



NOVA P A R K S

Northern Virginia Regional Park Authority

5400 Ox Road, Fairfax Station, VA 22039 | 703-352-5900 | Fax: 703-273-0905 | www.novaparks.com

August 13, 2020

Dear Sir or Madam:

NOVA Parks (Northern Virginia Regional Park Authority) is accepting proposals for a color copier replacement through either a straight purchase and /or lease contract agreement. Specifications and general conditions are attached and are to be considered minimum requirements. Any exceptions must be listed on the proposal sheet.

Proposals will be accepted at NOVA Parks Headquarters located at 5400 Ox Road, Fairfax Station, Virginia 22039 until 2:00 pm on Wednesday, September 3rd 2020. All proposals are to be sealed and clearly marked "Proposal – Color Copier Replacement." Proposals may be mailed or personally delivered and must be received by 2p.m. Late submissions will not be accepted.

NOVA Parks reserves the right to award the contract in the aggregate, by individual service, or any combination which is in its best interest. NOVA Parks also reserves the right to reject any and all bids.

Sincerely,

Adam Melton, I.T. Administrator
NOVA Parks
5400 Ox Road
Fairfax Station, Virginia 22039
703-352-5900
amelton@nvrpa.org

City of Alexandria

Sean Kumar
Scott Price

Arlington County

Paul Ferguson
Michael A. Nardolilli

Fairfax County

Patricia Harrison
Stella Koch

City of Fairfax

Brian D. Knapp
Arthur F. Little

City of Falls Church

Paul Baldino
Jeffrey Tarbert

Loudoun County

James Bonfils
Cate Magennis Wyatt

INTRODUCTION

The Northern Virginia Regional Park Authority (NOVA Parks) is seeking proposals for lease or purchase of a new Color Copier from qualified and experienced Color Copier suppliers. The Offeror will provide and install a new color copier at the NOVA Parks Headquarters location in accordance with the terms and conditions of the RFP. The Offeror will be responsible for the delivery, necessary training of NOVA Parks staff, providing support during all phases of implementation and the service contract.

GENERAL PROPOSAL INFORMATION

As required by Virginia Public Procurement Act, Northern Virginia Regional Park Authority (NOVA Parks) is requesting competitive sealed proposals to provide either a lease contract agreement or equipment purchase for a new color copier at its headquarters location.

NOVA PARKS RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY TECHNICALITIES AT ITS OPTION WHEN IN THE BEST INTEREST OF NOVA PARKS.

Proposals must include but are not limited to the requirements set forth herein.

Any questions about the Request for Proposals must be submitted in writing via e-mail to Adam Melton, I.T. Administrator at amelton@nvrpa.org. All questions must be submitted no later than Wednesday, September 3rd 2020. Please reference the specific section that is the subject of your question. NOVA Parks will respond to each question in writing. Questions submitted after the deadline above may not be answered.

SELECTION AND AWARD PROCESS

NOVA Parks shall award the contract to the bidder it determines to have provided the RFP that is most advantageous to the agency.

Evaluation factors include:

- Percentage of revenue to NOVA Parks or best straight lease option
- Reputation, skill, and experience of the bidder
- Quality and performance of equipment offered
- Quality of performance on previous contracts
- The ability of the vendor to provide the maintenance service expected

Please include brochures and a list of detailed specifications for each type of color copier along with the manufacturer's warranty.

PROJECT DESCRIPTION

1. NOVA Parks is seeking a turnkey project that includes the provision and installation of the color copier and/or removal of the old copier. NOVA Parks reserves the right to keep the old copier if deemed appropriate. The site location currently has a dedicated power outlet and Ethernet connection.
2. The Vendor will provide a straight purchase option and or a lease option for the proposed equipment.
3. The project specific contract will have a maximum budget of \$17,500 for a straight purchase option.
4. The color copier must be installed and operational within 30 days of the award of contract.
5. The Vendor shall submit a detailed overview of the equipment with required options. Vendor should use the **Konica Minolta Bizhub C754** as a guide to minimum standards and current options used by the Owner. The proposal shall include a description of the product materials, maintenance requirements and warranty information. Vendors may submit more than one copier model, provided the total cost of each proposal remains within the budget limit. A total project cost shall be provided for each copier model.
6. Vendors shall consider the following items in their RFP response:
 - The copier should print 65 + ppm black and white and 55 + ppm color.
 - Pagination
 - Accounting for multiple users/departments.
 - Paper finishing should include Saddle stitch, 3 hole punch, corner and double stapling, and folding to include tri-fold
 - Copier should accept a variety of paper sizes and weights to include 11x17 inch (or larger) paper and up to 140 lb.
 - 200 + Sheet ADF
 - Scan to Email, PDF, Microsoft Word, PowerPoint.
 - Ability to add or include LCU (Large Capacity Unit) with capability to handle paper up to 140 lb.
 - Any additional standard features
 - Maintenance Plan cost per copy and items not included in maintenance plan. This item will be a determining factor in the purchase of the color copier in addition to the base cost or lease of the equipment
 - Copier usage price increase guarantee per page.
 - Repair service guarantee.
 - Disposal options and or trade-in allowance for old Konica Minolta bizhub C754 that is currently in use. NOVA Parks reserves the right to keep old copier if so decided.
 - Vendors can submit separate device costs for additional paper handling

options (i.e. 3,500 page pod deck, z-fold options, etc. These won't be considered a factor in the base proposal decision but may be included if within the budget constraints.

7. The Vendor must have significant experience in the sale and installation of copier equipment and shall include with the proposal at least three references of similar projects previously completed along with the name and telephone number of a client contact.

INSTRUCTIONS TO OFFERORS

- **AMENDMENT OF REQUEST FOR PROPOSAL:** The Offeror shall acknowledge receipt of a Request for Proposal Amendment by signing and returning the document by the specified due date and time.
- **FAMILIARIZATION WITH SCOPE OF WORK:** Before submitting a proposal, each offeror shall familiarize him/herself with the scope of work outlined in the request for proposals, laws, regulations and other factors affecting contract performance. The Offeror shall be responsible for fully understanding the requirements of the subsequent Contract and otherwise satisfy him/herself as to the expense and difficulties accompanying the fulfillment of contract requirements. The submission of a proposal will constitute a representation of compliance by the Offeror. There will be no subsequent financial adjustment, other than that provided by the subsequent Contract, for lack of such familiarization.

PREPARATION OF PROPOSAL

- All proposals shall be on the forms provided in this request for proposals package. It is permissible to copy these forms as required.
- The Form of Proposal shall be signed by a person authorized to submit an offer. An authorized signature on the Offer and Acceptance page, Proposal Amendment(s), or cover letter accompanying the proposal documents shall constitute an irrevocable offer to sell the goods and/or service specified herein. Offeror shall submit any additional requested documentation, signifying intent to be bound by the terms of the agreement.
- It is the responsibility of all offerors to examine the entire request for proposals package and seek clarification of any requirement that may not be clear, and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal confers no right of withdrawal or correction after due date and time.
- NOVA Parks shall not reimburse the cost of developing, presenting, submitting or providing any response to this solicitation.
- Offeror must list any subcontractors to be utilized in the performance of the services specified herein. For each subcontractor, details on respective qualifications must be included.

PROPOSAL FORMAT AND REQUIREMENTS

- One (1) copy of the Form of Proposal should be submitted. Four (4) copies of additional materials would be helpful.

FORM OF PROPOSAL

NOVA Parks Color Copier Replacement

In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items and services for which prices are quoted. Prices assigned include the delivery to the three specified locations during the specified time.

Name of Bidder: _____

Address of Bidder: _____

Telephone: _____ E-mail: _____

Model to be provided:	
Purchase Price:	
Lease Option: (If Applicable)	

Maintenance Agreement:

What's Included:	
Cost & Terms:	

Add-Ons:

Large Capacity Tray Capability (Yes/No):	
LCU Cost:	

Offerer hereby acknowledges receipt of Amendment to the RFP as provided by NOVA Parks:

Amendment #1: _____ (Signature & Date received)

Amendment #2: _____ (Signature & Date received)

Please remit the following:

- Form of Proposal – one (1) copy
- Materials about the products and services offered in the proposal (4) copies

To: Adam Melton, IT Administrator
Northern Virginia Regional Park Authority
5400 Ox Road
Fairfax Station, Virginia 22039
(703) 352-5900