



Utah Community Action™

1307 South 900 West Salt Lake City, Utah 84104
(801) 977-1122 | utahca.org

REQUEST FOR PROPOSAL

PART 1: INTRODUCTION AND INSTRUCTIONS

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Utah Community Action (UCA) is seeking competitive proposals for the lease or purchase of copier machines. The purpose of this document is to provide detailed required specifications and to establish the basis for an agreement between UCA and the provider.

AGENCY BACKGROUND

Utah Community Action's mission is to empower individuals, strengthen families and build communities through self-sufficiency and education programs. Utah Community Action is a multi-faceted agency that helps low-income individuals and families overcome barriers to self-sufficiency. The agency has approximately 500 employees, of which 400 are benefit eligible, and annual revenues of approximately \$24M.

Utah Community Action helps remove these barriers through six core programs:

Adult Education – Helps adults with low- to moderate-income levels get access to courses and certifications that can help them work toward self-sufficiency.

Head Start – Provides education and health services to young children who would otherwise not be prepared for Kindergarten.

HEAT – Helps struggling households pay their utility bills. Both yearly application and emergency need services are available.

Case Management & Housing – Helps families find and maintain safe, affordable housing.

Nutrition – Helps feed households in need, provides meals for Head Start classrooms, and offers educational programs to teach better eating habits.

Weatherization – Helps low-income households reduce energy costs and increase comfort and safety in their homes.

Utah Community Action complies with the required federal regulations on procurement, as set forth in the Uniform Guidance 2 CFR Part 200. Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by UCA to utilize small and minority-owned businesses, women's business enterprises, and labor surplus area firms when possible. A firm qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201, Subsector 541512) by having average annual receipts for the last three fiscal years not exceeding \$27.5 million.

PROPOSAL SUBMISSIONS REQUIREMENTS

By submitting a proposal, Interested Parties acknowledge and agree that the scope of work, and evaluation process outlined herein are fair, equitable, and understood. Interested Parties further acknowledge that they have read this RFP, along with any attached or referenced documents.



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All costs incurred by Interested Parties in the preparation and submission of a proposal, including any costs incurred during interviews, presentations, or demonstrations are the responsibility of the Interested Parties and will not be reimbursed.

Proposals must be received by November 15, 2019. Proposals received after the deadline will not be accepted. Proposals can be submitted via hard copy or electronic copy to the address provided below. Any proposal not meeting the requirements of this RFP may be rejected. All materials submitted will become the property of Utah Community Action.

PROPOSAL KEY DATES

RFP Released	November 1, 2019
Proposals Due	November 15, 2019
Bidders Interviews	November 18 – 22, 2019
Selection	November 29, 2019
Units Deployed	January 15, 2020

Utah Community Action may request interviews or meetings with any of the proposers to clarify any proposals.

SUBMISSION INSTRUCTIONS AND CONTACT INFORMATION

The preferred method of submitting your proposal is via electronic copy. If providing a hard copy, one (1) original and one (1) copy must be submitted prior to deadline at the following address:

Utah Community Action
Attn: Stacy Weight, CAO
1307 South 900 West
Salt Lake City, UT 84104

General Contact: Stacy Weight, Chief Administration Officer, stacy.weight@utahca.org

PART 2: SCOPE OF SERVICES AND PROJECT REQUIREMENTS

To ensure a competitive and consistent review process each proposal submitted should include the following items and be organized with the outline provided below:

1. Letter of intent

A letter outlining the general overview of the business information and individuals who will be involved in the RFP process. This letter should be a maximum of 1 pages and clearly identify the address that will provided services to Utah Community Action as well as contact information for the authorized representative. It should also include a date through which the bid is valid (recommended 60 days).



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2. Product Pricing

The pricing proposed should be all-inclusive and stated in a price per unit and quantity price breaks if applicable. Any shipping costs should be stated separately.

Large (Heavy-duty) Color Copier (such as HP Color MFP S951dn)

The bid is to have pricing for between 5 - 6 (five to six) large/heavy-duty color copiers.

Minimum specifications:

- Easy-to-use Global Address Book for Scan to Email
- Fax Capability
- Secure Print (either with card or with pin)
- Scan to Office 365
- Extra Paper Storage
- Stapling
- Single pass scanning for two-sided documents
- Physical keyboard
- Ability to print tabloid size
- Print speed of at least up to 51 ppm, A4/Letter
- Copy speed of at least up to 51 cpm, A4/Letter
- Scan speed of at least up to 85 ipm, A4/Letter
- ADF input capacity of at least 150 sheets
- Gigabit ethernet port
- Compatibility with TCP/IP
- First page out as fast as 9 seconds (black) and as fast as 11 seconds (color), A4/Letter

3. Lease vs Buy Option

The proposal should include both an option to lease the equipment and an option to purchase the equipment.

4. Service and Warranty Pricing for 5 (five) years

The proposal should include pricing for a service/warranty contract. The service contract should include product support as well as toner/ink cartridge replacement services. Prices should be provided for a five (5) year contract.

5. Delivery of the Equipment

Units must be deployed by January 15, 2020.

PART 3: SELECTION PROCESS



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Evaluation will be completed using a weighted scale with the specified factors below.

Service and Support Costs	45 points
Warranty	15 points
Costs and Fees	35 points
Adherence to RFP instructions	5 points

Total 100 points

Selection will be made to the proposer who is the most advantageous to Utah Community Action based on the selection criteria outlined above. UCA reserves the right to not select any proposer. Following the closure of the RFP all proposers will be notified of the selection.

PART 4: WRITTEN QUESTIONS

Questions regarding the RFP must be received in writing by November 12, 2019. Questions can be submitted to Stacy Weight, CAO (stacy.weight@utahca.org). All questions will be responded to in writing and may be made available to all proposers.