**SUBJECT:** Enterprise Print Solution (CSPEC)

**BID #:** ESC-0433-15 **OPEN DATE:** 07/08/2015

**COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE**

**KIND AND BASIS OF CONTRACT:**
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

**AGENCY:** Procurement Division

**BASIS OF AWARD:** To the Highest Scoring Bidder Based On the Evaluation Criteria

**NUMBER OF BIDS INVITED:** (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to increase award with Xerox Corporation in the amount of $1,240,000.00 to fund the third year of the initial three year term, for Enterprise print solution services through December 22, 2018. Total revised expenditure not-to-exceed $3,362,024.00.

Funding for this award to be encumbered by account AFPS521PUCCC-03437.

**ATTACHMENTS:** Recommendation Memo; Evaluation Matrix; Scoring Sheet; Scope of Services; Previous Awards

**ANALYST:** _____
CHELSEY FLEMING

**RESPECTFULLY SUBMITTED** _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

**CONCURRENCE BY:** **GREG PEASE, CHIEF OF PROCUREMENT**

---

**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)**
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

---

**ACTION OF AWARDING AUTHORITY** DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.


TO: Gregory Pease, Chief, Procurement Division

FROM: Dan Pearson, Manager of Purchasing Services, Asst.

DATE: November 22, 2017

**SUBJECT: ESC-0433-15 Enterprise Print Solution**

The Procurement Division is requesting to increase the award with Xerox Corporation, in the amount of $1,240,000.00, to fund the third year of the three year term for Enterprise print services through December 22, 2018. The revised award expenditure not-to-exceed $3,362,024.00.

Funding to be encumbered by account AFPS521PUCCC-03437.

Thank you for your assistance and consideration in this matter.

**TITLE:** Enterprise Print Solution
**BID NO:** ESC-0433-15
**OPEN DATE:** JULY 8, 2015 @ 2:00 P.M.
**ANALYST:** KATHY NASWORTHY

| EVALUATION COMMITTEE | Sissines Office System | Ricoh USA, Inc. | ARC Document Solutions | XEROX Corp. |
|---|---|---|---|---|
| MARLENE RUSSELL (ORGANIZATIONAL EFFECTIVENESS) | 119 | 117.17 | 71.6 | 148.4 |
| DIANE LONGLEY for RANDEL BENNETT (JSO) | 49.71 | 87.31 | 44.32 | 145 |
| MARK MERRITT (LIBRARY) | 95 | 109.08 | 48.011 | 138.05 |
| | | | | |
| TOTAL POINTS | 263.71 | 313.56 | 163.94 | 431.45 |
| AVERAGE SCORE | 87.91 | 104.52 | 54.65 | 143.82 |

# Attachment B

## SCORING MATRIX

Vendor proposals will be scored utilizing the following Evaluation Criteria outlined in Part III-Requirements of Section 4.

Vendor proposals will be scored utilizing the following criteria:

<table>
<tr><th>Category</th><th>Evaluation Criteria</th><th></th><th>Maximum Points</th><th>Vendor Score</th></tr>
<tr><td>Competency</td><td>Describe the historical background, expertise and experience of firm, demonstrating the ability to provide the requested services. This section is limited to 10 pages. Do not include irrelevant promotional material. Maximum of fifteen (15) point's total. Insufficient responses will be awarded zero (0) points.</td><td></td><td>15</td><td></td></tr>
<tr><td>Past Performance</td><td>Vendor has demonstrated, in responding to this evaluation criterion, their past and present record of accomplishment or performance in both local government and the private sector with an implemented Enterprise Print Solution. Documented References exceeding the minimum requirements as outlined in Section 1.4 will be evaluated in this category. Validated references will be awarded three points each. Maximum of 15 points total. Insufficient responses will be awarded zero points.</td><td></td><td>15</td><td></td></tr>
<tr><td>Cost Per Impression</td><td>The vendor submitting the lowest Cost Per Impression (CPI) to the city shall receive the maximum amount of points. Each subsequently higher cost will be divided into the lowest cost received and the product's percentage will be multiplied by the maximum points available to render the points that shall be received in the evaluation matrix for cost. Each pricing tier will be scored and then averaged for a Cost Per Impression Cost. Maximum of 60 points total.<br>Example:
<table>
<tr><td>Monthly # of Images</td><td>Cost-Per-Impression (CPI)</td></tr>
<tr><td>0 — 1.5 Million</td><td>$0.045</td></tr>
<tr><td>1.5 — 2.5 Million</td><td>$0.040</td></tr>
<tr><td>Greater than 2.5 Million</td><td>$0.035</td></tr>
<tr><td>Average of 3</td><td>$0.040</td></tr>
</table>
Lowest Bid Average $0.040<br>Next Lowest Bid Average - $0.045<br>Point Calculation – (0.040/0.045)*60 = 53.33 points</td><td></td><td>60</td><td></td></tr>
<tr><td>Staffing Plan</td><td>Vendor proposal contains a detailed staffing plan and strategy during the implementation period and throughout the term of the contractual agreement. Vendor must provide plans, roles, and responsibilities that will be assigned to this contract to effectively provide, manage, and supervise the EPS delivery and support. The proposal must set forth a support structure (organizational chart with roles and responsibilities) to demonstrate how the work will be effectively managed, continuous improvement achieved, and effective communication and partnership with the City maintained. Maximum of 15 points total. Insufficient responses will be awarded zero points.</td><td></td><td>15</td><td></td></tr>
</table>

| | | | | |
|---|---|---|---|---|
| **Implementation** | Vendor proposal contains an implementation plan that will meet the implementation requirement of all devices replaced and "in use" as described in Section 4.3.2. All devices should be considered "in use" 120 days from date of execution of contract. The vendor supplying the supporting documentation demonstrating their ability and describing the plan for acquiring, delivery, and set up of approximately 1,130 various models of devices will receive higher points than vendor not providing this documentation. Maximum of 35 points (30 points for implementation and 5 additional points for print drivers). Five (5) additional points are available for offering universal/global print drivers for the various models offered in the proposal. Example – Vendor offering one universal/global print driver for all models offered will receive 5 points, vendor offering universal/print drivers for 90% of models will receive 4 points, and so on in 10% increments. | | 35 | |
| **Financial Responsibility** | Vendor has described form of business, years in business, changes in ownership, bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the vendor may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in a score less than maximum for this criterion. Maximum of 15 points total. Insufficient responses will be awarded zero points. | | 15 | |
| | **Total** | | **155** | |

*(Remainder of page intentionally left blank)*

REQUEST FOR PROPOSAL

ENTERPRISE PRINT SOLUTION
ESC-0433-15
For
City of Jacksonville, Florida

## SECTION 1
## (Specific Information Regarding this RFP)

1.1 **Introduction**

The City of Jacksonville ("Buyer") intends to hire an individual or firm ("**Contractor**") to provide the services described in Section 1.2 of this Request for Proposal ("**RFP**"). Persons interested in submitting a response to this RFP (a "**Response**") should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. This RFP is divided into the following sections:

| | |
|---|---|
| Section 1 | Specific Information Regarding This RFP |
| Section 2 | General Instructions |
| Section 3 | General Terms and Conditions of Agreement |
| Section 4 | Description of Services (if referenced in Section 1.2 below) |
| Attachment A | Response Format |
| Attachment B | Evaluation Matrix |
| Attachment C | Equal Business Opportunity Program Requirements |
| Attachment D | Service Contract |
| Attachment E | Disqualified/Probationary Vendors List |
| Attachment F | Current Copy Center Equipment |
| Form 1 | Conflict of Interest Certificate |
| Form 2 | No Bid Form |
| Form 3 | Responses to Minimum Requirements including Business References |
| Form 4 | Bid Security/Bid Bond Form |
| Form 5 | Device(s) offered to replace current equipment |
| Form 6 | Bid Proposal Form for CPI (Cost Per Impressions) |
| Exhibit (a) | Current Device List including average current Volume Usage |

In the event of conflicting provisions, the following sections of this RFP will have priority in the order listed: Section 1, Section 4, Section 2, Section 3, the Attachments, and the Forms.

1.2 **Scope of Services.**

The City of Jacksonville (COJ) is accepting Competitive Sealed Proposals from qualified firms to provide an Enterprise Print Solution (EPS") to support all network printing, mobile printing, copying, scanning and faxing, in both black and white and color. These services will be provided at designated locations throughout the City as part of an Enterprise Print Solution agreement and in accordance with the terms, conditions, and specifications outlined in this Request for Proposal ("RFP").

The objective of this RFP is to establish a Cost-Per-Impression fleet program that maintains a high level of quality, services and flexibility, has wide acceptance and low administrative costs and delivers "best in class" document printing and reproduction systems.

1.3 Term of Agreement.
The initial term of agreement will commence upon execution of the contract for a period of three (3) years. Buyer will have the option to renew such agreement an additional three (3) one-year period of service upon satisfactory performance by Contractor and if mutually agreed upon by both parties. The Contract is subject to early termination as set forth elsewhere in this RFP.

1.4 Minimum Requirements for Contractors

Contractor must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractors warrants and represents that it satisfies these requirements. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive.

Vendor must provide historical and reference information that confirms a minimum of three (3) consecutive years providing Enterprise Print Solutions, preceding the response to this RFP. At least one of the existing or former agreements must have included providing print solutions of an average of one (1) million images per month.

1. Provide a minimum of three (3) references of existing customers utilizing enterprise print solutions.
   - Customer Contact Name, Phone Number, and Title
   - Organization Name and Address
   - Industry
   - Number of Devices Supported under this contract
   - Avg. Number of Impressions billed/produced monthly
   - Describe briefly the nature of the services provided
   - Contract Period

   Note: Providing these references grants the City of Jacksonville the permission to contact the customers with no advance notification to the contractor and collect information related to the contractor and their services.

2. Provide the two (2) most recent fiscal years (FY2013 and FY2014) of annual reviewed/audited financial statements to include balance sheet and income statement. (Only one (1) copy in a separate sealed envelope marked "Confidential").

1.5 Equal Business Opportunity Program
It is an official policy of the City of Jacksonville to encourage the maximum participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. To participate as a JSEB on Buyer projects, a company must be certified as a JSEB with the City's Equal Business Opportunity Office.

**This RFP and the resulting Contract are subject to requirements of the "Encouragement Plan," which is fully described on Attachment C to this RFP.**

Contractors may contact Buyer's Equal Business Opportunity Office at 904-255-8840 or find the JSEB directory on Buyer's website. Please contact the Contact Person identified in Section 1.12 if you are uncertain of Buyer's website address or if you experience problems accessing it.

1.6 **Documents Available for Inspection**
N/A

1.7 **Federal Funds.**
Federal funds will not be used as part of this solicitation. If federal funds will be used, please see Attachment E for additional terms and conditions.

1.8 **Pre-Bid Meeting.**
There is a pre-bid meeting scheduled for this RFP on Wednesday, June 3, 2015 at 9:00am in the Ed Ball Building, 214 North Hogan Street, 8th Floor, Suite 851 and a mandatory visit to the City's Copy Center immediately following . Vendors must have picture identification to enter City Hall where the Copy Center is located.

1.9 **Response Due Date.**
The deadline for submitting responses to this RFP is Wednesday, June 17, 2015 at 2:00 p.m. EST. Please see Sections 2.3 and 2.4 for more details.

1.10 **Response Delivery Location.**
Responses must be delivered to the following location:

City of Jacksonville
Procurement Division
214 N. Hogan Street, Room 105
Jacksonville, Florida 32202

1.11 **Response Opening.**
Responses received shall be publicly announced and recorded at 2:00 PM on the Response Due Date in meeting room #110, 1st Floor, Ed Ball Building, 214 N. Hogan Street.

1.12 **Contact Person.**
If any questions arise during the bidding period of this Project, contact Kathy Nasworthy, Purchasing Analyst Procurement Division, at knaswort@coj.net.

Please refer to Section 2.9 for further information on who may and may not be contacted regarding this RFP.

1.13 **Questions and Requests for Amendments.** Any questions, requests for information or requests for amendments to this RFP must be submitted in accordance with Section 2.2 of this RFP.

1.14 **Special Instructions:** The following special instructions shall apply to this RFP and shall supersede any conflicting provisions in Section 2 (General Instructions): N/A

1.15 **Special Contract Terms:** The following special contract terms shall apply to this RFP and shall supersede any conflicting provisions in Section 3 (General Terms and Conditions of Agreement):

A. Performance Standards. N/A

B. **Additional Insurance:** Refer to Section 3.21.

C. **Bid Security Bond:** N/A

D. **Performance Bond** N/A

E. **Other Provisions:** The City of Jacksonville reserves the right to terminate or renegotiate the contract if there are any industry changes that i) lower the fees or ii) requires new hardware.

*(Remainder of page intentionally left blank)*

**SUBJECT:** Enterprise Print Solution (CSPEC)

**BID #:** ESC-0433-15 **OPEN DATE:** 07/08/2015

**COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE**

**KIND AND BASIS OF CONTRACT:**
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

**AGENCY:** Procurement Division

**BASIS OF AWARD:** To the Highest Scoring Bidder Based On the Evaluation Criteria

**NUMBER OF BIDS INVITED:** (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to increase award with Xerox Corporation in the amount of $822,024.00 to fund the second of three years, for Enterprise print solution services through December 22, 2018. Total revised expenditure not-to-exceed $2,122,024.00.

Funding for this award to be encumbered by account AFPS521PUCCC-03437, to be executed by formal contract (8734-10) amendment through the Office of General Counsel.

**ATTACHMENTS:** Recommendation Memo; Evaluation Matrix; Scoring Sheet; Scope of Services; Previous Awards

**ANALYST:** CHELSEY RENFROE

**RESPECTFULLY SUBMITTED** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

**CONCURRENCE BY:** **GREG PEASE, CHIEF OF PROCUREMENT**

---

**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)**
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 4 MEMBERS DISAPPROVING Ø DATE: 12-08-16

Teresa R. Eikner

OTHER:

---

**ACTION OF AWARDING AUTHORITY** DATE 12/10/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

**SUBJECT:** Enterprise Print Solution (CSPEC)

**BID #:** ESC-0433-15 **OPEN DATE:** 07/08/2015

**COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE**

**KIND AND BASIS OF CONTRACT:**
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

**AGENCY:** Procurement Division

**BASIS OF AWARD:** To the Highest Scoring Bidder Based On the Evaluation Criteria

**NUMBER OF BIDS INVITED:** (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to ratify award for equipment implementation from April 10, 2016 through date of award.

Recommend approval of award to amend the current contract 8734-10, dated December 23, 2016 with Xerox Corporation to extend the original equipment implementation period of 120 days as stated in CSPEC ESC-0433-15. The period of service is April 11, 2016 thru September 30, 2016. The current contract expenditure not-to-exceed $1,300,000.00 will remain unchanged, to be executed by contract amendment #1 thru the Office of the General Counsel.

Funding for this award to be encumbered by account AFPS521PUCCC-03437 to be executed by formal contract through the Office of General Counsel.

**ATTACHMENTS:** Recommendation Memo; Evaluation Matrix; Scoring Sheet; Scope of Services; Previous Award

**ANALYST:** KATHY NASWORTHY **RESPECTFULLY SUBMITTED** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

**CONCURRENCE BY:** GREG PEASE, CHIEF OF PROCUREMENT

**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)**
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 4 MEMBERS DISAPPROVING ____ DATE: 4/28/16

OTHER: ____

**ACTION OF AWARDING AUTHORITY** DATE 4/28/16

APPROVED ✓ DISAPPROVED ____

OTHER ____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SIGNATURE OF AUTHENTICATION ____

**SUBJECT:** Enterprise Print Solution (CSPEC)

**BID #:** ESC-0433-15 **OPEN DATE:** 07/08/2015

**COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE**

**KIND AND BASIS OF CONTRACT:**
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

**AGENCY:** Procurement Division

**BASIS OF AWARD:** To the Highest Scoring Bidder Based On the Evaluation Criteria

**NUMBER OF BIDS INVITED:** (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Approval was granted on July 30, 2015 to enter into negotiations with Xerox Corporation for the Enterprise Print Solution. Negotiations commenced on August 24, 2015, concluding on September 25, 2015. Recommend approval of award to Xerox Corporation as the highest scoring bidder based on the evaluation criteria to provide scenario four (4) for the City of Jacksonville's Enterprise Print Solution. Period of service is three (3) years from date of executed contract with three (3) one (1) year renewal options. Total estimated annual expenditure not-to exceed $1,300,000.00.

Funding for this award to be encumbered by account OPPR521CC-03437 to be executed by formal contract through the Office of General Counsel.

**ATTACHMENTS:** Recommendation Memo; Tabulation; Evaluation Matrix; Scoring Sheet; Scope of Services;Previous Award

**ANALYST:** KATHY NASWORTHY **RESPECTFULLY SUBMITTED** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

**CONCURRENCE BY:** Greg Pease, Chief of Procurement

**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)**
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING ____ DATE: 10-15-15

OTHER: ____

**ACTION OF AWARDING AUTHORITY** DATE 10/15/15

APPROVED ✓ DISAPPROVED ____

OTHER ____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

SIGNATURE OF AUTHENTICATION ____

**SUBJECT:** **Enterprise Print Solution (CSPEC)**

**BID #: ESC – 0433-15** **OPEN DATE: 07/08/2015**

**COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE**

**KIND AND BASIS OF CONTRACT:**
SERVICE CONTRACT – Three (3) Year Agreement Commencing at the Execution of Contract with Three (3) One (1) Year Renewal Options.

**AGENCY:** Procurement Division

**BASIS OF AWARD:** TO THE HIGHEST SCORING BIDDER BASED ON THE EVALUATION CRITERIA

**NUMBER OF BIDS INVITED:** (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to enter into negotiations with the highest ranked firm, Xerox Corporation to develop contract terms to formally procure services for Enterprise Print Solution for the City of Jacksonville. The results of the negotiations will be documented and brought back before the CSPEC Committee for approval.

**ATTACHMENTS:** Recommendation Memo; Tabulation; Evaluation Matrix; Scoring Sheet; Scope of Services

**ANALYST:** KATHY NASWORTHY

**RESPECTFULLY SUBMITTED** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

**CONCURRENCE BY:** Greg Pease, Chief of Procurement

**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)**
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING ____ DATE: 07/30/15

OTHER: ____

**ACTION OF AWARDING AUTHORITY** DATE 7/30/15

APPROVED ✓ DISAPPROVED ____

OTHER ____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SIGNATURE OF AUTHENTICATION