado for the performance of

the work (if licensure and/or registration is required by applicable law) and that the Contractor and its employees possess the skills, knowledge, and abilities to competently, timely, and professionally complete the work

The County is not responsible for electronic submissions or communications not received, in any way associated with this RFP.