

**REQUEST FOR PROPOSAL**  
**FOR**  
**COPIERS AND SERVICE AGREEMENTS**  
**BY**  
**CITY OF FARGO, NORTH DAKOTA**

I. PURPOSE

The City of Fargo is requesting proposals for copier leases or purchases to become effective July 23, 2018 for the following departments:

- Assessor's Office
- Auditor's Office
- Commission Office
- Engineering Office; potentially 3 copiers
- Human Resources
- Inspections Office
- Planning Office

II. INSTRUCTIONS TO INTERESTED PARTIES

- A. **Proposals should be received by 4:00 pm, Friday, June 22, 2018 at the following location.**

Jill Pagel  
Auditor's Office  
City of Fargo  
200 Third Street North  
Fargo, ND 58102  
701-241-8108  
jpagel@FargoND.gov

- B. Please provide five copies of the proposal. Proposals not received by the specified time noted will be rejected.
- C. The City will require the winning vendor to work with City departments which have active, existing copier lease agreements to negotiate a release from these agreements. These arrangements will need to be made between the winning vendor and the existing vendor. The City is aware of at least one such lease and there may be additional leases in place.

D. All proposals will be reviewed by a committee including but not limited to members from the Human Resources Department, City Commission Department, IS Department, Engineering and Finance Department and the contract will be awarded to the company who is best able to provide a copier, service agreement, lease or purchase agreement that meets the following requirements:

- Clear black copies
- Clear color copies
- Staple
- Collate
- 3-hole punch
- Scan to e-mail & desktop
- Large capacity
- Handles various paper sizes (i.e. 8 ½ x 11; 8 ½ x 14 and 11 x 17)
- Print Speed
- Ability to wipe or destroy hard drive
- Fax
- Local and timely response for maintenance
- Toner and other supplies built into contract

### III. TIMELINE

The committee will schedule vendor meetings to be held the week of June 25th and will make a selection shortly thereafter.

### IV. TERMS AND CONDITIONS

- A. The City reserves the right to reject any or all proposals or to award the contract to the next most qualified company if the successful firm does not execute a contract within 30 days after the award of this proposal.
- B. The City reserves the right to request clarification of information submitted and to request additional information of one or more proposing companies.
- C. Any proposal may be withdrawn up to the date and time set above for the opening of the proposals. All proposals not so withdrawn shall constitute an irrevocable offer.
- D. Any agreement or contract resulting from the acceptance of a proposal shall be on the forms either supplied by the proposer or approved by the City and shall contain, as a minimum, applicable

provisions of this request for proposal. The City reserves the right to reject any agreement that does not conform to the request for proposal and City requirement for agreements and contracts.

- E. The proposer shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the City.

V. DESCRIPTION OF PLAN DESIGN AND IMPLEMENTATION APPROACH

- A. Proposer will clearly explain the proposed options for copier purchase or lease and the terms of the service agreement as well as supplies that are included in the agreement
- B. Proposer will clearly explain the functions and capabilities of the copier
- C. Proposer will clearly explain the following details of a purchase or lease agreement:
  - Payment schedule and any additional fees (i.e. cost per copy, etc.)
  - Fair market value lease options and finance rate
  - Purchase price with maintenance contract
  - Capital purchase with traditional lease financing
  - Existing competitively procured contracts available
- D. Proposer will provide a minimum of three client references that have been maintained for a period of at least two years.