

REQUEST FOR BIDS

Multi-Function Copier/Printer/Scanner with Service Contract



Due date: November 22, 2024, at 5:00 PM

Housing Authority of the Cherokee Nation

Department: Information Technology Department

Mailing Address: PO BOX 1007 • Tahlequah OK 74464-1007

Contact: 918-456-5482 | Hannah Foreman

Multi-Function
Copier/Printer/Scanner with
Service Contract

Contact Email:hannah.foreman@hacn.org

REQUEST FOR BIDS

Introduction:

The Housing Authority of the Cherokee Nation (HACN) was created in 1966 to provide decent, safe, and sanitary housing within the Cherokee Nation. Today, HACN continues that original mission of providing housing assistance through several diverse programs (www.hacn.org).

HACN is an entity of the Cherokee Nation and functions independently from the Cherokee Nation federal government. HACN operates on a separate infrastructure in all aspects. HACN has approximately 250 staff and covers the same 14-county reservation area of the Cherokee Nation in Northeastern Oklahoma.

General Provisions

Purpose of the REQUEST FOR BIDS: HACN is soliciting detailed proposals from interested parties with qualifications, credentials, and previous experience providing services for organizations similar in size and scope. The complete scope of work and specifications are included in this REQUEST FOR BIDS.

Other Licenses and Registrations Requirement: All consultants are required to hold any and all necessary applicable professional licenses and registrations required by law. Proof of professional licenses are required with the proposal. Obtaining and ensuring compliance with all licensing and registering requirements is the complete responsibility of the contractor.

Cherokee and Indian Preference: HACN will be accepting proposals from Indian and Non-Indian parties. Indian preference will be given only to Vendors who provide proof of current certification from the Cherokee Nation Tribal Employment Rights Office (TERO) located in Tahlequah, OK. Proof of TERO certification must be included with the submission. The awarded contract is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act, which requires in part that to the greatest extent feasible, preference in the award of contracts and subcontracts shall be given to Indian Organizations and Indian Owned Economic Enterprises.

Conflict of Interest and Restrictions: If any contractor, contractor's employee, subcontractor, or any individual working on the proposed contract may have a possible conflict of interest that may affect the objectivity, analysis, and/or performance of the contract, it shall be declared in writing upon discovery, via contact information posted in this REQUEST FOR BIDS. HACN will determine in writing if the conflict is significant and material and if so, may eliminate the contractor from submitting a proposal.

Verbal Instructions: Interested parties shall not initiate or execute any negotiation, decision, or action arising from any verbal discussion with any HACN employee. Only written communications from the designated Contact Person at HACN may be considered a duly authorized expression on behalf of HACN

Multi-Function
Copier/Printer/Scanner with
Service Contract

regarding this REQUEST FOR BIDS. Additionally, only written communications from interested parties are recognized as duly authorized expressions on behalf of the vendor. The same instructions shall apply to any subsequent award and agreement communications.

Binding Contract: This REQUEST FOR BIDS does not obligate HACN or the selected contractor until a contract is signed and approved by both parties. If approved, it is effective from the date of final approval. HACN shall not be responsible for work done, even in good faith, prior to final approval of the proposed contract. Any and all costs incurred by contractor's preparing and submitting a proposal are the contractor's responsibility and shall not be charged to the HACN or reflected as an expense of a resulting contract.

Cancellation of the REQUEST FOR BIDS: HACN retains the right to cancel, modify, amend, or withdraw, the REQUEST FOR BIDS process at any time, at HACN's sole discretion. HACN shall not be responsible for costs incurred by contractors for proposal preparation.

Disclosure of Proposal Contents: HACN will not disclose the list of vendors that have responded to the posted REQUEST FOR BIDS, or any content from a submission, throughout the review process. Once a contract has been awarded, the winning vendor will be listed with the original post online (cherokeebids.org).

Acceptance

Submissions will be accepted from Indian and Non-Indian Vendors. HACN reserves the right to determine if the submission meets stated requirements, in the best interest of the HACN, to further the discussion with scheduled demonstrations and interviews. To be considered, submissions must be received by the specified date and time. HACN reserves the right to reject any and all submissions.

Method of Award: After reviewing all submissions received and HACN has determined the ability to move forward, a purchase order will be awarded to the responsible Vendor whose submission is determined to be the lowest, in the best interest, and most responsive in accordance with the HACN Procurement Policy.

Non-Appropriation Termination Clause: Must be agreed to with multi-year contracts. The HACN's obligation for payment under any contract/agreement is contingent upon the availability of appropriated funds from which payment for services can be made. Funds are available for the Fiscal year budget only when appropriated or authorized by the Tribal Council of the Cherokee Nation and/or the Board of Commissioners of the Housing Authority of the Cherokee Nation. The HACN's designated officer shall use their best efforts to obtain the annual appropriations of the Base Payments throughout the Lease/Contract Term.

No legal liability on the part of the HACN for any payment may arise until funds are made available by the designated officer of the HACN for performance and until the CONTRACTOR/VENDOR receives notice of availability from the HACN's designated officer through issuance of a purchase order (PO).

Multi-Function
Copier/Printer/Scanner with
Service Contract

Communication

Contact for this REQUEST FOR BIDS: All communication regarding this REQUEST FOR BIDS, including questions, additional information, notifications, document attachments, etc., must be submitted, by specified deadlines outlined below:

- **Email:** hannah.foreman@hacn.org With email subject line including the “2025-001-013” & **Subject Matter**. Replies to email may come from project individuals with @hacn.org domain. ALWAYS include this email contact with ALL communications regarding this RFP to be considered as a valid RFP communication.
- **Phone:** Contact Phone **918-456-5482**, Ask for “**Hannah Foreman**” from the attendant or operator.
- **Physical:** Mailing Address:

Housing Authority of the Cherokee Nation
Information Technology Department
PO BOX 1007 • Tahlequah OK 74464-1007

Deadline for Receipt of Proposals & Submission Details: Responses must be submitted to the contact listed. It is the Vendor’s responsibility to ensure delivery of responses by the due date listed. Responses received after the deadline will not be considered.

- ✓ **Email method only** for submissions and communications (hannah.foreman@hacn.org)
- ✓ Questions (Project specific or Provisions listed within) must be submitted no later than end of day **11/15/2024**.
 - HACN will list all questions and answers and Blind Carbon Copy (BCC) all initial inquiries, within 3 business days.
- ✓ Response Submission Deadline no later than **Due Date: 11/22/2024 @ 5:00 PM (Central)**

REQUEST FOR BIDS

Multi-Function Copier/Printer/Scanner with Service Contract

The Information Technology Department of the Housing Authority of the Cherokee Nation is seeking a REQUEST FOR BIDS from interested parties for **Multi-Function Copier/Printer/Scanner with Service Contract** as specified below. To be considered a responsive submission, the mandatory response sheet must be fully completed and submitted no later **11/22/2024 @ 5:00 PM (Central)** to hannah.foreman@hacn.org.

Problems to Solve

HACN is seeking bids for a **Multi-Function Copier/Printer/Scanner with Service Contract** solution consisting of 39 devices on a 5-year service contract for offices within the Cherokee Nation reservation. 3 different sizes of machine to meet the minimum specifications listed below:

13 Desktop Multifunctional Printers

- 52ppm B/W Multifunctional Printer
- Includes 25,000-page toner cartridge for built-in value. Low total cost of ownership using 25,000-page replacement toner cartridge
- 80-page capacity auto document feeder for two-sided scanning up to 100ipm
- Scan to popular destinations including business cloud services
- 620-sheet paper capacity, expandable up to 2,700 sheets with tower tray option

14 Mid-volume Multifunctional Printers

- 50ppm B/W Multifunctional Printer
- Standard copy, print, scan, fax and wireless capability.
- 100-sheet duplexing document feeder scans both sides of a document in a single pass. This enhances productivity while maintaining the integrity of original copies and minimizing wear on the feeder.
- Feeds letter, legal, statement and business card sized original documents.
- Built-in optical character recognition (OCR) function can convert scanned documents to text-searchable PDF, Microsoft® Office file formats and more.
- The compact PDF feature reduces file sizes of most scanned color documents and decreases network traffic and storage.
- Direct print from Microsoft Word, PowerPoint® and Excel® files with thumb drives, cloud applications, network folders and more.
- 7" (diagonal) customizable touchscreen display enables easy access to features and functions when setting up jobs.
- Offers up to five paper sources with available 2,350-sheet maximum paper capacity.
- Strong, multi-layered security such as system integrity check, intrusion detection, and optional Bitdefender antivirus help protect your data.

Multi-Function
Copier/Printer/Scanner with
Service Contract

- Stapling Finisher

12 Mid-volume Multifunctional Copiers

- 55ppm Color Multifunctional Copier
- 300-sheet duplexing single-pass feeder offers double feed-detection (optional) and scans up to 280 images per minute.
- Flexible paper handling supports media up to 300 gsm, allowing users to print on a wide variety of paper stock or media. (Configured with 3,300-sheets of paper capacity)
- Smart controller design ensures MFP firmware is up to date by periodically checking for updates.
- Built-in walk-up motion sensor automatically detects approaching users, immediately wakes the machine, making it ready for use within seconds.
- Energy Star 3.0 certified offers among the lowest standby power consumption in the category.
- Enhanced touchscreen delivers an accurate, responsive user experience and provides easy access to features.
- Strong, multi-layered security includes system integrity check at startup, firmware attack prevention and optional Bitdefender® antivirus help protect your data.
- Supports native Universal Print from Microsoft, enabling businesses to easily adapt to this popular cloud service.
- Built-in retractable keyboard simplifies email address and subject line entries.
- Stapling Finisher

Other requirements

- HACN requires the successful bidder to be responsible for all toner, fix/repair, maintenance and/or replacement of all output devices included in contract resulting from this RFB.
- Preventative Maintenance Schedules planned and completed according to manufacturers' recommended service schedules.
- Successful bidder assumes all responsibility for hardware performance due to service parts and components.
- Down time due to lack of consumable supplies is not acceptable.
- Successful bidder is responsible for delivery of supplies to point of need.
- Printer usage shall be automatically collected and reported to the successful bidder via software.
- HACN will supply paper and staples for machines.
- The machines shall be delivered, installed and made ready for use by the selected Contractor.

Multi-Function
Copier/Printer/Scanner with
Service Contract

- The maintenance agreement must contain an option to extend on a month to month basis. HACN reserves the right to cancel the extended maintenance agreement upon 30 days written notice. Extended maintenance will be month to month. Automatic renewal terms will not be accepted.
- The vendor shall coordinate and provide delivery at no additional fee.
- All delivery and installation of new MFD must be in coordination with the removal of existing MFD.
- Services to install, support, and maintain the MFD at each location is to be part of the proposal.
- The end-of-contract return of any MFD shall be provided by the contractor and coordinated with HACN and shall be at no cost to HACN. Subject MFD shall be removed no later than 30 days after receiving notification from HACN.
- The successful bidder shall provide consolidated invoicing combining lease and usage into one monthly invoice

Review of Submissions

Acceptance of Conditions Governing the Procurement: Vendors must indicate their acceptance of conditions governing this procurement in their cover letter.

HACN is Tax exempt. Please include acknowledgement of Tax exemption status.

Non-Appropriation Termination Clause: Vendors must indicate their acceptance of the non-appropriations clause with multi-year contracts.

Incurring Cost: Any costs incurred by the vendor in preparation, transmittal, or presentation of any proposal, or material submitted in response to this REQUEST FOR BIDS shall be the responsibility of the vendor. The vendor is responsible for all costs associated with travel for on-site demonstrations upon the request of HACN.

Responsiveness: Prior to evaluation, each submission shall be reviewed to determine whether it is responsive. Nonresponsive submissions shall be eliminated and will not be evaluated. Factors that may result in a submission being declared nonresponsive are:

- 1) Not providing evidence of meeting the Minimum Requirements.
- 2) When applicable, Not attending mandatory meetings or site visit.
- 3) Substantive and material conflicts of interest which were not declared and/or were declared and determined to be significant enough that the HACN requested the potential contractor not submit a REQUEST FOR BIDS.
- 4) Substantive and material noncompliance to requirements listed or adherence to submission guideline.
- 5) Not providing a price or timeline, if applicable.
- 6) Not meeting established deadlines

Multi-Function
Copier/Printer/Scanner with
Service Contract

Evaluation Process: An evaluation committee consisting of HACN employees shall evaluate responsive submissions. Each member of the evaluation committee shall independently evaluate each submission. The evaluation will be based on the evaluation factors and values stated in this REQUEST FOR BIDS. Discussions, presentations, and/or site visits, if held, may result in individual evaluation committee members changing their scores.

Review Cycle [Remove or edit as needed]: HACN is aware that a final proposal may require product demonstrations, detail interviews, and further discovery meetings. Here is what to expect during the review process following the submission due date **11/22/2024 @ 5:00 PM (Central)**. HACN reserves the right to extend or alter timelines if deemed necessary or beneficial to the HACN project:

Evaluation: Award will be made to the low bidder(s) provided that all other requirements are satisfactorily met. However, consideration will be given to the bidder’s qualifications, references, and capabilities to provide the specified service within 2 weeks of the submission date.

Evaluation Factors: The evaluation factors listed below and must be clearly stated and addressed and stated in the submission. The Evaluation Factors and the value of each are:

EVALUATION FACTORS	Points
TERO Certification (certificate must be included)	10
Experience; Qualifications; Accreditations; Company history	10
Required and Minimum Solutions Requirements	10
Additional considerations	10
Costs	10
TOTAL	50

MANDATORY RESPONSE SHEET

BASE REQUEST FOR BIDS *Includes: (Check List)*

- _____ Proposed Solution(s)
- _____ Company & Project Team Information (Experience & Qualifications)
- _____ Pre-Interview Estimated Costs
- _____ Contracts/Agreements/Support Assurances
- _____ References (with valid email/phone contacts)
- _____ Acceptance of Conditions Governing the Procurement
- _____ Acceptance of HACN is Tax exemption status
- _____ Acceptance of Non-Appropriation Termination Clause (applicable for multi-year contracts)

INDIAN PREFERENCE

TERO Certified Vendor: _____ Yes _____ No
 (Proof of certification **must** be included) Front & Back

SUBMITTED:

Supplier Name & Phone Number

Supplier Address

Authorized Signature