

CITY OF ROMULUS REQUEST FOR PROPOSALS

RFP 17/18-01 COPIER/PRINTER STANDARDIZATION & MANAGEMENT PROGRAM

The City of Romulus, Michigan by issuance of this request for proposals (RFP) is seeking the services of an experienced and qualified company to provide the needed equipment and maintenance/management services to provide better services to users of the City's existing copiers, printers, and scanners while reducing current printing costs.

- (1) Qualified individuals and firms wishing to submit a proposal must use the forms provided by the City. Proposal forms and specifications may be obtained from the MITN system at <http://www.mitn.info/>. Copies of documents obtained from any other source are not considered official copies. Proposals may be rejected unless made on the forms included with the bidding documents.
- (2) A mandatory pre-bid conference will be held at 10:00 am, August 18, 2017, in the Council Chambers of Romulus City Hall located to 11111 Wayne Road. In addition to provided clarifications to the bid documents, this will be the only opportunity for vendors to view the City's facilities, existing equipment, staffing and locations of equipment prior to submitting a bid.
- (3) Questions must be emailed to lconway@romulusgov.com and received prior to 12:00 noon local time, Tuesday, August 22, 2017.
- (4) Clarifications, modifications, or amendments may be made to this solicitation at the discretion of the City. Any and all addenda issued by the City will be posted on the MITN system. All interested parties are instructed to view the MITN website regularly for any issued addenda. It is the responsibility of the bidder to obtain all issued addenda and acknowledge receipt of said addenda by including a printed copy of each addendum as part of the required documents for this solicitation and to list the addendum and sign and date the "Acknowledgment of Receipt Addenda Form: supplied in the RFP documents.
- (5) A total of four copies (one marked "Original" and three marked "Copy") of the proposal must be submitted in a sealed envelope and returned to the *City Clerk's Office* no later than 2:30 P.M., local time, Tuesday, August 29, 2017. Proposals should be addressed using the proposal label provided in the RFP documents.
- (6) At approximately 2:45 p.m. local time following the deadline for submitting bids, all timely received will be acknowledged as being received.
- (7) The City reserves the right to postpone the opening without notification and also reserves the right to reject all bids and proposals and to waive any minor informality or irregularity in proposals received.
- (8) The City reserves the right to reject all proposals and to waive irregularities.
- (9) The Proposal is the Company's offer to enter into a Contract pursuant to the terms and conditions specified in the Request for Proposal, its Exhibits, and Addenda. The proposal may not be withdrawn for and is binding on the Proposer for a period of ninety (90) calendar days after the date for submitting bids/proposals.
- (10) The successful Company will be required to submit proof of all insurance required by the RFP documents and all required endorsements
- (11) For additional information contact Lynn A, Conway, City of Romulus, Purchasing Director, by calling (734) 955-4568 or by emailing lconway@romulusgov.com.