

**Request for Proposal**

**25-10-ITD-01**

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**Submission Deadline**

**Thursday, November 21, 2024**

**4:00PM Local Time**

**Prepared by Cochise County**

**Procurement Department**



**On behalf of the Cochise County**

**Information Technology Department**

**For: County Wide Lease of Multi-Use Copiers**

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## 1.0 INTENT

Cochise County (“COUNTY”) is issuing this Request for Proposal (“RFP”) to obtain competitive vendor pricing in the open market for the lease of multi-use copiers County Wide, in compliance with A.R.S. §41-2533 concerning competitive sealed bids. This solicitation will result in the award to a single vendor determined to be in the best interest of the County.

The County hereby invites competent vendors to submit bids. Submissions received before the closing deadline will be evaluated in accordance with Section 8.0 – Evaluation Criteria (below). Submissions should include only pricing and relevant information pertaining to Section 8.0 – Evaluation Criteria. All documentation and data submitted by any vendor shall be in accordance with section 5.0 – Preparation of Response/Required Content and will be handled in accordance with the Arizona State Statutes applying to Library, Archives and Public Records.

This solicitation includes additional documentation specific to this requirement. See any attached documents for examples of the additional requirements and specifications. The County expects any potential contractors to adhere to the outlined requirements and specifications throughout the life cycle of this requirement and shall enforce standards, terms and conditions contained within any documentation within this solicitation and any supporting documents. Any deviations from these requirements must be specifically outlined within the submission and an alternate must be proposed.

**The preferred method of communication is through the County e-procurement website:**  
<https://cochise.bonfirehub.com>.

**Inquiries can also be made via email to the following personnel:**

**Anne Coppola**  
**Contracts Administrator**  
**Cochise County Procurement Department**  
**1415 Melody Lane, Bldg. C**  
**Bisbee, AZ 85603**  
**Office: (520) 432-8394**  
**Fax: (520) 432-8397**  
[ACoppola@cochise.az.gov](mailto:ACoppola@cochise.az.gov)

**Do not contact any other County departments or other County staff directly.** Information provided by personnel other than the above contact may be invalid, and bids that are submitted in accordance with such information may be declared non-responsive.

**2.0 TECHNICAL SPECIFICATIONS**

The awardee of Contract (“CONTRACTOR”) of the Lease of Multi-Use Copiers, County Wide shall to the COUNTY’S satisfaction, provide all labor, materials, transportation, and technical expertise needed to successfully accomplish the delivery of goods within Attachment 2 – Scope of Work to the County’s satisfaction within the required delivery date.

**3.0 PURPOSE**

The County, through this solicitation, requests that vendors submit bids for the delivery of goods as specified within section 2.0 – Technical Specifications. The County is not required to make an award based on any information contained within this solicitation. However, the County does anticipate that it will award to the most responsive and responsible firm which submits a bid for the lowest price to the County. The evaluation criteria will be based on pricing factors only as outlined within section 8.0 – Evaluation Criteria.

**4.0 APPROVAL**

No award will be made to any vendor without prior approval from the Cochise County Board of Supervisors. The County reserves the right to advertise and process RFP up to the time of award and makes no promises or guarantees of an award to any vendor without prior approval from the Cochise County Board of Supervisors.

**5.0 PREPARATION OF RESPONSE – REQUIRED CONTENT**

Each response to this solicitation will be considered a bid submission and shall contain the requested information, as outlined within this document and its attached documents. Failure to meet all of the specifications and requirements may result in rejection of your submission or an unsuccessful offer. Additional information may be provided but should be succinct and relevant to the requested information contained within this solicitation. Excessive and/or extraneous information will not be considered favorably.

**5.1 All submittals shall, in the order given, contain the following elements:**

**5.1.1 Bids shall include the following information:**

- A. Pricing Structure Table
- B. Proposal – An outline and comparison of how your proposal will meet the scope of work of the County, as outlined within Attachment 2 – Scope of Work.

**6.0 SUBMISSION INSTRUCTIONS**

**6.1** Vendors interested in submission for this requirement shall register at the County’s e-procurement HUB located at the following link:

<https://cochise.bonfirehub.com/portal/?tab=login>

**6.2** Submissions for this solicitation shall be made online at the following link:

<https://cochise.bonfirehub.com/portal/?tab=openOpportunities>

**6.3** Faxed and hard copy submissions will not be accepted.

**6.4** Submissions delivered to any location, electronically or otherwise, other than the above will not be considered duly delivered. The County shall not be responsible for re-routing submissions delivered to a person or location other than as specified above.

**6.5** All submittals, whether selected or rejected, shall become the property of the County and will not be returned.

**6.6** The County reserves the right to waive minor defects and/or irregularities in submittals and shall be the sole judge of the materiality of any such defect or irregularity. Further, the County reserves the right to contact vendors regarding any ambiguities it considers to be major, and for the respondent of any such defected submission to correct and resubmit, with or without, any extension to the offer due date.

**6.7** The County reserves the right to clarify errors or omissions in order to gain further information, or correct minor ambiguities within the offer during the time of evaluations.

## 7.0 EVALUATION CRITERIA

The County will use the following evaluation criteria to determine whether a firm can meet the County's needs. An evaluation committee will score each firm based on pricing factors only. The Evaluation Committee will be composed of the Procurement Department and the Information Technology Department. The maximum possible score is 100.

- Pricing- 50 points
- Proposal Evaluation- 30 points
- Past Performance and Reference Listing- 20 points

## 8.0 SELECTION PROCEDURES

Responsive submissions will be reviewed only on a firm's ability to meet the minimum requirements outlined in section 2.0 – Technical Specifications and any relevant attachments, and weighing the information provided by the vendor as outlined in Section 5.0 – Preparation of Response – Required Content, against Section 8.0 – Evaluation Criteria. The Evaluation Committee will select that vendor which can completely fulfill the requirements of Section 2.0 – Technical Specifications and offers the lowest price to the County.

The County reserves the right to reject any or all submissions, to waive minor irregularities in said submissions, or to conduct clarifications for administrative errors or pricing verification irregularities. Any submissions which are not submitted by the date and time specified within this RFP will be considered late. Late bids may be used by the County, if the Evaluation Committee determines, in writing, accepting the late bid will be in the best interest of the County.

## 9.0 ATTACHMENTS

The following documents are attached to this solicitation and all information contained within shall be as if it were written directly into this solicitation:

- Attachment 1 – Terms and Conditions
- Attachment 2 – Scope of Work
- Attachment 3- Specifications of County's Current Copier Fleet
- Attachment 4- Guidelines and Requirements of Submission
- Maps of Cochise County

**10.0 AUTHORITY**

The undersigned personnel are authorized to release the information contained within their submittal and has the authority to contractually bind and enter into agreements for their firm. All information submitted by the Firm shall conform to the requirement as outlined out by this solicitation, its attachments and/or appendices, unless otherwise proposed to the County, as mutually agreed.

**VENDOR**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Firm Name