



## REQUEST FOR PROPOSALS

Office Copier Lease

Wichita, Kansas

Date Available: July 2, 2024  
Closing Date: Tuesday, July 30, 2024, 12:00 PM Central Time  
Procurement Officer: Mr. Chad Pettera  
Telephone: 316-771-6600  
E-Mail Address: chad@workforce-ks.com  
Web Address: <http://www.workforce-ks.com>  
**Item: Office Copier Lease**  
Agency: The Workforce Alliance of South Central Kansas  
Location: Wichita, Kansas 67202

Scope: The Workforce Alliance of South Central Kansas is requesting proposals from vendors ("proposer") to provide an Office Copier Solution. This Request for Proposals (RFP) is a formal invitation to vendors to submit proposals in accordance with the specifications and proposal format instructions described herein.

### READ THIS REQUEST CAREFULLY

*Failure to abide by all of the conditions and requirements of this RFP may result in the rejection of a proposal.*

## REQUEST FOR PROPOSALS

### WORKFORCE ALLIANCE OF SOUTH CENTRAL KANSAS – OFFICE COPY MACHINE LEASE

#### DESCRIPTION

Workforce Alliance of South Central Kansas (Workforce Alliance or WA) is searching for a lease and maintenance agreement for eight (8) copy/printer machines to replace existing copy machines. The agreement services will consist of equipment, software, service, maintenance and supplies which are detailed in this proposal. The agreement will be for a five (5) year period.

**Inquiries:** All inquiries, written or verbal, shall be directed to the Workforce Alliance.

**Mr. Chad Pettera**  
**The Workforce Alliance of South Central Kansas**  
**300 W. Douglas, Suite 850**  
**Wichita, Kansas 67202**  
**Telephone: 316-771-6602**  
**Facsimile: 316-771-6690**  
**E-mail Address: [chad@workforce-ks.com](mailto:chad@workforce-ks.com)**

**Negotiated Procurement:** Final evaluation and award is made by the Workforce Alliance.

**Appearance Before Committee:** Any, all, or no proposers may be required to appear before the Workforce Alliance to explain their understanding and approach to the project and/or respond to questions from the Workforce Alliance concerning the proposal; or, the Workforce Alliance may award to the low proposer without conducting negotiations. The Workforce Alliance reserves the right to request information from proposers as needed. If information is requested, the Workforce Alliance is not required to request the information of all proposers.

Proposers selected to participate in negotiations may be given an opportunity to submit a best and final offer to the Workforce Alliance. Prior to a specified cut-off time for best and final offers, proposers may submit revisions to their technical and cost proposals. Meetings before the Workforce Alliance Board are subject to the Open Meetings Act. All information received prior to the cut-off time will be considered part of the best and final offer.

No additional revisions shall be made after the specified cut-off time unless requested by the Workforce Alliance.

**Cost of Preparing Proposal:** The cost of developing and submitting the proposal is entirely the responsibility of the proposer. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating for the contract and other costs associated with this Request. All responses will become the property of the Workforce Alliance of South Central Kansas and will be a matter of public record subsequent to signing of the contract or rejection of all proposals.

**Criteria for Evaluating Proposals:** The Workforce Alliance shall make an award in the best interest of the Workforce Alliance.

**General:** The proposer should develop a proposal through a process that considers the mission and involvement of the prospective workforce development agency. All proposals submitted in response to the RFP will be evaluated by the Workforce Alliance using the following criteria and factors (listed in no particular order of importance):

**TECHNICAL RESPONSE.** The extent to which the proposer effectively demonstrates an understanding of the needs of the agency as described in this RFP, and offers appropriate solutions to meet those needs. The quality of the technical response is measured by the extent to which the specifications are adequately addressed within the proposal, and the extent to which the proposer may suggest recommendations for improvements.

**RESPONSE FORMAT AND COMPLETENESS.** Adequacy and completeness of the proposal is required and carries an important weighting in the evaluation of all proposals. The proposal is to be complete, clear and understandable. Pages are to be consecutively numbered.

**EXPERIENCE AND QUALIFICATIONS.** The proposer's general experience and qualifications, and the Workforce Alliance's assessment of proposer's ability to perform the work in a timely and professional manner. The experience and professionalism of security services is also a consideration.

**Acceptance or Rejection:** The Workforce Alliance reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this Request; and unless otherwise specified, to accept any item in a proposal.

**Agreement:** The successful proposer will be required to enter into a formal lease/contract that is acceptable to the Workforce Alliance of South Central Kansas. Special Provisions within the agreement allow for the addition of attachments, amendments, and special conditions that

may be negotiated by the successful proposer and the Workforce Alliance. This RFP will become part of the legal contract and all vendors must be able to accept these terms and conditions set forth in this document. The proposer's response to this RFP shall be included as a legal part of the agreement. In the absence of any language to the contrary, this RFP will be the determining document in questions of compliance with the specifications for this project.

**Contract Formation:** No contract shall be considered to have been entered into by the Workforce Alliance until all statutorily required signatures and certifications have been rendered; and a written contract has been signed by the successful proposer.

**Open Records Act (K.S.A. 45-205 et seq.):** All proposals become the property of the Workforce Alliance of South Central Kansas. All information contained in proposals will become open for public review once a contract is signed or all proposals are rejected, as defined by the Kansas Open Records Act. Information deemed appropriately, must be cleared labeled as such.

**Federal, State and Local Taxes-Governmental Entity:** Unless otherwise specified, the proposal price shall include all applicable federal, state and local taxes. The successful proposer shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Request.

**Debarment of Contractors:** Any proposer who defaults on delivery as defined in this Request may be barred after reasonable notice to the person involved and reasonable opportunity for that person to be heard. The Executive Director, after consultation with the attorney of record for the Workforce Alliance Board, may debar a person for cause from consideration for award of contracts. The debarment shall not be for a period exceeding three years. The Executive Director, after consultation with the attorney, shall have authority to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity, which might lead to debarment. The suspension shall not be for a period exceeding three years unless an indictment has been issued for an offense which would be a cause for debarment, in which case the suspension shall, at the request of the attorney, remain in effect until after the trial of the suspended person.

**Insurance:** The Workforce Alliance shall not be required to purchase any insurance against loss or damage to any personal property nor shall the Alliance establish a "self-insurance" fund to protect against any loss or damage. Subject to the provisions of the Kansas Tort Claims Act, the proposer shall bear the risk of any loss or damage to any personal property.

**Preparation of Proposals:** The Workforce Alliance has the right to rely on any price quotes provided by proposers. The proposer shall be responsible for any mathematical error in price quotes. The Alliance reserves the right to reject proposals which contain errors.

A proposal shall not be considered for award if the price in the proposal was not arrived at independently and without collusion, consultation, communication or agreement as to any matter related to price with any other proposer, competitor, or Alliance employee.

Proposals shall contain a concise description of proposer's capabilities to satisfy the requirements of this Request for Proposal with emphasis on completeness and clarity of content. Repetition of terms and conditions of the Request for Proposal without additional clarification shall not be considered responsive.

**Preparation of Proposals.** The Workforce Alliance has the right to rely on any price quotes provided by proposers. The proposer shall be responsible for any mathematical error in price quotes. The Alliance reserves the right to reject proposals, which contain errors.

**Proposals shall be submitted electronically via email to [chad@workforce-ks.com](mailto:chad@workforce-ks.com) and [admin@workforce-ks.com](mailto:admin@workforce-ks.com) with Copier RFP Submittal in the subject line by closing deadline.** Attachments should be in PDF or Microsoft Office format and not exceed 10 MB. If a proposal will be greater than 10 MB the proposer should reach out to the Workforce Alliance to set up an alternative delivery method. The Workforce Alliance of South Central Kansas is relieved of any responsibility if the proposer fails to comply with this requirement.

A proposal shall not be considered for award if the price in the proposal was not arrived at independently and without collusion, consultation, communication or agreement as to any matter related to price with any other proposer, competitor, or Alliance employee.

Proposals shall contain a concise description of proposer's capabilities to satisfy the requirements of this Request for Proposal with emphasis on completeness and clarity of content. Repetition of terms and conditions of the Request for Proposal without additional clarification shall not be considered responsive.

**Signature of Proposals:** Each proposal shall give the complete mailing address of the proposer and be signed by an authorized representative by original signature with his or her name and legal title typed below the signature line. Each proposal shall include the proposer's social security number or Federal Employer's Identification Number.

**Acknowledgment of Addenda:** The Alliance reserves the right to change the acquisition schedule and amend the RFP prior to the due date of responses. If it becomes necessary to revise any part of the RFP, an Addendum will be posted at [www.workforce-ks.com](http://www.workforce-ks.com).

**Modification of Proposals:** A proposer may modify a proposal by letter at any time prior to the closing date and time for receipt of proposals.

**Withdrawal of Proposals:** A proposal may be withdrawn on written request from the proposer to the Workforce Alliance contact person prior to the closing date.

**Proposal Disclosures:** At the time of closing, only the names of those who submitted proposals shall be made public information. No price information will be released. Interested proposers or their representatives may request a list of proposers by sending a request to:

Workforce Alliance of South Central Kansas  
C/O Chad Pettera  
300 W. Douglas, Suite 850  
Wichita KS 67202

Proposal results will not be given to individuals over the telephone. Results will be emailed to all authorized contacts listed in the proposals once evaluation has been completed.

**Evaluation of Proposals.** Proposals will be ranked based on the following criteria.

Specifications of Equipment	Rate 1-4
Proposal Clear and Easy to Understand	1-4
Support Capacity	1-4
Cost	1-4

**Notice of Award:** An award is made on execution of the written contract by all parties. Only the Workforce Alliance is authorized to issue news releases relating to this Request, its evaluation, award and/or performance of the contract.

**Additional Proposals:** Proposers may submit more than one proposal; however, the proposals shall be in accordance with the provisions of this RFP. Proposers should submit complete specifications, descriptive materials and indicate any deviation from the specifications of this proposal.

A clear, well-organized and complete proposal will facilitate the review process by the Selection Committee. Please follow the proposal format described, as failure to do so may result in disqualification.

**Proposal Format:** No paperwork or form is provided by the Workforce Alliance for the proposal. Instead, proposers are asked to prepare their proposals in a format that they believe best conveys the details of their property and offering. The Workforce Alliance has provided some sample tables in the scope of services, which may be modified to fit the requirements of the proposer.

As a general guideline in preparing the narrative, proposer should be careful to thoroughly identify themselves, both individually and/or corporately. At minimum, all proposers shall provide the following identifying information in the narrative portion of their proposals:

**Proposers Identification** - Name, address, phone number, and authorized signature of proposer.

**Corporate identification** - If applicable, proposer's corporate or other business information, date established, structure (trust, partnership, corporation, non-profit, etc.), DUN, and federal tax identification number. **See Section IV for additional information required.**

## **CURRENT ENVIRONMENT**

Workforce Alliance of South Central Kansas will be replacing machines in three separate facilities: the R.H. Garvey building located at 300 W. Douglas, Suite 850, Wichita, KS 67202, Wichita Workforce Center located at 2121 N Amidon Wichita, KS 67203, Butler Workforce Center located at 524 N Main, El Dorado, KS 67042. These three buildings are running on an Active Directory system hosted on a Windows Network.

Users in these facilities should be able to print through a print server to their centrally located copy machines as a network printer, as well as scan to a network drive and email addresses. The copy machines will be required to utilize a badging system for security purposes. Workforce Alliance currently utilizes Papercut for a security and usage management system.

Each machine will be required to have a web interface so that the Workforce Alliance of South Central Kansas I.T. Department can manage users and reporting from any PC on the network. Network drops are located in each area where a copier is to be placed, however if additional drops are needed, the Workforce Alliance of South Central Kansas I.T. Department will provide any network drops necessary to place the copy machines in each office.

The Workforce Alliance of South Central Kansas I.T. Department will assist in installing print drivers on all required machines.

## EQUIPMENT AND SUPPORT REQUESTED

The successful proposer will provide a proposal that addresses the Equipment Specifications.

## EQUIPMENT SPECIFICATIONS

Machines do not need to be a specific brand, but do need to meet the following specifications:

Item #	Location	Address	QTY	Copier/Printer	Location	Finish	Min pg per minute	Max Size	Staple	Hole Punch	Scan to file	Large Paper Supply Tray
1	Garvey	300 W Douglas, Suite 850, Wichita	1	Copier	West	Color	55 ppm	12X18	Yes	Yes	Yes	Yes
2	Garvey	300 W Douglas, Suite 850, Wichita	1	Printer with Scanner	East	B&W	52 ppm	Legal	No	No	Yes	Yes
3	Butler	524 N Main	1	Copier	PAC	Color	35 ppm	11X14	No	No	Yes	No
4	Wichita Workforce Center	2021 N Amidon Suite 1100, Wichita	1	Copier	PAC	B&W	35 ppm	Legal	No	No	Yes	No
5	Wichita Workforce Center	2021 N Amidon Suite 1100, Wichita	1	Coper	CC Staff	B&W	35 ppm	Legal	No	No	Yes	Yes
6	Wichita Workforce Center	2021 N Amidon Suite 1100, Wichita	1	Copier	Copy Room	Color	55 ppm	12X18	Yes	Yes	Yes	Yes
7	Wichita Workforce Center	2021 N Amidon Suite 1100, Wichita	1	Printer with Scanner	CM Staff	B&W	52 ppm	Legal	No	No	Yes	No
8	Wichita Workforce Center	2021 N Amidon Suite 1100, Wichita	1	Printer with Scanner	Youth	B&W	52 ppm	Legal	No	No	Yes	No

## SERVICE

The successful proposer will provide the following services as part of the proposal, if the services are required to ensure the functionality requirements.

- Sale service: This may include, but is not limited to installation and/or configuration.
- Post-sale services: This may include, but is not limited to on-site and/or telephone support & service, repair service, maintenance service, supply service, etc. The successful proposer will minimally provide specific information on the number of service technicians located in the Wichita, KS area, average response times for on-site service in the Wichita, KS area, average response time for telephone / e-mail support, estimated turnaround time for part replacement, and estimated turnaround time for supply replacement.

## MAINTENANCE

The successful proposer will provide regular maintenance on any and all hardware proposed.

## SUPPLIES

The successful proposer will provide all supplies necessary for operation of the copiers, with the exception of paper which will be provided by the Workforce Alliance of South Central Kansas. This includes toner, staples (if not included must note staples are not included), and other supplies necessary to provide the functionality listed in this section.



**COST**

Workforce Alliance of South Central Kansas will only be held responsible for costs indicated in this section and other costs not indicated in this section will be paid by the proposer and not passed on to Workforce Alliance of South Central Kansas.

EQUIPMENT: The successful proposer will identify all equipment costs associated with fulfilling this proposal. The Workforce Alliance wishes to lease 8 machines for a 60 month term.

PRINTING COSTS: Workforce Alliance of South Central Kansas intends to pay per page for printing costs. Table 2 provided as part of this RFP provides the cost per page per machine. If there are price breaks based on printer volume that should be explained and if easier additional Table 2's can be provided with a proposal based on different print volumes. In the proposal, proposer shall explain the method used for gathering the print quantities. Workforce Alliance of South Central Kansas desires to pay printing costs quarterly.

Item #	Location	Address	Monthly Lease Cost	8X11 Color Print Cost per page	8X11 B&W Print Cost Per Page	11X17 Color Print Cost Per Page	11X17 B&W Print Cost Per Page
1	Garvey	300 W Douglas, Suite 850, Wichita	\$ -	\$ -	\$ -	\$ -	\$ -
2	Garvey	300 W Douglas, Suite 850, Wichita	\$ -	\$ -	\$ -	\$ -	\$ -
3	Butler	524 N Main	\$ -	\$ -	\$ -	\$ -	\$ -
4	Wichita Workforce Center	2021 N Amidon Suite 1100, Wichita	\$ -	\$ -	\$ -	\$ -	\$ -
5	Wichita Workforce Center	2021 N Amidon Suite 1100, Wichita	\$ -	\$ -	\$ -	\$ -	\$ -
6	Wichita Workforce Center	2021 N Amidon Suite 1100, Wichita	\$ -	\$ -	\$ -	\$ -	\$ -
7	Wichita Workforce Center	2021 N Amidon Suite 1100, Wichita	\$ -	\$ -	\$ -	\$ -	\$ -
8	Wichita Workforce Center	2021 N Amidon Suite 1100, Wichita	\$ -	\$ -	\$ -	\$ -	\$ -
		Total Monthly Lease Cost	\$ -				

**Existing Equipment**

The WA currently leases eight copiers. The leases on this equipment expire in October of 2024.

**Request Closing Date**

Proposals shall be submitted electronically by July 30, 2024 at 11 A.M. Central Time to admin@workforce-ks.com and chad@workforce-ks.com. Proposal documents should be attached to the email not to exceed 10 MB and shall be in PDF or Microsoft Office format.

**Questions about this Request**

Questions regarding this request should be sent to [admin@workforce-ks.com](mailto:admin@workforce-ks.com) and [chad@workforce-ks.com](mailto:chad@workforce-ks.com). All questions will be made public and posted at [workforce-ks.com/rfps](http://workforce-ks.com/rfps). Questions received after July 25, 2024 will not be responded to.