



**ALAMOGORDO PUBLIC SCHOOLS
REQUEST FOR PROPOSAL**

RFP #015-2021

RFP TITLE: District Wide Copiers

COMMODITY CODE:

60038, 60039,60040,60042,60043

RFP ISSUE DATE	05/07/2021
PRE-PROPOSAL MEETING AND LOCATION	N/A
DEADLINE FOR written QUESTIONS	05/19/2021
RFP DUE DATE AND TIME	05/26/2021 @ 3:00 PM
EVALUATION OF PROPOSALS	05/27/2021

PROPOSALS MUST BE RECEIVED BY THE DUE DATE AND TIME IN ORDER TO BE CONSIDERED RESPONSIVE TO THIS SOLICITATION. NO PROPOSALS WILL BE RECEIVED AND OR CONSIDERED AFTER THE DUE DATE AND TIME.

District Contact Information

Name/Title	Dillon Voss, Chief Procurement Officer
Phone Number	575-812-6046
E-Mail	dillon.voss@alamogordoschools.org

Any inquiries or requests regarding this procurement should be submitted, in writing, to the Chief Procurement Officer. Offerors may contact ONLY the Chief Procurement Officer regarding this procurement. Other APS employees or Evaluation Committee members do not have the authority to respond on behalf of APS. Communications directed to parties other than the Chief Procurement Officer will have no legal bearing on this RFP or the resulting contract(s). All responses from Alamogordo Public Schools will be provided in writing to all offerors by addendum.

Offerors are encouraged to submit proposals electronically via Alamogordo Public Schools vendor registry portal at the link below.

[APS Vendor Registry Portal](#)

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III. GENERAL INSTRUCTIONS

1. **RFP Documentation:** Offerors are expected to be familiar with all documents contained in this RFP to ensure offerors proposals are in compliance with all provisions contained in this Request for Proposal. Offerors must notify Alamogordo Public Schools of any inconsistency or error in review of the RFP Documents.
2. **SCOPE OF WORK:** The District may add to or delete from the Scope of Work set forth in this RFP.
3. **Written Questions:** Offerors may submit written questions to offer clarity to the terms of the RFP. All questions must be submitted to the Chief Procurement Officer listed no later than the date listed in this RFP. The District will respond by addendum to the submitted written questions.
4. **Submission:** The Submission of a proposal constitutes that the offeror has made all appropriate examinations, investigations and analysis and has made provision as to the cost in submitted proposal. By responding to this RFP offeror acknowledges and agrees to the terms and conditions set forth in this RFP and by addendum.
5. **Incurring Cost:** The offeror shall bear the full burden of any cost associated with the preparation, transmittal, and/or presentation of any material, equipment, system submitted in response to this RFP.
6. **Proposal Firm:** Responses to this RFP including price proposals shall be considered firm for One Hundred Twenty (120) days after the response due date.
7. **Forms and Addendums:** The offeror shall be responsible for ensuring that they are in possession of the most recent copy of this RFP including any/all addendums that have been issued. No addendum will be issued later than five calendar days prior to the due date of receipt of proposals. The only addendum that may be issued within Five (5) calendar days of the receipt of Proposals is one which withdraws the RFP or one that extends the proposal receipt due date and time. It is the responsibility of the offeror to acknowledge all addendums in their proposal.
8. **Correction and Withdrawal of Proposal:** Corrections are to be initialed in ink by the individual authorized to sign the proposal on behalf of the offeror. Offerors are permitted to withdraw their proposal any time prior to the deadline of receipt of proposals by submitting a written withdrawal request to the Chief Procurement Officer.
9. **District Discretion:** The Alamogordo Public School District reserves its right in its sole discretion to “waive technical irregularities in the form of the bid or proposal of the low bidder or offeror which do not alter the price, quality or quantity of the services, construction or items of tangible personal property bid or offered” pursuant to NMSA 1978,§13-1-132
10. **Responsive Offeror:** The Chief Procurement Officer may make investigations to determine if the offeror’s proposal meets the requirement of a responsive offer as set forth in [§13-1-85](#) the district may reject a proposal if it is does not meet the requirements set forth in [§13-1-85](#)
11. **Award:** Alamogordo Public Schools reserves the right to award all, part, or none of the scope of work detailed in this RFP. This Request for Proposals in no way obligates Alamogordo Public Schools into entering business with any potential offeror without a fully executed contract or purchase order.

12. **Preferences:** Preferences for New Mexico In-State Resident Business and Resident Veteran Business may be awarded in compliance with [NMSA 1978 §13-1-21](#). Offerors will be required to provide in their proposal a current copy of their certificate issued by the New Mexico State Taxation and Revenue to receive preference scoring. In the event that an offerors proposal is a joint venture the offeror must state what percentage of the work will be preformed by the Resident Business and/or Resident Veteran Business. Pursuant to [NMSA 1978 § 13-1-21 H](#), an offeror cannot be awarded both a Residential Preference and a Resident Verteran Preference. Pursuant to [NMSA 1978 §13-1-21 J](#), New Mexico Preference shall not apply when the expenditures for this RFP include federal funds for specific purchases.
13. **RFP Cancelation or rejection:** This Request for Proposals may be canceled and or proposals be rejected in whole or in part when deemed in the best interest of the Alamogordo Public Schools pursuant to [NMSA 1978 §13-1-131](#).
14. **Multi-Award:** The Alamogordo Public Schools District reserves the right to multi-award contracts when necessary for adequate delivery of services pursuant to [NMSA, §13-1-153](#).
15. **Board of Education Approval:** Award of resulting contract from this RFP is not considered final until approved and signed by the Alamogordo Public Schools Board of Education President or Member and the Contractor.

DEFINITIONS OF TERMINOLOGY

Award of Contract: shall mean a formal written notice by the Alamogordo Public Schools that a firm has been selected to enter into a contract for services. Any Notice of Award that has not resulted in a written signed bilateral Agreement between the successful offeror and the Alamogordo Public School District , within I month of written notice of award, shall result in the termination of negotiations and not be considered an award.

Contract: means a signed bilateral agreement between the APS District and a successful offeror/contractor for the work covered by this RFP.

Contractor: means successful Offeror awarded the contract.

Determination: means the written documentation of a decision of the Selection Committee, including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

District: for purposes of this RFP, means the Alamogordo Public Schools Governing Board and is synonymous with the terms and acronym “ Owner “ and “ APS” .

Entity: means the Owner, Alamogordo Public Schools (APS).

Offeror: is any person, corporation, or partnership who chooses to submit a proposal in response to this RFP.

Owner: is Alamogordo Public Schools District.

Proposal: is the Offeror’s response to this RFP.

Request for Proposals: or “RFP” means all documents, attached or incorporated by reference , used for soliciting proposals.

Resident Business, Resident Contractor, Veteran Business, Veteran Contractor means an entity that has a valid resident certificate issued by the NM Taxation and Revenue Department pursuant to NMSA 1978 [§ 13-1-21](#) and [§ 13-1-22](#).

Responsible Offeror: means an Offeror who submits a responsive proposal and who has furnished, when required , information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the proposal.

Responsive Offer or **Responsive Proposal** means an offer or proposal, which conforms to all material, respects to the requirements set forth in the RFP. Material respects of a RFP include, but are not limited to quality, quantity or delivery requirements.

Selection Committee: means a body constituted in accordance with NMSA 1978 [§ 13-1-121](#) to perform the evaluation of Offeror proposal submittals.

The terms “**must,**” “**shall,**” “**will,**” “**is required,**” or “**are required**” identify a necessary item or factor. Failure to comply with such an item or factor may result in the rejection of the Offeror’s proposal.

The terms “**can,**” “**may,**” “**should,**” “**preferably,**” or “**prefers**” identifies a desirable or discretionary item or factor. Failure to comply with such an item or factor may result in the rejection of the Offeror's proposal. Rejection of the proposal will be subject to review by the Selection Committee and the final decision on rejection will be made by the Committee Chairman.

II. SCOPE OF WORK

The Alamogordo Public School District is seeking copiers to lease on a 5 year term paid over 60 months. Copiers must be fast, efficient, complete basic tasks such as punching holes, staples, and two-sided black/white or color copies. Vendor must be able to provide copiers and printers for each school campus, department and administrative facility in the district giving each facility the ability to make day-to-day copies, flyers, scans, and print multiple page sizes up to 11x17 and other basic media. See section III Specifications for further detail on items included in this scope of work.

III. SPECIFICATIONS

The Alamogordo Public School District has compiled the following list as Specifications to be met by the vendor to insure the district receives the desired service and/or product.

1. Printer/Copier Speed :

Please list several copier models offered by you company in the following quantity and PPM speeds

- A minimum of 40 copiers at 60-70 PPM
- A minimum of 21 copiers at 75-90 PPM
- A minimum of 4 copiers at 90+ PPM

2. Printer/Copier Functions:

Machines must be able to complete the following functions

- Scanning
- Mobile printing or follow-me printing
- Stapling
- Document feeding
- Card reading
- Hole punching
- 2 sided printing
- Collation
- Black and white and color printing
- Print and copy multiple page sizes up to 11X17

3. APS Staff Training:

Please specify if your company will train APS staff on how to trouble shoot and make minor repairs to equipment.

4. Service Visits:

Please specify if service visits for the contract term are included at no extra cost, if not please include service visit cost in price proposal.

5. Replacement Parts and Equipment:

Please specify if your company will provide replacement equipment or parts, substitution equipment, add on, trade ups, etc. as part of a standard lease agreement with no additional cost. If not please provide cost breakdown as part of your price proposal.

6. Ink Cartridges and Toner:

Please specify if all ink cartridges and toner and any other required replaceable components are provided. List monthly price of ink, toner and any other required component in price proposal.

7. Additional Components:

List any additional components you company offers such as large capacity paper trays etc.

8. Extended Warranty:

List any extended warranty on products and services beyond the manufactures warranty.

IV. INSURANCE REQUIREMENTS

Liability insurance shall be on a comprehensive basis and shall include the following divisions of coverage:

Comprehensive General Liability -Premises and Operations including broad form property damage and contractual liability[1]	\$2,000,000 each occurrence
[2]Professional Liability/Errors and Omission	\$2,000,000 Combined single limit each occurrence[3]

Other required coverage's:

Workers Compensation	Statutory-New Mexico (all employees and subcontractors as applicable)
[4] Automobile Liability Insurance for Contractors Providing Vehicles	\$500,000 Combined single limit each occurrence[5]
OR	
Automobile Liability Insurance for Sole Contractors/Subcontractors Using Personal Vehicles	\$100,000 each person \$300,000 limit each occurrence

OFFEROR WILL BE RESPONSIBLE FOR ALL REQUIRED INSURANCE COVERAGE AS PER THE APS STANDARD CONTRACT FOR PROFESSIONAL SERVICES (APPENDIX A) AND ALL APPLICABLE LOCAL, STATE AND FEDERAL LAWS AND REGULATIONS.

Coverage shall be with an insurer authorized by the State of New Mexico and shall carry a Best's rating of not less than "A" in the A.M. Best's Key Rating Guide. The Alamogordo Public Schools, its board of education, and employees must be named as Additional Insureds with respect to all of the coverages. Evidence of insurance policies and forms adequate to confirm the currency and adequacy of coverage shall be provided to the District prior to the onset of service and the contract shall be conditioned upon the approval of same by the District.

NOTE: Offerors must provide certificates of current insurance coverage.

V. PROPOSAL FORMAT

The Offeror's proposal should follow this format:

COVER LETTER

Company/Team Information

1. Brief history of the Company.
2. Type of ownership.
3. Statements as to size of professional staff.
4. Name of partner in charge, project manager, and other key team players.
5. Time/Date availability of firms to perform services.
6. Signature and contact information for the main point of contact the district should use for this RFP

TECHNICAL PROPOSAL MUST INCLUDE THE FOLLOWING:

- A. The technical proposal must be sealed and marked on the outside as follows: **TECHNICAL PROPOSAL for RFP 015-2021 District Wide Copiers**
Table of Contents
- B. Letter of Introduction and Expression of Interest
- C. Related Experience and Qualifications, Including Experience and Credentials of Team
 - a. List and describe previous experience with the Alamogordo Public Schools.
 - b. List and describe experience with other New Mexico government, private and public entities apart from educational settings if any.
 - c. Address the items listed in the scope of work and specifications
- D. References: Provide three references or contact information for entities with relevant contractual relationship to the entity
- E. Campaign Contribution Disclosure Form completed and signed (Appendix A)
- F. Prospective Contractor Conflict of Interest Certification Form completed and signed (Appendix B)
- G. Debarment/Suspension Certification Form completed and signed (Appendix C)
- H. An electronic copy of the proposal on a flash drive (Note: Item H is only required if the offerors proposal is being delivered in physical format if offeror uploaded a proposal to Vendor Registry an electronic copy on a flash drive is not necessary.)
- I. **Valid** In-State/Veteran's Preference Certificate copy (if applicable)

The Offeror can upload their submission to Vendor Registry via the link below

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=f1a94450-3adf-4996-8cb9-c3957989cb2c>

OR

The Offeror is required to submit **ONE (1)** original and **Five (5)** copies of proposal and the required supporting documentation **if the offeror's proposal is being mailed or delivered to APS District offices.**

The Offeror is required to submit an **electronic copy** of the proposal on a **flash drive** if the offeror's proposal is being mailed or delivered to APS District offices.

If the Offeror considers any part of its proposal material to be proprietary technical or business information, such material shall be prominently and clearly mark as "PROPRIETARY" or "TRADE SECRET."

VI. EVALUATION CRITERIA (maximum points available – 100 pts)

Criteria	Points
Printer/Copier Speed and function (reference Section III items 1 and 2)	20
All ink and toner cartridges and additional required replaceable components are included in the standard lease agreement.	15
Service visits are included in the standard lease agreement at no extra cost.	10
Replacement equipment or parts, substitution equipment, add on, trade ups, etc. are offered as part of a standard lease agreement with no additional cost.	15
Training of APS staff for trouble shooting and minor repairs of equipment	15
Additional components listed	15
Extended Warranty (beyond the manufactures warranty on products and services) Min 1 year	10

PRICE PROPOSAL (maximum points available – 50pts)

Contract/Lease Sum	20
Monthly Cost for Ink/Toner	5
Additional cost for service visits	10
Cost for replacement parts or equipment	3
Cost of any additional components listed	4
Cost per copy	5
Any additional costs	3

NM Resident Preference if applicable	5 possible points
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or

NM Resident Veteran preference if applicable	10 possible points
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TOTAL POSSIBLE POINTS: 160

- A. The Price Proposal must be submitted separate from the technical proposal. It must be marked the same as the technical proposal and include the wording “PRICE PROPOSAL”
- B. Cover page with the name, address, and phone number of the offeror
- C. List cost for the following on the attached sheet listed as Attachment 1
 - a. Contact/Lease sum paid over 60 months
 - b. Monthly cost for ink/toner
 - c. Any additional cost for service visits
 - d. Cost breakdown for replacement parts or equipment, substitution equipment, add-ons, trade ups if not included in the contract/lease sum.
 - e. Cost of any additional components listed
 - f. Cost per copy (if any)
 - g. Any additional cost not accounted for above
- D. **NOTE: It is the Offeror’s responsibility to provide full information in order to evaluate the criteria above**

CONCLUSION

Only the District is authorized to release information about projects covered by this RFP. The Offeror must refer to the District any requests to release or inspect any information that pertains to the work or activities covered by any action or award related to this RFP.

The District reserves the right to make multiple awards.

For questions regarding this Request for Proposals:

Dillon Voss, Chief Procurement Officer
1211 Hawaii Ave
Alamogordo, NM 88310
(575) 812-6046

Any inquiries or requests regarding this procurement should be submitted, ***in writing***, to the Chief Procurement Officer. Offerors may contact ONLY the Chief Procurement Officer regarding this procurement. Other APS employees or Evaluation Committee members do not have the authority to respond on behalf of APS.