

Request for Proposal (RFP)
Multifunctional Copiers/Printers
RFP #875



City of Berkeley
8425 Airport Road
Berkeley Missouri 63134
314-400-3705

RFPs shall be submitted in a sealed envelope clearly marked
"RFP # 875 - Request for Proposal for Multifunctional Copiers/Printers" on the outside.
Copier Printer Equipment and Service

Bid Opening Date, Tuesday, December 11, 2018 at 10:00 AM
At which time the bid will be opened and publicly read aloud.

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INVITATION TO BID

I. OVERVIEW

The City of Berkeley is requesting a Request for Proposal (“RFP”) from experienced vendors to provide multi-function digital copiers/printers and related maintenance and support services. See **Exhibit A** for list of placement locations throughout the City of Berkeley.

Please submit an *original and five (5) copies* of your Proposal in a sealed envelope to the Contact person shown below no later than 10:00AM on **December 11, 2018** at which time publicly opened. No oral or electronically transmitted proposals will be accepted. Proposals not received by the specified time noted will be rejected.

All proposals submitted shall become the property of City of Berkeley.

All responses to the Request for Proposal shall be submitted to:

Attn: Debra M. Irvin, City Manager
8425 Airport Road
Berkeley, MO 63134

Questions may be submitted via email to irvin@ci.berkeley.mo.us

II. INTRODUCTION

The City of Berkeley is seeking Proposals from established Vendors who have been in business of multi-function digital copiers/printers for a minimum of five (5) years, and who sell, lease, maintain and support the specified copiers/printers in each location.

The purpose of the document is to provide information to submit a proposal. It is not the intent to limit the Vendor to a specific copier/printer solution. The City would consider recommendations by the vendor to consolidate copier and/or printers.

III. SUBMISSION REQUIREMENTS

The submission requirements for the RFP are detailed below. Please submit an original and five (5) copies of your response. Submissions should include the Vendor’s response(s) to Exhibit B “Vendors Recommended Equipment and Lease Plan” and “Cover Sheet for Bid Proposal”. Any submission shall constitute an irrevocable offer for one hundred twenty (120) calendar days following the deadline of its submission. Reference to a certain number of days in this RFP shall mean business days unless otherwise specified.

The City of Berkeley, Missouri will accept sealed bids until Tuesday, 10:00AM on **December 11, 2018**, local time, at City Hall, 8425 Airport Road, Berkeley, Missouri, 63134.

The City reserves the right to accept or reject any or all bids and or combination, thereof, and to waive any minor irregularities.

Bids will then be publicly opened and read aloud in the City Council Chambers at City Hall, 8425 Airport Road, Berkeley, MO 63134.

Bids shall be submitted on the City Bid Form in a sealed envelope, clearly marked on the outside as **“RFP No. 875 Request for Proposal for Multifunctional Copiers/Printers.”**

Vendors shall be an Equal Employment Opportunity Employer and must have Affirmative Action Statement. These completed forms must be submitted in the bid packet at time of submission.

IV. SCOPE OF SERVICE

1) Specifications of machines you are proposing: _____

2) Estimate of monthly cost of the lease, per machine: _____

3) Experience, expertise and capabilities including references who have the copier machines you are proposing, a narrative on your philosophy for customer service, and your standards for responding to service calls if you are the selected vendor: _____

4) Setup, delivery and training information along with information on companies that will finance your machines: _____

5) Disclosure of billing for service to the machines and the maintenance contract costs: _____

6) Side by side comparison of machines you are proposing and how they compare to our current machines: _____

V. NETWORK TECHNICAL REQUIREMENTS

1. The networked digital copiers/printers will be connected to the City's network.
2. Each networked digital copier/printers shall allow printing from any desktop PC or laptop within the City's network.
3. The vendor shall specify all electrical requirements, including the necessity for special electrical receptacles, dedicated lines, etc. Each device shall meet the OEM's recommendations for electrical surge protection.

VI. Responses to the RFP must contain the following information by the vendor:

A. General and Technical Requirements for Digital Copiers/Printers

All digital copiers/printers shall be newly manufactured with no used or refurbished parts and include the capability for scanning, faxing and emailing. Each location's business needs will determine the final equipment configuration of each copier/printer. The OEM shall provide specification sheets listing all accessories, features, functions and technical requirements of each model copier/printer.

Unless otherwise specified all digital copiers/printers shall meet the following requirements:

1. All digital copiers/printers shall be capable of producing double-sided prints/copiers.
2. All copiers/printers rated at a speed of 40-66 prints per minute (PPM) or faster are required to have the capability of printing on stock ranging from 16 lb. bond to 110 lb. index, on sizes letter (8 ½ x 11"), legal (8 ½ x 14"), wide format (11 x 17")
3. All digital copiers/printers shall have PIN codes and /or mailbox secured access for users.
4. All digital copiers/printers shall have the ability for a network connection using Ethernet TCP/IP protocol.
5. All digital copiers/printers shall be capable of enlarging documents.
6. All digital copiers/printers shall be capable of reducing documents.
7. All digital copiers/printers shall be capable of scanning and faxing

VII. SPECIFICATIONS

All vendors must be able to meet the following specifications:

- 1: Quarterly copies made to include in the bid are 105,000 B & W and 40,000 color. Vendors shall also include the price for each additional click beyond the included copies. Any overages to be billed quarterly.
- 2: The bid as submitted shall be for a five (5) year fair market value lease payable to the vendor.
- 3: The price of the contract and overages is to be fixed for the **entire term** of the contract. NO service or payment increases will be allowed.
- 4: All copiers as originally placed in the City of Berkeley by the vendor shall be new and current models upon placement. No used copiers or out of date models are allowed for original placement into the City. The City will not accept nor review alternate bids for refurbished

copiers. The copiers shall remain the property of the vendor during the lease period. At the end of the lease period, the vendor shall remove their copiers at no charge to the City.

5: If at any time during the five year lease any of the devices cease to work effectively to the satisfaction of the City, the vendor shall replace the device so that minimal services are lost.

6: All toners, service, supplies, repairs and maintenance shall be included as part of the contract cost. No additional charges will be allowed for any repair or any part replacement for the vendor's devices.

7: Repairs as reported to the vendor shall be made to devices within eight (8) business hours. The vendor shall identify in their bid the guaranteed "response time" or "up-time" for any repair calls. Vendor will have 8 business hours to repair or provide a loaner unit to the City of Berkeley or forfeit \$50 per incident in the form of a bill credit to the City.

8: The vendor shall provide training for each device as installed. The vendor shall supply in-service basic training on the devices for the life of the agreement at no additional cost.

9: The vendor will guarantee to **NOT USE A 3rd PARTY LEASING COMPANY** and must hold the contract for the term of the lease. Payment will be made directly to the vendor.

10: The vendor shall price quote fully digital models with the following additional components for each model as listed in the current equipment list. The City recognizes that vendor's device speeds will vary slightly from the specifications as listed in the following page. However, the minimum device speed requirements need to be met. The vendor shall identify the exact model number and speed of each copier proposed for inclusion into this quote. Below is a list of features that ALL new multi-function devices must have:

Basic Features:

- Collating
- Grouping
- Duplexing
- Size/Ratio adjustment
- Automatic Document Feeder
- Bypass/Manual paper feeder
- User code capability and setup
- Networked for printing
- Double sided scanning
- In-service training of staff on basic and specific operations
- Online management of copier counts
- Automated meter readings and toner level readings
- Automated shipments of toner – no users should have to manually enter meters or order tones

Bid Totals:

- (18) Total MFP's
- (10) Total B&W Desktop Printers (print/scan/copy)
- (1) Customized Scan Solution for Network and Local Scanning

*All devices must be networked

*All devices must have access to scan to network software

VIII. LOCATIONS

City Hall

- (2x) 40-60ppm Color A3 MFP - Inspections & Court – 1ST Floor
Dual Scan Document Feeder
Stapling Finisher
3,000 Sheets of Additional Paper Supply
Fax

- (1x) 40-60ppm Color A3 MFP - Parks – 1st Floor
Dual Scan Document Feeder
Stapling Finisher
3,000 Sheets of Additional Paper Supply
Hole Punch
Fax
Envelopes
External Keyboard

- (1x) 40-60ppm Color A3 MFP - Finance – 1st Floor
Dual Scan Document Feeder
Stapling Finisher
Booklet Maker
3,000 Sheets of Additional Paper Supply
Hole Punch
Fax
External Keyboard
OCR Scanning

- (1x) 40-60ppm Color A3 MFP - City Clerk – 2nd Floor
Dual Scan Document Feeder
Stapling Finisher
Booklet Maker
3,000 Sheets of Additional Paper Supply
Hole-Punch
Fax
Envelopes
External Keyboard
OCR Scanning

- (1x) 52+ppm B&W A4 Desktop MFP - Inspections – 1st Floor
Copy/Print/Scan/Fax

- (1x) 52+ppm B&W A4 Desktop MFP - Council Chambers (Hall) – 1st Floor
Copy/Print/Scan/Fax

- (1x) 52+ppm B&W A4 Desktop MFP - Administration- PA – 2nd Floor
Copy/Print/Scan/Fax

- (1x) 40+ppm Color A4 Desktop MFP Copy/Print/Scan/Fax - City Manager's Office -1st Floor
- (1x) 52+ppm B&W A4 Desktop MFP Copy/Print/Scan/Fax - Receptionist = 1st Floor
- (1x) 40+ppm Color A4 Desktop MFP Copy/Print/Scan/Fax - Assistant City Manager's Office – 2nd Floor
- (2x) 52-57ppm B&W Desktop Printers - Finance Director
Finance- Senior Accountant
- (1x) 36" Wide Format MFP – Canon Specific - Public Works (Plan Review) – Optional

Mechanic Shop 5910 No Hanley Rd

- (1x) 40-60ppm Color A3 MFP
- Dual Scan Document Feeder
- Stapling Finisher
- Booklet Maker
- Fax

Fire House #1

- (1x) 40-60ppm Color A3 MFP - Front Office
- Dual Scan Document Feeder
- Stapling Finisher
- Hole Punch
- Fax

- (1x) 52+ppm B&W A4 Desktop MFP Copy/Print/Scan/Fax - Back Office

Fire House #2

- (1x) 52+ppm B&W A4 Desktop MFP Copy/Print/Scan/Fax

Police Department

- (2x) 40-60ppm Color A3 MFP - Sergeant & Detectives
- Dual Scan Document Feeder
- Stapling Finisher
- Hole Punch
- 3,000 Sheets of Additional Paper Supply

- (1x) 40-60ppm Color A3 MFP - Chief's Area
- Dual Scan Document Feeder
- Stapling Finisher
- Hole Punch
- 3,000 Sheets of Additional Paper Supply
- Fax

- (1x) 52+ppm B&W A4 Desktop MFP Copy/Print/Scan/Fax - Dispatch

Public Works – 5860 North Hanley Rd

(1x) 52+ppm B&W A4 Desktop MFP
Copy/Print/Scan/Fax

Animal Control – 6064 Madison Avenue

(1x) 52+ppm B&W A4 Desktop MFP
Copy/Print/Scan/Fax

Service Agreement

Included: 105,000 B&W clicks/quarter
40,000 Color clicks/quarter
To cover ALL devices specified in lease

Vendor must guarantee replacement of all models for a minimum of five (5) years if they cannot be made to work as specified AND to customer’s satisfaction.

All service rates must be locked in and guaranteed for the entire initial term of the lease, a minimum of five (5) years.

Service calls must be completed and customer must have a working unit within 8 business hours of a service call being placed. If device is unable to be fixed within specified time, a loaner unit will be provided at no cost until the device is fixed, or a credit will be issued to the customer’s bill.

All parts, toner, consumables, labor, delivery charges, and fuel surcharges will be included in the service rates and will not be extra charges.

Leasing will be done by the vendor and **NOT** outsourced to a third party leasing company.

ADDITIONAL INFORMATION

Vendor shall have sufficient personnel, equipment and material to supply to the terms of this

Service calls shall be during normal work hours, Monday through Friday during daylight hours. No service calls on Saturdays or Sundays.

I have read the requirements, specifications and needs of all locations in this proposal and hereby agree to return to the City of Berkeley and comply with all of the terms and conditions listed in the RFP.

Company’s Name

License

Date

Owner/Agent (Print Name)

Owner/Agent (Signature)

NOTICE TO BID
RFP NUMBER 875

Notice is hereby given that the City of Berkeley, Missouri, will accept the sealed proposals for Multifunctional Copiers/Printers and services located within scattered sites throughout the City of Berkeley, Missouri, per the specifications attached to the bid form. Copies of the bid forms may be obtained from the City Clerk's Office in the Berkeley City Hall, 8425 Airport Road, Berkeley, Missouri 63134.

Pursuant to Section 135.010 Sealed bids will be received by the City Clerk at the Berkeley City Hall City, 8425 Airport Road, Berkeley Missouri, 63134, until **December 11, 2018, at 10:00 AM**, at which time the bids will be publicly opened and read. Proposals must be in sealed envelopes and plainly marked:

**RFP NO. 875 : REQUEST FOR PROPOSAL FOR MULTIFUNCTIONAL
COPIERS/PRINTERS.**

The City reserves the right to reject any or all proposals, waive informalities in the process and accept the proposal deemed to be in the best interest of the City.

For questions regarding this project, contact Debra Irvin, City Manager, 8425 Airport Rd, Berkeley Missouri, 63134; via email at irvin@ci.berkeley.mo.us

Debra M. Irvin, City Manager

BID PROCESS SCHEDULE

Dates

1. Deadline for submittal of Vendor's request for clarification, modifications or questions regarding the Bid.
Monday, December 3, 2018, 10:00 a.m.

2. Addendums will be posted on the City of Berkeley Website:
<http://cityofberkeley.mo.us>

3. Submittal Deadline for Bid: Tuesday, December 11, 2018, 9:59 a.m.

4. Bid Opening: Tuesday, December 11, 2018, 10:00 a.m.

If a final Addendum is needed it will be posted on the website by 5:00, p.m. on **Friday, December 7, 2018**

**CITY OF BERKELEY, MISSOURI
TOTAL LEASE FORM**

Date: _____

To: Deanna Jones
City Clerk
8425 Airport Road
Berkeley, Missouri 63134

Dear Ms. Jones,

The undersigned, having familiarized (himself) (themselves) (itself) with the existing conditions of the project affecting the cost of work, and with the Contract documents, hereby proposes to furnish all supervision, technical personnel, labor, materials, machinery, tools, appurtenances, equipment and services, including transportation services required to remove and replace copies throughout all designated locations in the RFP within the City of Berkeley.

2. In submitting this bid, the Vendor understands that the right is reserved by the City to reject any and all bids. Basis of award will be the total base bid of the lowest qualified bidder. If written notice of acceptance of this bid is mailed or delivered to the undersigned within thirty (30) days after the opening thereof, or any time thereafter before the bid is withdrawn, the undersigned agrees to execute and deliver an agreement in the prescribed form and furnish the required bond within ten (10) days after the Agreement is presented to him for signature.

3 The Vendor is prepared to submit a financial and experience statement upon request.

COMPANY INFORMATION FORM

Please print legibly, except where signature is required.

Date: _____

Company Name: _____

Company Address: _____

Phone Number: _____

Cell Phone: _____

E-mail Address: _____

Website: _____

Account Representative: _____

Authorized Officer: _____

Signature: _____

Title: _____

IX. CONTRACTING REQUIRMENTS

A. Time of Essence

Time is of the essence with the respect to Vendor's performance of services and equipment.

B. Warranties and Representations

Vendor warrants that Vendor will assign the manufacturer's warranties for equipment, hardware and software to the City or provide comparable warranties. The warranties set forth above will not be subject to any disclaimer or exclusion of warranties or to any limitation of Vendor's liability under the Agreement. Vendor will provide a contact person available and authorized to remedy any non-conformity with these warranties.

C. Equipment, Tools, Supplies

Vendor will supply all equipment, tools, supplies, offices, personnel, instrumentalities, transportation, support services and insurance required to deliver and install digital copiers/printers under the Agreement.

D. Indemnity Obligation of Vendor

To the fullest extent permitted by law, Vendor will protect, indemnify, defend and hold the City, officers, employees, and representatives and each of their successors and assigns entirely harmless from and against any and all claims, actions, demands, proceedings, liabilities, damages, judgements, fines, penalties, settlements, costs and charges, including, without limitation, attorney's fees and expenses, arising directly or indirectly from or in connection with (a) any breach of the Agreement, (b) any actual or alleged negligent act, negligent error or omission, intentional misconduct of, or violation of any law by Vendor, Vendor's employees, subcontractors, agents, representatives or assigns (collectively, "Vendor's Agents") in the performance or non-performance of the professional services required to be performed by the Vendor under the Agreement; or (c) the Library's enforcement of its rights under this indemnity provision.

E. Insurance Obligations of Vendor

Vendor will agree to provide and maintain general liability insurance and worker's compensation insurance at the Vendor's own expense. Vendor agrees to provide a Certificate of Insurance with the City named as an additional insured.

F. Termination

1. Default by Vendor

The Agreement may be terminated by the City upon thirty (30) days written notice to Vendor in the event Vendor is in default under any of the provisions of the Agreement. In the event the Agreement is terminated due to the default by Vendor, Vendor will not be entitled to receive any compensation for Services performed or for any Reimbursable Expenses incurred.

2. Automatic Termination

The Agreement will automatically terminate on the occurrence of any of the following events: (a) bankruptcy or insolvency of either party; (b) sale of business; (c) failure to comply with federal, state or local laws, regulations or requirements, or (d) expiration of the agreement, renewal periods or month to month option.

G. Nondiscrimination

During the performance of this Agreement, Vendor will not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age, gender or sexual orientation. Vendor will include the nondiscrimination and compliance provision of this clause in all subcontracts to perform work under this agreement.

H. Assignment/Subcontracting

Vendor will clearly describe the reason for using any subcontractors, if applicable. Regardless of approval of any subcontractor by the City or any provision in the agreement to the contrary, Vendor will at all times remain solely and exclusively responsible for the performance of all obligations under this Agreement.

X. EVALUATION OF PROPOSALS

The City of Berkeley Administration will review submitted proposals based upon, but not solely limited to, the criteria. Note that cost will be a factor, but not the only factor, in evaluating submitted proposals.

A. Rejection of Proposals

The City reserves the right to reject any or all submissions in whole or in part for any reason without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements.

If a proposal fails to meet a material requirement in the Request for Proposal, or is incomplete or contains irregularities, the proposal may be rejected. A deviations material to the extent that a response is not in substantial accord with the requirements in the RFP

B. Errors in the RFP

If a vendor submitting a proposal discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the vendor should immediately provide the City with written notice of the problem and request that the RFP be clarified or modified.

HOLIDAYS

No services shall be performed on the following days:

**New Year's Day
Dr. Martin Luther King Day
Memorial Day
Independence Day (July 4)
Labor Day
Veteran's Day
Thanksgiving Day (Thursday and Friday)
Christmas Eve and Christmas Day**

Owner observes any holidays falling on Saturday on the proceeding Friday, and any holidays falling on Sunday on the succeeding Monday.

XI. QUESTIONNAIRE FOR VENDORS

All vendors must complete this questionnaire in full so as to assist the City in reviewing all proposals in accordance with the criteria. Failure to completely answer all questions in a thorough, accurate manner may lead to the rejection of the proposal.

1. Have you ever done the same or similar work for other local or state governmental entities?
If so, what state/local entities: _____

a. Where and when the work was performed: _____

2. How long has your company been in business? _____

3. What experience or qualifications does it possess? _____

4. Where are your offices located? _____

5. Provide five (5) references of work that you have successfully completed? Use Reference Sheet in packet (next page)

REFERENCES

Company Name _____ Telephone () _____
Company Address _____
Company City _____ State _____ Zip _____
Website: _____
Type of Project: _____
Project Cost: _____
Contact Full Name: _____

Company Name _____ Telephone () _____
Company Address _____
Company City _____ State _____ Zip _____
Website: _____
Type of Project: _____
Project Cost: _____
Contact Full Name: _____

Company Name _____ Telephone () _____
Company Address _____
Company City _____ State _____ Zip _____
Website: _____
Type of Project: _____
Project Cost: _____
Contact Full Name: _____

Company Name _____ Telephone () _____
Company Address _____
Company City _____ State _____ Zip _____
Website: _____
Type of Project: _____
Project Cost: _____
Contact Full Name: _____

Company Name _____ Telephone () _____
Company Address _____
Company City _____ State _____ Zip _____
Website: _____
Type of Project: _____
Project Cost: _____
Contact Full Name: _____

XII. COVER SHEET FOR BID PROPOSAL

Proposal for: RFP Package: # 875 Multifunctional Copiers/Printers and Service.

We hereby propose to furnish all equipment, toners, labor and materials required for RFP Package: # 875 Multifunctional Copiers/Printers and Service in accordance with the instructions to bidders and specifications.

We have visited the site and examined all conditions affecting the work. We hereby propose to furnish all labor and materials required by the contract documents as follows:

Company (Bidder) Name: _____

Company (Bidder) Website: _____

Company (Bidder) Address: _____

Total Proposed Lease Price: \$ _____

Signature of Authorized Representative: _____

Title

Date

EXHIBIT A – SITE LOCATIONS

1. Berkeley City Hall – 8425 Airport Rd
2. Berkeley Fire Station No. 1 – 8401 Airport Rd
3. Berkeley Fire Station No. 2 – 9263 Natural Bridge Road
4. Police Station – 8340 Frost Ave
5. Streets Maintenance – 5860 North Hanley Rd
6. Central Garage – 5910 No Hanley Road
7. Animal Control/Facilities – 6064 Madison Ave

EXHIBIT B

“Vendors Recommended Equipment and Lease Cost”

No. of Copiers	Preferred Equipment	Location	Recommended Equipment	Annual Lease Cost
2	40-60ppm Color A3 MFP Dual Scan Document Feeder Stapling Finisher 3,000 Sheets of Additional Paper Supply Fax	City Hall Inspections & Court – 1 ST Floor		
1	40-60ppm Color A3 MFP Dual Scan Document Feeder Stapling Finisher 3,000 Sheets of Additional Paper Supply Hole Punch Fax Envelopes External Keyboard	City Hall -Parks – 1 st Floor		
1	40-60ppm Color A3 MFP Dual Scan Document Feeder Stapling Finisher Booklet Maker 3,000 Sheets of Additional Paper Supply Hole Punch Fax External Keyboard OCR Scanning	City Hall- Finance – 1 st Floor		
1	40-60ppm Color A3 MFP Dual Scan Document Feeder Stapling Finisher Booklet Maker 3,000 Sheets of Additional Paper Supply Hole-Punch Fax Envelopes External Keyboard OCR Scanning	City Clerk – 2 nd Floor		
1	52+ppm B&W A4 Desktop MFP Copy/Print/Scan/Fax	Inspections – 1 st Floor		

1	52+ppm B&W A4 Desktop MFP Copy/Print/Scan/Fax	Council Chambers (Hall) – 1 st Floor		
1	52+ppm B&W A4 Desktop MFP Copy/Print/Scan/Fax	Administration- PA – 2 nd Floor		
1	40+ppm Color A4 Desktop MFP Copy/Print/Scan/Fax	City Manager’s Office -1 st Floor		
1	52+ppm B&W A4 Desktop MFP Copy/Print/Scan/Fax	Receptionist -1 st Floor		
1	40+ppm Color A4 Desktop MFP Copy/Print/Scan/Fax	Assistant City Manager’s Office – 2 nd Floor		
2	52-57ppm B&W Desktop Printers	Finance Director, Finance- Senior Accountant		
1	36” Wide Format MFP – Canon Specific	Public Works (Plan Review) – Optional		
1	40-60ppm Color A3 MFP Dual Scan Document Feeder Stapling Finisher Booklet Maker Fax	Mechanic Shop 5910 No Hanley Rd		
1	40-60ppm Color A3 MFP Dual Scan Document Feeder Stapling Finisher Hole Punch Fax	Fire House #1, Front Office		
1	52+ppm B&W A4 Desktop MFP Copy/Print/Scan/Fax	Fire House #1, Back Office		
1	52+ppm B&W A4 Desktop MFP Copy/Print/Scan/Fax	Fire House #2		
1	40-60ppm Color A3 MFP Dual Scan Document Feeder Stapling Finisher Hole Punch 3,000 Sheets of Additional Paper Supply	Police Department - Sergeant		
1	40-60ppm Color A3 MFP Dual Scan Document Feeder Stapling Finisher Hole Punch 3,000 Sheets of Additional Paper Supply	Police Department - Detectives		

1	(1x) 40-60ppm Color A3 MFP Dual Scan Document Feeder Stapling Finisher Hole Punch 3,000 Sheets of Additional Paper Supply Fax	Police Department - Chief's Area		
1	(1x) 52+ppm B&W A4 Desktop MFP Copy/Print/Scan/Fax	Police Department - Dispatch		
1	(1x) 52+ppm B&W A4 Desktop MFP Copy/Print/Scan/Fax	Public Works – 5860 North Hanley Rd		
1	(1x) 52+ppm B&W A4 Desktop MFP Copy/Print/Scan/Fax	Animal Control -6064 Madison Avenue		
	105,000 B&W clicks/quarter 40,000 Color clicks/quarter To cover ALL devices specified in lease	Service Agreement		

AFFIRMATIVE ACTION STATEMENT

THE CITY OF BERKELEY, MISSOURI

Is an **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

We acknowledge that we will hire and develop qualified people, solely on merit and qualifications, without regard to race, color, creed, religion, sex, national origin, ancestry, handicaps or age.

While acknowledging an obligation to the community to reaffirm its Fair Employment Policy, we also reaffirm our support for the various Presidential Executive Orders and regulations of the Equal Employment Opportunity Commission (EEOC). In addition, we support the applicable provisions contained in the Civil Rights Acts, the Equal Pay Law, the Age Discrimination and Employment Act and the Missouri Act against Discrimination. The regulations, acts, orders and laws provide that discrimination based on race, color, creed, religion, sex, national origin, ancestry, handicaps or age is prohibited.

Our policy can be implemented only through the efforts of everyone within the company. A simple statement is not enough without full support. It is hoped that through an Equal Opportunity Plan, a fair and equitable program might be practiced. Through such a plan, applicants and employees should feel they could become an active part of the company without fearing reprisals due to extraneous factors not related to merit or qualifications.

Printed Name

Signed

Position

Date

NOTE: THIS FORM IS VALID FOR THIS CALENDAR YEAR ONLY (2018)

AFFIRMATIVE ACTION/PRIME VENDOR QUESTIONNAIRE

Many of you will probably be compiling similar information for your yearly E.E.O. Reports. If this is the case, and you would prefer to wait and complete this form at that time, please feel free to do so. If you want to be placed on the prime vendor list prior to that time we can do so with a copy of your

Affirmative Action Plan

1. Name and address of your organization: _____

2. Name and position of person completing this report _____

3. We do not wish to be on your prime vendor list and is returning this form incomplete:
Yes _____ No _____
4. Do you consider your organization to be an Equal Employment Opportunity Employer?
Yes _____ No _____
5. Are you part of or a division of a larger parent organization? _____ If Yes, please give parent organization name and home office address:

6. How many employees were on the payroll last pay period? Full Time _____
Part Time _____
7. How many women were on the payroll? Full Time _____ Part Time _____
8. How many minorities were on the payroll?
Full Time Male Minority employees: _____
Full Time Female Minority employees: _____
Part Time Male Minority employees: _____
Part Time Female Minority employees: _____
9. Does your organization include in its employment advertising a phrase similar to: “*We are an Equal Employment Opportunity Employer*” or if your organization has not advertised recently, will similar phrase be included if advertising is undertaken in the future Yes ___ No _____
10. Does your organization or you parent organization have an Affirmative Action Plan?
Yes ___ No _____ If Yes, please supply a copy of the current plan.
11. Does your organization have a designated department or person to function in the Equal Opportunity Position? Yes _____ No _____ If Yes, please supply the name, title, phone number and _____ address _____ for _____ future _____ correspondence.

The City of Berkeley thank you for your cooperation in filling out this form.

FORMS TO BE RETURNED WITH BID

- a. Cover Sheet for Bid Proposal
- b. Company Information Form
- c. Scope of Services
- d. Affirmative Action Statement
- e. Affirmative Action /Prime Vendor Questionnaire
- f. Questionnaire of Vendors/References
- g. Exhibit B
- h. Signature page of specifications (page 9)