

**REQUEST FOR PROPOSALS  
for  
COPIER LEASE and SERVICE AGREEMENT**

**For the  
HAGERSTOWN HOUSING AUTHORITY  
35 W. BALTIMORE STREET  
HAGERSTOWN, MD 21740**

**Sean Griffith, Executive Director**



June 1, 2020

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## **REQUEST FOR PROPOSAL**

June 1, 2020

The Housing Authority of the City of Hagerstown, Maryland, is soliciting proposals for the copier lease and service agreement.

The services required are as listed in the Scope of Services section of this proposal specifications booklet.

Please find attached the Authority's Request for Proposals for copier lease and service agreements dated June 1, 2020. All responses are due no later than end of business day, July 1, 2020. The Housing Authority of the City of Hagerstown will select vendor for award by August 1, 2020.

Hagerstown Housing Authority  
Attn: George Stull  
35 W. Baltimore Street  
Hagerstown, MD 21740

Thank you for your interest. Please direct any questions to the undersigned at 301-733-6911 Ext. 138.

Sincerely,



George Stull  
Director of IT  
Phone 301-733-6911 Ext. 138  
Fax: 301-733-7298  
Email: [gstull@hagerstownha.com](mailto:gstull@hagerstownha.com)

## **GENERAL REQUIRMENTS**

The Housing Authority of the City of Hagerstown, Maryland is a non-profit organization operating under the laws of the State of Maryland and the auspice of HUD to provide housing for low-income families within the City.

The Housing Authority manages 1320 dwelling units in 11 city-wide communities and subsidizes an additional 943 dwelling in the private market under the Housing Choice Voucher and Housing Assistance Payment Programs.

The Housing Authority currently maintains and operates six copiers for its administrative staff for a variety of uses including copying vital records for the creation of client's files, document reproductions, flyers and brochures, and information packets for our partners and board members.

Our current lease on the copiers expires in August 2020 and we are therefore requesting your proposal at this time.

## **SCOPE OF SERVICES**

The following general services will be required:

1. Provide four 50-70 ppm copier with the following functions: printing in color, scanning to Email, duplexing, locked print capabilities, at least 8 output bins, 3 input trays, auto feed, document server, stapler including center stapling, 3-hole punch, and enlargement/reduction. These copiers must be able to handle 10,000 copies per month and up to 12,000 prints per month with 1,000 being color.
2. Provide two 50-70 ppm copier with the following functions: printing in color, scanning to Email, duplexing, locked print capabilities, at least 3 output bins, 3 input trays, auto feed, document server, stapler including center stapling, 3-hole punch, and enlargement/reduction. This copier must be able to handle 1,000 copies per month and up to 1,000 prints per month with 200 being color.
3. Provide comprehensive maintenance for the duration of the lease, covering all parts, labor, preventive maintenance, and travel expense.
4. Provide all supplies for the duration of the lease including drums, toner and developer. (Excluding paper)
5. Provide an address book for scan to email functionality.
6. Conduct employee training on the use of the equipment at six office locations all within the city of Hagerstown.

## **INFORMATION AND CLARIFICATION**

Additional information and/or clarification may be obtained by contacting the Director of IT, George Stull at 301-733-6911 ext. 138 or [gstull@hagerstownha.com](mailto:gstull@hagerstownha.com).

It is requested that all questions or comments regarding the proposal be provided to the Authority by July 1, 2020, at 4:30PM in order to allow sufficient time for review and acknowledgment.

## **REQUIREMENTS FOR PROPOSAL SUBMISSION**

The following minimum information shall be incorporated within the proposal package submitted by your firm. These items may be considered in the evaluation of your proposal:

1. Cost Proposal Form. Complete and submit form included in Proposal Booklet.
2. HUD Certifications and Representations of Offerors (Non-Construction). Complete and submit form included in RFP Booklet.
3. Description of Business.
  - a. Date established.
  - b. Number of Staff.
4. Principal Owner(s) name and address.
5. Qualifications, Previous Experience, Business References.
6. Proposed Payment Schedule. List payment terms and anticipated billing periods.
7. Proposal Cost. The proposal cost should be inclusive of all requirements and should include a breakdown of the cost of accessories and optional features as well as additional costs such as supplies and costs per copy. The proposal should clearly identify any and all applicable “end of lease” costs for buyout, sales tax, estimated shipping return fees (identify return point city/state location, etc.)
8. Option to upgrade equipment after two years of service.
9. Minimum lease period proposed, along with optional or renewal cost.



## *MINORITY & FEMALE BUSINESS*

### **ENTERPRISE EFFORTS**

It is the policy of the HAGERSTOWN HOUSING AUTHORITY that maximum practicable opportunity is provided to Minority & Female Business Enterprises to participate in the performance of ALL PURCHASE AGREEMENTS AND PURCHASE ORDERS issued by the Housing Authority.

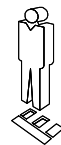
This participation may be in the form of general contracting, subcontracting, supply of materials, equipment, or as minority tenant employees of the contractor/subcontractor.

### **BUY AMERICAN**

Contractors and Vendors, to the greatest extent possible, are to provide equipment and products, which are American made.



### **EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION**



Equal Employment Opportunity (EEO) was established by Executive Order 11246 on Sept 24, 1965. This executive Order ensures equal employment opportunities for minorities.

Under Equal Employment Opportunity provisions, employers (Vendors/Contractors) agree to take affirmative actions to ensure and maintain a working environment free of harassment and intimidation. In addition, those employees are not discriminated against because of race, sex, color, national origin or religion.

**DOES YOUR BUSINESS MEET THESE GUIDELINES  
(IF SO – PLEASE LET US KNOW)**

**SECTION 3  
ECONOMIC OPPORTUNITIES FOR  
LOW INCOME RESIDENTS AND  
LOCAL SECTION 3 BUSINESS FIRMS**



Section 3 is a provision of the Housing and Urban Development act of 1968, which requires that programs receiving funding under HUD provide to the greatest extent feasible opportunities for job training and employment to low income residents. Contractors and Vendors must make a good faith effort to utilize Section 3 residents as trainees and employees and make a good faith effort to award contracts to Section 3 business concerns.

**DEFINITION**

**A "SECTION 3 BUSINESS" CONCERNS:**

A business enterprise, which meets any one of the following three circumstances:

- a) Is 51% or more "owned" by Section 3 residents, or
- b) Whose permanent, full time employees include persons at least 30% of whom are currently Section 3 residents, or
- c) A business concern that provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to business concerns that meet Section 3 qualifications.

**(a) "SECTION 3 RESIDENT"**

- 1) A public housing resident, or
- 2) A "low income" resident of the Section 3 covered area or
- 3) A person seeking training and employment preference (bears responsibility of providing evidence of eligibility).

**(i) "LOW" AND "VERY LOW" INCOME**

"Low Income" - Families whose income does not exceed 80% of the local "median" income. ("Very Low Income" - Incomes which do not exceed 50% of the local "median" income.)

**(ii) "MEDIAN INCOME"**

Updated: March 2015

The Local Median Income for the Hagerstown, Maryland area as published in the HUD User Website (<http://Huduser.org>) is \$65,300.

|             |          |            |          |            |
|-------------|----------|------------|----------|------------|
| LOW INCOME: | \$42,500 | (1-Person) | \$60,650 | (4-Person) |
|             | \$48,550 | (2-Person) | \$65,550 | (5-Person) |
|             | \$54,600 | (3-Person) | \$70,400 | (6-Person) |



## INSURANCE REQUIREMENTS

Contractor/Vendor will be required to procure and submit to the Hagerstown Housing Authority and/or/both Gateway Crossing a signed copy of a 'Certificate of Insurance' in the minimum amounts of coverage as specified below listing the Hagerstown Housing Authority and/or/both Gateway Crossing as 'certificate holder' and 'additional insured'.

|                                   |  |
|-----------------------------------|--|
| Commercial Liability              | \$3,000,000 General Aggregate                                  |
| Bodily Injury and Property Damage | \$1,000,000 per Occurrence                                     |
|                                   | Or, combined with Umbrella coverage in equal or excess amounts |
| Auto Liability                    | \$700,000 per occurrence                                       |
| Workers Compensation              | Coverage as required by State                                  |

## **INDEMNIFICATION**

The Contractor/Vendor shall secure the insurance pursuant to the Housing Authority of the City of Hagerstown and Gateway Crossing general requirements for insurance unless noted in the solicitation.

The Housing Authority and/or/both Gateway Crossing shall be named as an 'additional insured' with respect to liability coverage. The Housing Authority and Gateway Crossing shall be given thirty (30) days notice in advance of cancellations, non-renewal, or material change in any insurance coverage.

Contractor hereby releases and shall indemnify, defend, and hold harmless Hagerstown Housing Authority and Gateway Crossing, its subsidiaries, affiliates, officers, agents, employees, successors, assigns, and authorized representatives of all the foregoing from and against all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorney fees, cost and expenses of any kind or nature, whether arising before or after completion of the work hereunder, and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part, or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence of Contractor, Contractor's subcontractor or of anyone acting under Contractor's direction or control or on Contractor's aforesaid release, indemnify, and hold harmless obligations, or portions of applications thereof. Hagerstown Housing Authority and Gateway Crossing shall be indemnified and held harmless to the fullest extent permitted by law. If any portion of this indemnify clause is invalid or unenforceable, it shall be deemed excised and the remaining portions of the clause shall be given full force and effect.

## **PROPOSAL EVALUATION FACTORS AND AWARD**

All proposal submissions received will be evaluated by the appointed Housing Authority Proposal Committee for evaluation of technical and cost factors and determination of competitive range.

1. Selected firms determined to be in competitive range will be contacted for additional discussion of work scope and negotiation as deemed necessary by the Contracting Officer. (Note: The Authority reserves the right to waive the discussion and negotiation process where deemed unnecessary.)
2. Firms determined not to be in competitive range will be so advised within thirty (30) days of proposal due date.

Upon completion of work scope discussion and negotiation, competitive firms will be required to submit final and best offers for final evaluation.

Recommendation for award will be based on evaluation of all final and best offers.

Official award shall be as approved by the Contracting Officer.

**EVALUATION FACTORS AND AWARD CRITERIA**

The following evaluation factors and relative point values will be used by the staff Proposal Evaluation committee for selection and award recommendation:

| <b><u>FACTOR</u></b>   | <b><u>MAXIMUM POINT VALUE</u></b> |
|--|-----------------------------------|
| 1. <b>QUALIFICATIONS and PREVIOUS EXPERIENCE</b><br><br>Qualifications, staffing, previous experience and references indicate a level of ability for the firm to provide the service. (Higher level of qualifications, etc., receives higher point value.) | 15                                |
| 2. <b>SCOPE OF SERVICES</b><br><br>The services proposed are reasonable and meet the requirements and anticipated results of the solicitation. (More comprehensive services receive higher point value.)   | 20                                |
| 3. <b>PRODUCT FEATURES</b><br><br>The product features meet the requirements and anticipated results of the solicitation. (The ability to provide copiers with functions that match the Authority’s needs receives higher point value.)                    | 30                                |
| 4. <b>TOTAL COST AND LEASE RENEWAL</b><br><br>The total cost for services is reasonable and there is a proposed option to renew the lease and receive equipment updates after two years.   | 30                                |
| 5 <b>MINORITY, FEMALE, SECTION 3 BUSINESS</b><br><br>Please see pages 3-4 for definitions and requirements.  | 5                                 |
| <b>TOTAL MAXIMUM POINTS:</b>   | <b>100</b>                        |

\*Vendors are encouraged to submit additional supporting data relating to their past performance, experience, and quality of work. Include previous housing authority experience and experience with performance-based contracts.

The Authority’s selection committee will evaluate each submission.

**SERVICE AGREEMENT**

**Copier Lease and Service Agreement  
at  
Hagerstown Housing Authority  
(3 locations)**

WHEREAS, the Housing Authority of the City of Hagerstown, Maryland has requested a proposal for Copier Lease and Service Agreement

WHEREAS, \_\_\_\_\_ has been the successful proposer in this matter; and

WHEREAS, the parties desire to enter into a service agreement/purchase order for the provision of said goods and/or services

NOW THEREFORE, in consideration of the agreed amount of \_\_\_\_\_/year Dollars (\$\_\_\_\_\_/year) and the promises and covenants of the parties, the parties do agree as follows:

- 1. The following documents represent the service agreement between the parties:
  - a. Request for Proposal dated July 1, 2020
  - b. Cost Proposal Submission Form
  - c. Service Agreement – 1 Page
  - d. Addendum (s), if applicable
  - e. Certificate of Insurance listing Hagerstown Housing Authority as “certificate holder” and “additional insured”

2. The instruments set forth in Paragraph 1, above, embody the entire agreement of the parties. There are no promises, terms, or obligations other than those contained therein; and this service agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties. No letter, telegram, or other communication passing between the parties concerning any matter during this service agreement period, shall be deemed a part of this agreement, nor shall it have effect of modifying or adding to this agreement. All modifications to this agreement must be made in accordance terms and conditions in this solicitation and specifications.

3. \_\_\_\_\_ acknowledges receipt of this document and a copy of all documents set forth in Paragraph 1, above, which forms the complete service agreement/purchase order between the parties.

IN WITNESS WHEREOF, we have set our hands and seals this \_\_\_ day of \_\_\_\_\_, 2020.

WITNESS: \_\_\_\_\_

\_\_\_\_\_ Vendor/Contractor/Subcontractor

BY: \_\_\_\_\_ (SEAL)  
Company Official, Title

\_\_\_\_\_

THE HOUSING AUTHORITY OF THE  
CITY OF HAGERSTOWN, MARYLAND

BY: \_\_\_\_\_ (SEAL)  
Sean Griffith, Contract Officer

## **EVIDENCE OF DIRECT MAIL SOLICITATION**

1. Doing Better Business  
14500 Byers Rd  
Hagerstown, MD 21742  
(301) 797-1399
  
2. Centric Business Systems  
1800 Dual Hwy #305  
Hagerstown, MD 21740  
(877) 902-3301
  
3. Innovative Incorporated  
13332 Pennsylvania Ave  
Hagerstown, MD 21742  
(301) 739-7414
  
4. Ropho Sales, Inc.  
644 Broome St.  
Salem, VA 24153  
(540) 387-1144