

**PROPOSAL FOR
Public Copy/Print Services with Equipment
Milwaukee Public Library
RFP 18-005
SUBMITTAL FORM**

The City of Milwaukee acting through the Board of Trustees of the Milwaukee Public Library (Board) seeks proposals from a qualified firm for Public Copy/Print services at all locations, to be in accordance with the attached Scope of Services. The submitted proposals will be reviewed and ranked according to the following criteria. Reference checks will not be scored individually, but may be used to supplement all categories. Interviews may be conducted with top ranking proposers.

Proposal Evaluations

Experience and Performance of Firm With Copy and Print Services with Equipment in Public Library setting or similar environment	20%
Quality of Proposed Services to Scope of Services	25%
Quality of Proposed Equipment for General Patron Use (ease of use)	25%
Quality and Completeness of Proposed Transition and Implementation Process	30%
LBE	Additional 5% for total available points

An award will be made to the responder who best meets the needs of the Milwaukee Public Library (hereinafter referred to as “Library”) as defined in this Request for Proposal (RFP) and the Local Business Enterprise (LBE) provisions. The Board reserves the right to accept or reject all or part of any proposal and accept such proposal deemed to be in the best interests of the Library; reject any or all proposals; request clarification regarding any proposal; make a partial award; or not make an award.

The successful responder agrees to enter into contract on the form prepared by the City of Milwaukee, a copy of which will be on file in the Business Office of the Milwaukee Public Library. In no event is responder to submit its own standard terms and conditions as a response to this RFP.

Only the successful responder is required to provide an original signed copy of their insurance certificate and Affidavit of No Interest that complies with the City of Milwaukee’s standard insurance requirements and those detailed in the Standard Terms and Conditions. The Certificate of Insurance and Affidavit of No Interest must be approved by the Office of the City Attorney prior to the commencement of any work. These forms are herein referenced and incorporated as part of any contract which is awarded as part of this RFP.

In accordance with Chapter 365 of the Milwaukee Code of Ordinances, the application of a Local Business Enterprise (LBE) program is required in all contracting activities, unless contrary to federal, state or local law or regulation. To this end, the Milwaukee Public Library will apply an award standard that adds an additional number of points, equal to 5% or the maximum number of points used in the evaluation of the Request for Proposal (RFP), to increase the total score attained by a Local Business Enterprise.

Responders seeking the Local Business Enterprise preference shall prepare and submit with the bid an accurate affidavit certifying their LBE status. Failure to do so may result in an LBE forfeiting their rights to be considered for the program.

Instructions

The responder should provide five copies of all proposal materials. The proposal should provide information about at least three organizations for which similar services are provided. The proposal shall be limited to 20 single sided pages, including graphics. A letter of introduction, section dividers, resumes and LBE forms are not included in this limit.

The proposal must address the following areas:

I. Credentials and Qualifications of Company and Staff

Provide information on your firm, including services offered, number and level of employees and general experience. Include the following information:

- A. Individual who will be responsible for this project: name, title, relevant qualifications and experience
- B. Key individuals who will be assigned to this project: names, titles, experience and qualifications
- C. Subcontractors: name, qualifications and experience

II. Experience Providing Similar Services

Provide names of at least three (3) firms (current and past) for whom similar services have been provided to and including descriptions of the following:

- A. Equipment and services detailed relevant to the MPL Request
- B. Dates of transition – Length of transition to new service start to go-live
- C. Number of locations
- D. Maintenance and upgrades offered

III. Proposed Services for Milwaukee Public Library

Provide detailed descriptions and specifications for the following:

- A. Equipment, coin/bill/credit card options, and integration with PaperCut MF and PrinterOn software
- B. Compliance with current space and ADA accessibility requirements
- C. Features available on equipment
- D. Intuitive and simple customer interface and process for copying and printing, including how many steps for the user
- E. Charges for public printing and copying
- F. Provisions for refunds at all locations, including non-satisfactory copies
- G. Coin/bill/credit card payment equipment and process, include options for change
- H. Vendor provided payment collection and accounting

- I. Timing and process for future upgrades to equipment and software
- J. Include information on any additional services or options being proposed

IV. Transition and Implementation Process

Provide a detailed schedule and information on the proposed process:

- A. Equipment installation and software integration
- B. Proposed plan for contract overlap for no service interruption
- C. Project Management structure, identifying vendor and MPL staff roles
- D. Training plan for MPL public services staff
- E. Process to ensure that performance and installation requirements are satisfactorily met

Proposal Signature

The undersigned responder, by its authorized person signing below, proposes to furnish the materials and services described herein, in accordance with the terms and conditions as set forth in the Request for Proposal, the Standard Terms and Conditions, the contract, and if its Proposal is accepted the Responder agrees to all provisions set forth herein which will become binding as part of a contract. Responder further assures that, if the Responder’s performance is contingent upon the acts of another party, the Responder has the necessary commitment to complete the contract.

Project: Milwaukee Public Library Public Copy/Print Services with Equipment

I/We _____
(a corporation, a partnership, an individual – cross out inapplicable)

hereby agree to execute the proposed contract and to provide proof of insurance in the amount specified in the Standard Terms and Conditions within 10 days of offering, and to provide all labor and materials required for the completion of the project designated above, for the prices hereinafter set forth, in strict accordance with the Contract documents.

The undersigned hereby submits the following proposal for the above named project. (To be signed by person authorized to legally bind firm to proposal.)

Signature Date

Name and Title (Print or Type)

Firm Information

1. Firm Name _____

2. Address _____

3. Telephone No. _____ Fax No. _____

4. Email Address of Contact Person _____

5. Date Firm Established _____

6. Specify Principals of Firm

Name	Firm Status
_____	_____
_____	_____
_____	_____

7. If your firm would engage the services of other firms, list them as applicable:

8. Schedule:

Indicate if you are able to meet the schedule shown in the Scope of Services?

Yes No

9. I/We acknowledge receipt of addenda numbered _____ through _____.