COPIER/PRINTERS

INVITATION TO BID (ITB)

Los Angeles County Children and Families First – Proposition 10 Commission (aka First 5 LA)

RELEASE DATE: FEBRUARY 10, 2017
TABLE OF CONTENTS

I. TIMELINE FOR SELECTION PROCESS .................................................................3
II. BACKGROUND ..................................................................................................4
III. PROJECT OVERVIEW AND SPECIFICATIONS .............................................4
IV. REQUIRED DOCUMENTS AND SUBMISSION .............................................5
V. SELECTION PROCESS AND REVIEW CRITERIA ..........................................6
VI. TERMS OF PROJECT .......................................................................................7
VII. TERMS OF THE ITB .....................................................................................7
VIII. CONTRACTUAL CONSIDERATIONS ..........................................................8
IX. APPEALS POLICY .........................................................................................8
X. APPENDIX .......................................................................................................8
I. TIMELINE FOR SELECTION PROCESS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation to Bid (ITB) Released</td>
<td>February 10, 2017</td>
</tr>
<tr>
<td>Final date to submit questions and requests for additional information</td>
<td>February 16, 2017</td>
</tr>
<tr>
<td>Posting of responses to questions</td>
<td>February 17, 2017</td>
</tr>
<tr>
<td>Bids Due</td>
<td>February 24, 2017</td>
</tr>
<tr>
<td>Vendor Selected &amp; Notification</td>
<td>March 21, 2017</td>
</tr>
<tr>
<td>Board of Commissioners Approval</td>
<td>April 13, 2017</td>
</tr>
<tr>
<td>Contract Start Date</td>
<td>April 28, 2017</td>
</tr>
</tbody>
</table>

To respond to this ITB, please email your bid to: Daniel Su at dsu@first5la.org no later than 5 p.m. PST on February 24, 2017

All questions and requests for additional information regarding this ITB must be received by First 5 LA via email before 5 p.m. PST on February 16, 2017. Questions and requests for additional information must be submitted in writing to Daniel Su, Interim Director of Information Technology via email at dsu@first5la.org. First 5 LA reserves the sole right to determine the timing and content of the responses to all questions and requests for additional information. First 5 LA may respond to individual inquiries and then post replies to all questions by the posting date.

---

1 Note: Dates are subject to change at First 5 LA’s sole discretion.
II. BACKGROUND

First 5 LA — Giving Kids the Best Start

In 1998, California voters passed Proposition 10, which levied a 50-cent per pack tax on all tobacco products. The resulting tax revenues were earmarked for the creation of a comprehensive system of information and services to advance early childhood development and school readiness within each county in California. In Los Angeles County, the First 5 LA Commission was formed as a public entity to develop and oversee various early childhood initiatives and to manage the funding from Proposition 10. Since 1998, First 5 LA has invested more than $1 billion to improve the health, safety and school readiness of children prenatal to age 5.

III. PROJECT OVERVIEW AND SPECIFICATIONS

First 5 LA is soliciting bids for a 60-month Fair Market Value lease or direct purchase of two (2) black and white copier/printers and maintenance support services. The copier/printers will be set-up at the First 5 LA’s offices located 750 North Alameda Street, Los Angeles, California. Selected vendor must deliver new copier/printers and support the replacement of two (2) existing Xerox D110 copier/printers. The bid should be complete with licensed software, initial printer/copier supplies, necessary accessories, installation and training for seamless operations of the equipment. The monthly volume is approximately 20,000 copies per copier/printer. First 5 LA reserves the right to purchase or lease additional copiers/printers through this Invitation to Bid.

Interested vendors should provide their bids based on the following (A) Copier/Printers Specification and (B) Maintenance Service Specifications.

A. Copier/Printers Specifications – All equipment must be new. The preferred specifications and features are as follows:

- Type: Monochrome Black and White
- Speed: 100 Pages Per Minute
- Resolution: 1600 x 1600 dpi or better
- Line Screens: 100 lpi or better
- Scan Speed: 160 ipm or better. Simplex / Duplex
- Capacity: 4,000 Sheets / 4 to 5 Trays
- Papers: A4, B4, A3
- Media Dimensions: Minimum 4” x 6”. Maximum close to 13” x 19.2”
- Media Weight: Minimum 16 lb. bond (52 g/m²). Maximum close to 140 lb. bond (253 g/m²)
- Media Types: Carbonless, Document Folders, Synthetics, Tabs, Labels, and Coated Stock
- Features: Duplex Copy, Print, Email, Scan to Network and Printed sides
- Connection: Ethernet 10/100 or Gigabit
- Feeder: High Capacity
- Finisher:
  - 3,000 sheet stacker capacity
  - 200 sheet top tray capacity
  - Variable-length stapler – Staples up to 100 sheets, multi-position single or dual
  - 2 and 3 hole punch
  - De-curler
- User Interface: Touch-screen
B. Maintenance Service Support Specifications — The preferred maintenance service support specifications are as follows:

- Setup: Delivery, installation, configuration and training
- Telephone tech support
- 4-Hour service response time
- All consumable supplies, such as drum, developer, fuser rollers, etc. (except papers and staples)
- All OEM parts and installation
- Black OEM toners
- Waste toner bottles and disposal
  - Quarterly preventative maintenance service
- Loaner Copier provided to the client, if vendor fails to make the necessary repair after 5 calendar days.

IV. REQUIRED DOCUMENTS AND SUBMISSION

Bidders must submit the following required documents through email to be considered for this ITB. The maximum number of pages allowed is 30 pages, excluding product and manufacturer’s brochures and reports. All documentation for hardware, software, and media needed for a successful operation of the equipment must be included in the bid.

Required Documents:

1. **Cover Letter:** The letter should be written on official letterhead and must be signed by an individual who is authorized to enter into a contract on behalf of the bidder. The letter should include (1) a general description of the company’s interest and ability to provide the requested services, (2) indicate the name and contact information for the principal contact for negotiations, and (3) a statement to indicate whether the proposal includes a lease bid, a purchase bid, or both.

2. **Deliverables:** This section should include 2 distinctive parts.
   
   o **Part 1:** Copier/Printer Specifications Comparison
     Based on the specifications, the proposal should include a side-by-side comparison between First 5 LA’s requirements and the proposed copier/printer specifications.

   o **Part 2:** Maintenance Support Services Specifications
     Based on the specifications, the proposal should indicate whether the bidder has a standard service level agreement (SLA) and meets each of the maintenance service preferred specifications. Vendors must provide a sample of their normal maintenance agreement. The vendor should demonstrate that it currently has a local area service unit that can provide a sufficient number of skilled technicians and adequate inventory of repair parts to effectively support the First 5 LA area. Specific factors to be considered include turnaround time, availability of replacement parts, and level of responsiveness.

3. **Budget/Pricing:** The budget should be separated into two parts:

   o **Part A:** Budget for the Machine
     - Machine’s monthly Fair Market Value lease cost, if proposed
     - Machine’s straight purchase cost, if proposed

   *Lease and purchase bids will be evaluated separately.*
*Taxes and all other cost must be itemized separately.*

- **Part B: Budget for Maintenance and Support Services**
  The cost of service/maintenance contract can be presented in two ways based on 20,000 copies monthly volume -
  - Cost-Per-Click
  - Monthly charge

4. **Supplemental Documents**
   - **References:** A list of two (2) current or most recent clients for which the bidder has provided maintenance services for similar machines and volume.
   - **Proposed Terms and Conditions:** Vendor must provide copies of all legal documents, including but not limited to terms and conditions, which are prepared for the lease or purchase of the copier/printers.
   - **Overview of Manufacturer’s History and Machine Reliability:** This section provides an explanation for recommending the proposed copier/printers and should include information about the reliability of the machines, as well as the manufacturer’s history and experience in copier/printer technology and manufacturing. Specific factors to be considered are (1) established history of manufacturing, (2) reliability of the machine as measured by minimum downtown, (3) number of clients with proposed copier/printer, (4) number of clients under maintenance contracts, and (5) number of patches/fixes and the number of years since last patch/fix was needed.

Failure to submit all required attachments will constitute an incomplete bid and may be grounds for disqualification. Bidders are responsible for any errors omissions in their bids and applications. To respond to this ITB, please email your bid and all required documents to Daniel Su at dsu@first5la.org no later than 5 p.m. PST on February 24, 2017. Bids received after this deadline will not be considered. It is the responsibility of the bidder to ensure, prior to submission, that its bid reflects the requirements of this solicitation. First 5 LA retains the right to require additional information from bidder to determine the accuracy of bid information.

V. **SELECTION PROCESS AND REVIEW CRITERIA**

This ITB is open to all that are eligible to apply. To ensure that a sufficient number of bids are received, First 5 LA will use diverse outreach methods, including but not limited to emailing vendors and posting on our online Funding Center at [http://www.first5la.org/Funding-Center](http://www.first5la.org/Funding-Center).

Only bids received by the posted deadline will be considered. First 5 LA will review the bidders based on the multi-stage review process detailed below. To be considered, bids must score satisfactorily in each level of review, as applicable.

**Level 1 Internal Review:**
First 5 LA will evaluate all bids for completeness and minimum requirements. Basic requirements include timely receipt of bid and submission of all required attachments. Bids with omissions of any required documentation may be subject to disqualification.

**Level 2 Bid Review:**
Bidders that pass Level 1 review will proceed to Level 2 review. These bids will be evaluated based on the requirements set forth in Appendix A: Scoring Criteria. Internal reviewers will review and score bids using the review tool listed as Appendix A. Internal Reviewers will sign a Conflict-of-Interest form prior to reviewing any bid.
Selection between Lease or Purchase
Upon review of all bids, First 5 LA will choose whether it will pursue the lease or purchase option. This decision will be based on multiple asset management factors, including but not limited to cost and First 5 LA’s internal operational needs. First 5 LA will conduct a cost-benefit analysis of the cost to own, cost to lease, and the advantages and disadvantages of any relevant factors. The highest scoring bidder among the lease or purchase option (whichever is selected) will be recommended to the First 5 LA’s Board of Commissioners for award of the contract.

VI. TERMS OF PROJECT

If the lease option is selected, First 5 LA intends to enter into a 60-month, all-inclusive agreement that includes monthly copier/printers leasing payments, applicable taxes and maintenance service support based on the specifications. At the end of the initial 60-month lease period, First 5 LA reserves the right to buy the equipment for Fair Market Value. First 5 LA may also select the option to extend the contract period, at the same rate of the original lease, in one year increments for up to three years. Extension of the contract period shall be by mutual agreement in writing.

If the purchase option is selected, First 5 LA intends to purchase the machines and then enter into a 60-month maintenance support agreement to include training, and maintenance service support based on the specifications. Should First 5 LA choose the purchase option, it may opt to continue to receive support services from the awarded bidder as long as the copier/printers are used by First 5 LA or to solicit for support services from another provider.

For either lease or purchase, the printer/copiers should be delivered and installed approximately by May 2017.

VII. TERMS OF THE ITB

First 5 LA has the right to amend this solicitation by written addendum. Such addenda shall be made available via the online funding center. Failure to address the requirements of an addenda may result in the proposal not being considered, at the sole discretion of First 5 LA. It is the responsibility of proposers to ensure, prior to submission, that their application reflects the most recent addenda information and ITB requirements. Addenda to this solicitation, if any, will be posted on First 5 LA’s website at http://www.first5la.org/Funding-Center.

First 5 LA reserves the right to reject all bids and re-solicit for bids. Failure to comply with bid specifications shall be grounds for disqualification of bids. Each bidder shall be required to honor the price and specifications quoted for a minimum of sixty (60) calendar days following submission of the bid. First 5 LA also reserves the right to cancel this ITB, in its sole discretion, at any time before execution of a contract.

First 5 LA shall not be liable for any costs incurred in connection with a bidder’s preparation of a bid in response to this ITB. Any attached materials submitted in response to this ITB shall become First 5 LA’s property and subject to public disclosure.

Each bid shall be retained for official files and will become public record upon submittal unless the bid or specific parts of the bid can be shown to be exempt from disclosure by law. The budget, specifications and other contractual information may be included in board materials which are made public if the contract requires board approval. Each bidder may clearly label parts of a bid as “CONFIDENTIAL” if the bidder thereby agrees to indemnify and defend First 5 LA for honoring such a designation. The failure to so label any information that is released by First 5 LA shall constitute a
complete waiver of all claims for damages caused by any release of the information. If a public records request for information labeled confidential is received by First 5 LA, First 5 LA will notify the bidder of the request. Within seven (7) calendar days after First 5 LA’s notification to the bidder, it will be the bidder’s duty to act in protection of the labeled information. The bidder’s failure to so act shall constitute a complete waiver.

The bidder agrees that, by submitting a bid, the bidder authorizes First 5 LA to verify any or all information and/or references submitted in the bid.

VIII. CONTRACTUAL CONSIDERATIONS

Current and former First 5 LA grantees, contractors and vendors must be in good standing and compliant with all aspects of current and former agreements with First 5 LA in order to be eligible to respond to this ITB. First 5 LA may deem a bidder ineligible to respond to this ITB if it finds, in its sole discretion, that the bidder has done any of the following: (1) violated any term or condition of a First 5 LA agreement; (2) committed any act or omission, or engaged in a pattern or practice, that negatively reflects on the bidder’s quality, fitness or capacity to perform services listed in this ITB; (3) committed an act or offense that indicates a lack of business integrity or business dishonesty; or (4) made or submitted a false claim to First 5 LA or any other public entity.

First 5 LA may, after contract award, amend the awarded contract, specifications and any other exhibits in accordance with the terms of the contract and as needed throughout the contract term to best meet the needs of First 5 LA.

If the value of the contract is $75,000 or more in the aggregate in any fiscal year, the award and execution of the contract is subject to First 5 LA’s Board approval. Any performance of services commenced prior to obtaining all written approvals by First 5 LA shall be considered voluntary.

Unless otherwise submitted during the ITB process, the successful bidder will be required to submit additional required documentation including, but not limited to, the following documents before the awarded contract can be fully executed:

- Completed IRS Form W-9

IX. APPEALS POLICY

First 5 LA reserves the right, without prejudice, to reject any or all submitted bids. An appeal shall be permitted only on the grounds that the decision violated applicable law, First 5 LA policies and procedures, or the terms of this ITB. Appeals challenging First 5 LA’s decision on the merits or qualifications of bidders or the scoring of bids shall not be permitted. An appeal of a First 5 LA decision shall be in writing and filed with the office of the Executive Director, or his or her designee, within ten (10) business days following the date the notification of decision is made by First 5 LA. For more information, please refer to the Appeals Policy located at http://www.first5la.org/About-Us/Policies.

X. APPENDIX

- Appendix A – Level 2 Review: Bid Scoring Criteria