



REQUEST FOR PROPOSALS

Title	Multifunctional Copier/Printer Lease Agreements
LRFP Number	1000.25.01
Project Manager	Hans Odegard
Submittal Deadline	June 28, 2024
Award Announcement	July 5, 2024

Submit Proposals to:

Hans Odegard, Director of Administration
Prince William Sound Regional Citizens' Advisory Council
3709 Spenard Road, Suite 100
Anchorage, AK 99503

via email at the following addresses:

hans.odegard@pwsrca.org

ashlee.hamilton@pwsrca.org

To verify receipt of proposal, proposer must contact **Hans Odegard or Ashlee Hamilton** before the submittal deadline.

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Proposal submission requirements:

- a. Proposals shall be submitted in electronic form in Adobe Portable Document form (PDF) (Acrobat 7.0 or later). The PDF file for the proposal itself shall be created directly from the authoring application. It is permissible but not preferred for appendices and other attachments to the proposal to be submitted in scanned PDF format.

- b. To assure consideration, proposals must be received by Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) by the deadline. Proposals received after the deadline may be considered but only if they can be accommodated by PWSRCAC's review process. Additional information provided after the deadline may also be considered but only if such information can be accommodated by the review process.

Inquiries regarding this request for proposals shall be directed to the project manager named above via email.

REQUEST FOR PROPOSALS

The Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) is inviting proposals for a project to lease multifunctional copiers/printers for its Anchorage and Valdez offices. One machine will be required for each office.

ABOUT PWSRCAC

MISSION STATEMENT: Citizens promoting environmentally safe operation of the Alyeska terminal and associated tankers.

PWSRCAC was formed following the Exxon Valdez oil spill to advise Alyeska Pipeline Service Company and the public on issues related to oil spill prevention and response and mitigating the environmental impacts of terminal and tanker operations.

PWSRCAC also advises oil shippers, regulatory agencies and elected officials on these issues.

PWSRCAC's membership comprises communities affected by the Exxon Valdez oil spill and interest groups with a stake in safe oil transportation in the region.

PWSRCAC's 18 member organizations are communities and boroughs impacted by the 1989 Exxon Valdez Oil Spill, as well as Native, commercial fishing, aquaculture, recreation, tourism and environmental representatives.

PWSRCAC was chartered as a non-profit corporation by the State of Alaska on December 26, 1989. PWSRCAC is funded under a contract with Alyeska, and is certified as the alternative voluntary advisory group for Prince William Sound under the Oil Pollution Act of 1990 (OPA90).

Please note: All of PWSRCAC's products and the products resulting from contracts are considered public information. Proposals and work plans may be distributed throughout the organization for review and comment. Proprietary information should not be submitted in any proposal.

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PWSRCAC will not knowingly reveal the contents of a proposal that is not subsequently accepted for contract; however, PWSRCAC accepts no liability should such contents inadvertently be revealed to third parties.

1. PROJECT

INTRODUCTION

PWSRCAC presently leases two Konica Minolta Bizhub C452 copiers/printers. One machine is located in its Anchorage office and the other in its Valdez office. The leases on these machines will expire in March of 2025.

The current average quarterly (3 month) volume of the Anchorage machine is 6,000 black and white copies/prints and 5,000 color copies/prints. The current average quarterly volume of the Valdez machine is 6,500 black and white copies/prints and 10,000 color copies/prints.

GOALS and DELIVERABLES

PWSRCAC anticipates entering into new three to five-year lease agreements for two machines when the existing leases expire.

Minimum Equipment Requirements

- Multifunctional copier/printer at a speed of no less than 50 ppm
- Color and black and white copying and printing
- Copy/print volume to be at least equal to or greater than volume of current machines
- PCL 5/6 and Postscript compatible
- Multiple paper trays and bypass paper tray that are able to handle paper up to 11 x 17 inches with at least one letter-size high capacity paper tray
- User features accessible from multifunctional copier/printer console
- Simple/clear user interface
- High resolution printing/copying (1200 dpi or higher)
- 100 mb Ethernet interface with support for TCP/IP and user selectable DHCP settings
- Web-based configuration and administration
- Copying: duplex, hole punch, sheet feeder, high-capacity staple, booklet production with option for per page settings
- Printing: Windows/MAC compatible printer drivers, duplex printing, hole punch, high-capacity staple, booklet production with options for per page settings
- Scanning: High resolution color scanning to pdf, jpg, or tiff formats from originals up to 11 x 17 inches. Scan to folder
- Faxing: Fax from console
- All equipment will remain the property of the bidder

Service and Support

The bid should include a maintenance and service contract that includes all consumable supplies, except paper, and should allow for same day call back and reasonable onsite service scheduling in Anchorage and Valdez.

Terms and Conditions

Bidder will be required to deliver and install equipment in PWSRCAC's offices in Anchorage and Valdez and this work shall be part of the bidder's cost proposal. Bidder will be required to remove equipment at the end of the lease term and will be at the bidder's expense. Please note that the Valdez office is located on the second level of an office building that does not have an elevator.

Options

Bidders may propose more than one option for consideration.

2. GENERAL REQUIREMENTS

PWSRCAC Costs. PWSRCAC is not liable for any costs incurred by the proposer during the proposal preparation.

Single Point of Contact. The bidder will designate one person as the project manager and point of contact with PWSRCAC.

3. REQUIRED PROPOSAL CONTENTS

Any submitted proposals shall include the following:

Cover Sheet

- Name, address, telephone number and facsimile number of proposer.
- RFP Title and Number
- Vendor's contact
- Proposed lease term and rate
- Proposed monthly maintenance contract rate

Statement of Qualifications. The proposer should describe his firm, number of years in business, names of principals and owners, and other relevant information. The proposer should also describe in detail how and by whom maintenance and services will be provided both in Anchorage and Valdez.

References. The names, contact persons, and telephone numbers of at least three firms that have acquired similar equipment from the proposer during the last two years.

Demonstration. Upon request, vendors may be asked to demonstrate proposed equipment.

4. SUBMITTAL AND EVALUATION PROCESS

A. Evaluation Criteria. Proposals will be evaluated based on, but not limited to, the following:

1. Machine specifications
2. Lease rate
3. Maintenance contract rate and capability
4. Vendor's capability and references

B. Contract Award. The successful proposal will be the one that, in PWSRCAC sole opinion, best meets the needs as outlined in this RFP. In the event that PWSRCAC determines that no proposal completely meets all of the needs as outlined in the RFP, PWSRCAC shall have the option not to accept any proposal or enter into any contract whatsoever. In the alternative, PWSRCAC may select the proposal or proposals that, in its sole view, most nearly conform to its needs as outlined in this RFP; and then negotiate directly with that contractor to refine the proposal to achieve a contract that fully satisfies PWSRCAC needs.

C. Professional Services Contract. A copy of PWSRCAC's standard professional services contract form can be found at http://www.pwsrcac.org/wp-content/uploads/filebase/newsroom/rfps/professional_services_agreement.pdf or can be made available upon request.

D. PWSRCAC Information. The following information about PWSRCAC is available on our website:

[PWSRCAC/Alyeska Contract](#)

[PWSRCAC Bylaws](#)

[PWSRCAC Observer Newsletter](#)

[PWSRCAC Annual Report](#)

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