

CITY OF EVANSVILLE
VANDERBURGH COUNTY



Request for Proposals

RFP-948-01-2025

FOR

**Lease Price Agreement for Multi-Function
(Printing/Scanning/Copying) Device**

1. Introduction

On behalf of the City of Evansville-Vanderburgh County Board of Public Works and the Vanderburgh County Commissioners the joint Computer Services Department ("City/County") is requesting proposals from qualified vendors for the following:

- Lease/Price/Maintenance agreement to provide, install, and maintain Multi-Function Devices (MFDs) that combine copying, scanning, printing, and faxing capabilities for the City of Evansville and Vanderburgh County

The proposals will be publicly opened and read aloud at 1:30 p.m. CDT on Thursday, October 23, 2025 at the regularly scheduled meeting of the Board of Public Works, in Room 301, Civic Center Complex, 1 N.W. Martin Luther King, Jr. Boulevard, Evansville, Indiana 47708. Vendors may deliver proposals directly to the Board by 1:30 p.m. CST the day of the public opening.

Any proposal delivered before 1:15 p.m. CDT on Thursday, October 23, 2025 must be delivered to the Purchasing Department Office, Room 323, Civic Center Complex, 1 N.W. Martin Luther King, Jr. Boulevard, Evansville, Indiana 47708.

Mark outside of SEALED envelope containing proposals with the following:

SEALED PROPOSAL ENCLOSED

(Vendor Name)

Multi-Function Printing/Scanning/Copying Devices

RFP-009-01-2025

Opening: Thursday, October 23, 2025

The City of Evansville and Vanderburgh County is looking to set forth a five year lease agreement to provide and maintain multifunction devices that combine copying, scanning, printing, and faxing capabilities for city and county departments. The City/County currently have approximately fifty (50) multi-function devices needing replacement however the City/County intends to replace current devices as their useful life come to an end. Removal and disposal of old devices will not be responsibility of the awarded vendor. Monthly usage varies within departments, with some departments considered mid-volume and others high-volume.

All prices shall be Free on Board ("FOB") and delivered to various City and County Department locations within the City of Evansville, Vanderburgh County.

- A. The Vendor shall state any discounts to apply. Discounts must be shown for individual items unless all items have the same percentage of discounts.
- B. Firm price proposals are required unless specifically designated otherwise. Any proposal which is subject to an open or unlimited escalator clause may be rejected.
- C. The City/County reserves the right to award on a line-item basis or lump sum basis, whichever is in the best interest of the City/County.
- D. Contract shall be awarded to the lowest, most responsive and responsible Vendor taking into consideration reliability, productivity, and cost of maintenance, quality, performance and time of delivery.

2. RIGHT OF REJECTION

The City/County reserves the right to reject any one or all quotes, or any part of any quote, to waive any informality in any quote, and to award the purchase in the best interest of the City/County. Furthermore, the City/County reserves the right to hold the proposals of the 3 (three) lowest vendors for a period of 90 (ninety) calendar days from and after the time of the opening of the proposals.

3. CONTACT WITH MUNICIPAL EMPLOYEES

To ensure a fair and objective evaluation of all proposals, Vendors are required to submit all inquiries in writing to Dachenae Streeter via email at dstreeter@evansville.in.gov. The email should be titled *"2025 MULTIFUNCTION DEVICES RFP"*

4. AWARD

It is the intent of the Board to enter a five (5) year agreement, with the ability to extend for an addition three (3), twelve (12) month terms with a provider that will emphasize administrative efficiencies, and possess the capacity, infrastructure, and organizational competence to perform required functions necessary for managed care under this proposal.

All agreed upon pricing shall be guaranteed pricing throughout the lifetime of the agreement.

Proposals will first be reviewed to determine if the mandatory requirements have been met. Responsiveness will be measured by the Vendor's response to the stated requirements in the specifications. Failure to provide the mandatory requirements may result in the quote being rejected.

Accepted proposals will be reviewed by an evaluation committee and scored against stated criteria. During the evaluation process, the City may, at its discretion, request anyone or all firms to make oral presentations to supplement their proposals. Such presentations will provide firms with an opportunity to answer any questions the City may have on the firm's proposal. Not all firms may be asked to make such oral presentations.

Proposals will be evaluated on the basis of the Vendor's experience in providing similar service, experience, price, references provided and the ability of the Vendor to meet the City's reporting and scheduling requirements.

The City/County reserves the right to negotiate the terms of the contract, including the award amount of this service contract, with the selected vendor prior to entering into a contract. The City/County reserves the right to hold the proposal of the three (3) lowest vendors for a period of sixty (60) calendar days from and after the time of the opening.

5. PUBLIC PROPOSALS OPENING PROCEDURES

- A. The purpose of a public opening is for a reading of proposals received. Under normal circumstances, no award will be made or implied at this time, unless otherwise indicated.
- B. Only the following information will be given:

- a. Vendor name
- C. Proposals or related documents may not be reviewed at the proposal opening. No discussion of any nature concerning brand names, deliveries, samples, etc., can be entered into between any City/County personnel and any Vendor personnel during or after the proposal opening until the evaluation of proposals has been completed and a recommendation for award has been made.
- D. A copy of the combined scorecard be available to review in the City/County Purchasing Department, Room 323, Civic Center Complex 1 NW M. L. King Jr. Blvd between the hours of 8:00 a.m. and 3:00 p.m. upon completion of the recommended award.
- E. Vendors who wish to review or request copies of proposals may do so by contacting the Purchasing Department at dstreeter@evansville.in.gov or at the above address and time. A fee may be charged for paper copies.

6. SCOPE OF WORK

- A. Vendors are expected to provide:
 - a. Multi-Function Devices that offer printing, scanning, and copying
 - b. Installation and configuration at multiple locations
 - c. Integration with existing network infrastructure
 - d. User Training
 - e. Ongoing maintenance and support
 - f. Supplies (excluding paper)

7. DEVICE REQUIREMENTS

The City-County is seeking price proposals for MFD's that meet or exceed the specifications of the device being replace. A list of devices currently needing replacement can be found on the Proposal Spreadsheet, in the same row that the vendor will enter their price proposals.

- A. Minimum Technical Specifications (Per Device):
 - a. Print/Copy Speed: [e.g., minimum 35 pages per minute (ppm)]
 - b. Duplex printing
 - c. Color and B/W printing
 - d. Network connectivity (wired/wireless)
 - e. Secure print release
 - f. Scan-to-email and scan-to-network-folder functionality
 - g. Monthly duty cycle: [e.g., 10,000 pages or more]
 - h. Intuitive touchscreen interface
- B. Optional Features (Please price separately):
 - a. Mobile printing support (AirPrint, Google Cloud Print)
 - b. OCR for scanned documents
 - c. Card reader authentication

8. SERVICE AND MAINTENANCE

- A. Response time for service calls: [e.g., within 4 hours]
- B. Preventative maintenance schedule
- C. Supply replenishment process
- D. Replacement policy for malfunctioning equipment
- E. Guaranteed Up-time

9. PROPOSAL REQUIREMENTS

- A. All proposals must include the following:
 - a. Company overview and relevant experience
 - b. Description and model numbers of proposed devices
 - c. Pricing must be given on the cost proposal spreadsheet located below the RFP package on the City Purchasing webpage.
 - d. Warranty and service level agreements
 - e. Customer references (minimum of 3, preferably from similar-sized organizations)
 - f. Implementation timeline

10. EVALUATION CRITERIA

A. Proposals will be evaluated based on:	<u>Points (100)</u>
a. COST PROPOSAL - 25%	
1. MFDs	10
2. Equipment	5
3. B/W per page	2.5
4. Color per page	2.5
b. TECHNICAL PROPOSAL – 70%	
1. Sample Agreement	30
2. Implementation Plan	10
3. Maintenance, Service and Support Plan	30
c. FORMS/REQUIRED INFO– 5%	5

Proposals will be evaluated by the Selection Committee. The Selection Committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed equipment

11. SUBMISSION

- A. Copies: An original and two (2) copies of the proposal and supporting documents as well as a flash drive containing all proposal documents must be submitted in the sealed envelope in response to the RFP. All responses must relate to the specifications as outlined.

12. PROPOSAL FORMAT

- A. Proposals shall be submitted in the following format and include the following information.
 - a. Detailed description of equipment capabilities and service requirements as requested

- b. Cost proposals – cost proposals must be filled out using the cost proposal spread sheet which can be found just below the RFP package on the City-County Purchasing department webpage.
- c. List of trained Service Representatives and level of qualifications
- d. References as requested
- e. Proposed contract with sample Maintenance Agreement

13. SUBMITTAL OF QUALIFICATIONS

- A. Proposers should submit experience and qualifications as outlined herein. Additional information may be submitted as appropriate to further describe vendor and provide product capabilities.
 - a. Name, contact information and location of designated account manager, include qualifications, experience and number of years in business
 - b. List of local service technicians, include number, name, location and qualifications of support personnel
 - c. List of clients, include name of business, contact names and numbers who are using proposed equipment and the number of years as a client

14. GENERAL

- A. It is the sole responsibility of the PROPOSER to assure that they have received the entire Request for Proposal.
- B. No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the City of Evansville/Vanderburgh County. No employee of the City/County is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.
- C. The City/County anticipates replacing existing MDFs on an as needed basis and as current obligations with various vendors expire. Conditions may change that would alter the requirements and no guarantee of volume exists.
- D. There is no obligation on the part of the City/County to lease or purchase more or less than the quantity currently used. The City/County reserves the right to lease or purchase more or less than the quantity listed, depending upon actual requirements and budget restraints, at the unit costs as set forth in the Successful Vendor's proposal/contract(s).
- E. **Right of Rejection and Clarification:** The City/County reserves the right to reject any one or all proposals, or any part of any proposal, to waive any irregularities in any proposal, and to award the purchase in the best interest of the City/County. The City/County reserves the right to waive any irregularities and technicalities and may, at its discretion, request a re-quote. The

City/County is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.

- F. **Request for Additional Information:** Prior to the final selection, proposers may be required to submit additional information which the City/County may deem necessary to further evaluate the proposer's qualifications.
- G. **Denial of Reimbursement:** The City of Evansville/Vanderburgh County will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
- H. **Gratuity Prohibition:** Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City of Evansville/Vanderburgh County for the purpose of influencing consideration of this proposal.
- I. **Right of Withdrawal:** Complete withdrawal or complete exchange of proposal is acceptable, if done before scheduled proposal opening.
- J. **Right of Negotiation:** The City of Evansville/Vanderburgh County reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.
- K. **Exceptions to the RFP:** Proposers may find instances where they must take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the City/County, and a description of the advantage to be gained or disadvantages to be incurred by the City/County as a result of these exceptions.
- L. **Rights to Submitted Material:** All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by proposers shall become the property of the City of Evansville/Vanderburgh County when received.
- M. **INSURANCE**
 - a. Unless such insurance requirements are waived or modified by City/County, Proposer certifies that it currently has and agrees to purchase and maintain during its performance under the Contract the following insurance from one or more insurance companies acceptable to CITY/COUNTY and authorized to do business in the State of Indiana. In the absence of regulations, the amount of coverage shall be as follows:
 - **Commercial General Liability** - Proposer shall maintain commercial general liability insurance that shall protect Proposer from claims of bodily injury or property damage which arise from performance under the Contract. This insurance shall include coverage for contractual liability. The policy limits of such insurance shall not be less than \$1,000,000 combined single limit each occurrence/\$1,000,000 annual aggregate.
 - **Products & Completed Operations Aggregate** – Proposer shall maintain a coverage limit not less than
\$1,000,000
 - **Personal & Advertising Injury** - Proposer shall maintain a coverage limit not less than \$1,000,000
 - **Fire Damage (Any one fire)** - Proposer shall maintain a coverage limit not less than \$50,000
 - **Medical Expense (Any one person)** - Proposer shall maintain a coverage limit not less

than \$5,000

- **Automobile** - Proposer shall maintain bodily injury and property damage liability insurance covering all owned, non-owned and hired automobiles. The policy limits of such insurance shall not be less than \$1,000,000 combined single limit each person/each occurrence.
- **Worker's Compensation and Employers' Liability Insurance** – If applicable to Proposer, Proposer shall meet the statutory requirements of the State of Indiana for worker's compensation coverage and employers' liability insurance.
- Proposer shall also provide any other insurance or bonding specifically recommended in writing by the CITY/COUNTY or required by applicable law.

Satisfactory proof of coverage must be from a reliable company licensed to do business in the State of Indiana and furnished by Proposer to CITY/COUNTY before

commencing any work. Such proof shall consist of certificates executed by the respective insurance companies, filed with the CITY/COUNTY and listing the City of Evansville and Vanderburgh County as additional insured. Certificates of such insurance shall contain the provision that CITY/COUNTY be given 30 days' written notice of any intent to amend or terminate by either Proposer or the insuring company. Failure to furnish insurance certificates or to maintain such insurance shall be a default under the Contract and shall be grounds for immediate termination of the Contract.

- N. **Withholding Payment:** In the event a contract is cancelled under any provision herein, the City/County may withhold from the successful vendor any monies owed on that or any contract, an amount sufficient to compensate for damages suffered because of the violation resulting in cancellation.
- O. **Default and Termination of Contract:** Should the successful vendor fail to correct any condition which is in violation of the terms of the contract(s), within 24 hours after having been notified by the City/County, the City/County may declare the contract(s) in default and terminate same immediately.
- P. Continuous failure to comply with the terms of contract(s) or failure to correct problems brought to the attention of the successful vendor shall be grounds for the City/County to terminate the contract(s).
- Q. **Termination of Contract:** The City of Evansville/Vanderburgh County may cancel the contract at any time for breach of contractual obligations by providing the consultant with a written notice of such cancellation. Should the City/County exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the contractor.
- R. **Compliance with Laws:** In connection with the furnishing of equipment, supplies or performance of work under the contract, the Consultant agrees to comply with all applicable Federal, State, County and City laws, ordinances and regulations. Proposers

must possess the necessary occupational license(s) to perform such work.

- S. **Equal Employment Opportunity:** The Equal Employment Opportunity Statement included herein is a condition of the proposal. The contract must be signed by the successful vendor and the City/County; and the successful vendor must comply with the equal employment opportunity condition in the execution of the contract.
- T. **Indemnification:** The successful vendor shall indemnify and hold harmless the City/County and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work; and caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.
- U. In any and all claims against the City/County, or any of their agents or employees by any employee of the successful vendor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the successful vendor or any subcontractor under Workmen's Compensation Acts, Disability Benefit Acts or other Employee Benefit Act.

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA)

) ss:

VANDERBURGH COUNTY)

The undersigned vendor or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by vendor, entered into any combination, collusion or agreement with any person relative to the price to be proposed by anyone at such letting nor to prevent any person from submitting a proposal nor to induce anyone to refrain from submitting a proposal, and that this proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person in reference to the proposal.

Vendor further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Signature: _____

Subscribed and sworn to before me this _____ day of _____, 2025.

My Commission Expires: _____

County of Residence: _____

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of Board of _____ (City of Evansville) (Governmental Unit) hereby accepts the terms of the attached proposal for classes or items numbered

__and promises to pay the undersigned vendor upon delivery the price proposal for the materials/equipment stipulated in said proposal.

Contracting Authority Members:

Date:

STATE OF _____)

_____) ss:
COUNTY OF _____)

BEFORE ME, a Notary Public in and for said County and State, personally appeared __,
_____ of _____, who having been duly sworn, acknowledged and
affirmed that they did sign said instrument as such officer or authorized
agent for and on behalf of

_____, and by authority granted by such entity, that the same is
their free act and deed and the free act and deed of said entity.

WITNESS my hand and notarial seal this _____ day of 20____.

My commission expires: _____ Notary Public

My County of residence is: _____ County, State of _____

NON-CONFLICT OF INTEREST/FAMILIAL DISCLOSURE FORM

Project: _____

All Vendors must complete the following Non-Conflict of Interest disclosure form and attach this information to the proposal.

As the vendor, I affirm that no principal, representative, agent, contractor, or other acting on behalf of or legally capable of acting on the behalf of the vendor, is currently an employee of the City or the Board; nor will any such person connected to the vendor currently be using or privy to any information regarding City or the Board which may constitute a conflict of interest. As the vendor, I understand that completing this form and self-disclosing potential conflicts of interest does not necessarily disqualify a vendor, but aids in identifying individual City employees, Board members and/or their family members who may have a personal or business connection to the vendor. The City will ensure that any individuals identified with a potential conflict will not be allowed to

participate in the scoring or evaluation of the proposal packages, to ensure the integrity of the RFP process. This disclosure shall be presented to the VP of Business Operation who will then forward the information to the CEO. By the attached sworn and notarized statement, we are disclosing the following familial relationship(s) that exists between the vendor or any employee of the vendor and any member of City or the board. As vendor, I am also disclosing any familial relationships which exist. The following is a list of individuals who may pose a potential conflict of interest as described above (provide employee name, City named contact, City contact's position, and the familial relationship or NONE.):

Signature(s)_____

Title:_____

Name of Firm: _____

Subscribed and sworn to before me on this _____ day of _____, 2025.

My Commission Expires: _____

County of Residence: _____

Notary Public – Signature

Notary Public – Printed Name

INDIANA LEGAL EMPLOYMENT DECLARATION

The State of Indiana has enacted a law (I.C. 22-5-1.7) requiring all state agencies and political subdivisions request verification from their contractors that their employees are legally eligible to work in the United States. This Declaration serves as notice that all Contractors doing business with the City of Evansville must, as a term of their contract:

1. Enroll in and verify the work eligibility status of newly hired employees of the contractor through the E-Verify programs (but is not required to do this if the E-Verify program no longer exists); and
2. Verify, by signature below, that the Contractor does not knowingly employ unauthorized aliens.

I, _____, a duly authorized agent of _____ (name of Company), declare under penalties of perjury that _____ (name of Company) does not employ unauthorized aliens to the best of its knowledge and belief.

(Name of Company)

By: _____
(Authorized Representative of Company)

Subscribed and sworn to before me on this _____ day of _____, 20____.

My Commission Expires: _____

County of Residence: _____

Notary Public – Signature

Notary Public – Printed Name

For instructions and electronic registration for E-verify, please see:

<https://idp.uscis.gov/>

EQUAL EMPLOYMENT OPPORTUNITY

During the performance of the contract, the Contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin political affiliation or belief, age or disability. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or disability. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of the nondiscrimination clause.
2. The Contractor agrees that all services, facilities, activities and programs provided as part of this contract will meet the requirements of the Americans with Disabilities Act and the rules and regulations promulgated thereunder.
3. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age or disability.
4. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided, advertising, the labor union or workers' representative of the Contractor's commitments under the Equal Employment Opportunity Section of this contract and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. in the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further City/County contract.

Vendor Representative (Please Print)

Signed

Vendor Name

Telephone

Vendor Address

Date