

City of St. Augustine Beach

Request for Proposal 23-05

Office Printer/Copier/Scanner/Fax

Purpose:

The purpose of this Request for Proposal (RFP) is for the City of St. Augustine Beach to lease or purchase four (4) freestanding Laser Printer/Copier/Scanner/Fax machines for small offices and optional fifth smaller machine that meets the requirements contained in RFP 23-05.

Bid Requirements:

Responses to this RFP shall be received in a sealed bid packet. Packets should be clearly marked to identify "RFP 23-05". Responses must be received no later than 3:00 p.m. on Monday, November 6, 2023. Sealed bid packets shall be opened and read aloud in the City Manager's Office on Monday, November 6, 2023, at 3:00 p.m.

Respond to:

City Manager's Office
2200 A1A South
St. Augustine Beach, FL 32080

QUESTIONS AND INQUIRIES:

1. Questions must be addressed in writing to City of St. Augustine Beach at dfitzgerald@cityofsab.org.
2. The last date to submit questions for clarification will be noon on Monday, October 30, 2023. Questions will be answered via addendum transmitted to all known bid holders.
3. Addenda are posted on the City website at www.staugbch.com under Resources: City Documents: Bids and Requests. <https://www.staugbch.com/rfps>
4. It is the Vendor's responsibly to make sure all addenda are acknowledged in their bid. Failure to do so could result in the bid being disqualified.

OPENING OF BIDS

1. Bid Documents received on time will be opened publicly and Vendor's names and total costs will be read aloud for the record.
2. The Contract will be awarded, or all Bid Documents will be rejected within thirty (30) days from the date of the Bid Document opening.

DELIVERY

Delivery must be made to the St. Augustine Beach City Hall located at 2200 A1A South, St. Augustine Beach, FL 32080. Delivery must be made within thirty (30) days from the issuance of a Purchase Order unless otherwise agreed upon by both parties.

Equipment Minimum Specifications for Four Main Machines:

- Basic Features:
 - Ethernet and/or wireless network connectivity
 - Color: Black & White and Full Color, optional Greyscale
 - Single-sided and double-sided print, copy, and scan
 - Laser printing
 - Speed: 35 sheets per minute or greater
 - Resolution: 300x300 dpi or greater
 - RAM: 2 GB or greater
 - Fax capability
- Add-On Features:
 - Internal stapler
 - Internal hole punch (two/three hole)
- Paper Sizes:
 - Letter (8.5 x 11 in) drawer (500+ sheet capacity)
 - Legal (8.5 x 14 in) drawer
 - Ledger (11 x 17 in) capability through paper drawer (preferred) or multi-purpose tray

Optional Items:

These are items that we do not require, but may consider based on cost. These are not required as part of the RFP submission.

- Paper folder, either internal or compact external unit (half and tri-fold, particularly)
- Optional machine for small two-person office:
 - Needs laser print/copy/scan capability for paper sizes up to 11x17 inches
 - Limited office space, so size is a consideration. Tabletop unit may be preferred
 - Fax not required

Contract Specifications:

Specify if the following are included in the contract price or if it would be an additional cost:

- Equipment maintenance and parts
- Consumables (toner, staples, toner waste container)

Consideration that, if equipped, any permanent storage devices will remain City property when the lease terminates.