

Request for Proposals (RFP)

RFP 20-102

Digital Color Production Press

Pre-Offer Conference

November 29, 2020 – 2:00 P.M.
WebEx video and phone

City of Phoenix
Finance Department



Agenda

- Introductions
 - Procurement Officer – Kyle Brack
 - Subject Matter Expert (SME) – Abner Landas
- Written Inquiries Process
- RFP Basics
- Evaluation Criteria
- Scope of Work
- Solicitation Transparency Policy
- Brief Review of RFP Solicitation
- Q&A



Written Inquiries Process

Written questions only

- Some questions may be answered verbally today
- Written answers **supersede** verbal answers
- All inquiries and answers will be published on web via an addendum

Submit written inquiries by **Friday, Nov. 6, 2020**

- 5:00 p.m. local Arizona time
- Email: kyle.brack@phoenix.gov

Addenda available online

- <https://solicitations.phoenix.gov>



RFP Basics

Pre-Offer Conference and Site Visit

- Attendees **MUST** email the procurement officer their name, company name, phone no., and email address to verify attendance.
- Information regarding all today's attendees will be published on the City's website.
- Neither pre-offer conference attendance nor site visit attendance are mandatory.
- Email procurement officer to schedule site visit.
- Presentation slides will be available online after the completion of the pre-offer conference.



RFP Basics Addenda

➤ Addenda

- Any changes to the plans, drawings, and specifications will be in the form of an addendum, available at <https://solicitations.phoenix.gov>. The Offeror shall acknowledge receipt of any/all addendum by signing and returning the document with the offer submittal.
- No electronic notification will be sent to vendors when addenda is issued.



RFP Basics

Proposal Due Date



Proposal Due Date:
Friday, November
20, 2020 at 2:00 P.M.
Local Arizona Time

LATE OFFERS WILL BE REJECTED



RFP Basic Proposer Instructions

➤ Offer Submittal

- 1 original and 1 electronic copy (portable drive or CD)
 - In lieu of paper submission, emailed submittals will be accepted

- Tabbed and organized in the following order:
 - Tab 1: Publishing System Capabilities
 - Tab 2: Digital Workflow Solutions
 - Tab 3: Training
 - Tab 4: Full-Service Maintenance
 - Tab 5: Firm and Key Personnel Experience, Qualifications, & References
 - Tab 6: Pricing and Financing & Lease Agreement – Bid Price Schedule (hard copy and electronic copy) must be in a sealed, separate envelope
 - Tab 7: Section VI Submittals
 - Tab 8: Signed Addenda (if any)



Evaluation Criteria

A. Publishing System Capabilities	250 Points
B. Digital Workflow Solutions	150 Points
C. Training	150 Points
D. Full-Service Maintenance	150 Points
E. Firm and Key Personnel Experience, Qualifications, & References	100 Points
F. Pricing and Financing & Lease Agreement	200 Points
Total Available Points:	1,000 Maximum



Scope of Work Overview

Abner Landas – Subject Matter Expert
City Clerk Department
Printing Services Division



Scope of Work Overview

City Clerk Department, Print, Design & Mail Services Section is seeking proposal(s) from qualified companies to provide and set-up one (1) **Leased Digital Color Production Press** with accessories

- provide complete installation of equipment
- publishing systems capabilities
- workflow solution
- complete systems training
- full-service maintenance
- network support during installation
- software and hardware technology upgrades for the life of the lease



Scope of Work Overview

Key Publishing System Requirements

- Compatibility with existing monochrome digital production printers
- Print at rated speeds of 130 ppm or faster
- New equipment only
- Maximum sheet size of at least 13" x 19" or higher
- Must be able to run stocks up to 350 gsm
- Proof and print capability
- Must have a fully automated color calibration and adjustment system
- High Capacity Stacker – 1 minimum
- Paper Feeder Modules – 4 minimum



Scope of Work Overview

Key Digital Workflow Solution Requirements

- Digital Front End server
- Must have a RIP (Raster Image Processor) and/or workflow solution
- Capability to process flat file variable data
- Proposed solution must be able to forward or accept jobs from existing digital workflow

Training

- Complete system training – 3 staff
 - ❖ Operator and maintenance
- All training will be at the City, City Clerk Print, Design & Mail Services facility



Scope of Work Overview

Full-Service Maintenance

- Monday – Friday, 8a – 5p
- Call back and escalation procedures
- All parts, labor and expendable supplies (excluding paper)
 - Equipment parts replaceable by trained operator
 - Toner, developer, oil, grids, wires, etc.
- Updates and updates to software and hardware technology



Solicitation Transparency Policy

Phoenix City Code, Chapter 43, Section 43-36

- Commencing on the date and time a solicitation is published, potential or actual offerors or respondents (including their representatives) shall only discuss matters associated with the solicitation with the Mayor, any members of City Council, the City Manager, any Deputy City Manager, or any department director directly associated with the solicitation (including in each case their assigned staff, except for the designated procurement officer) at a public meeting, posted under Arizona Statutes, until the resulting contract(s) are awarded to all offers or responses are rejected and the solicitation is cancelled without any announcement by the Procurement Officer of the City's intent to reissue the same or similar solicitation.
- This policy is intended to create a level playing field for all Offerors, assure that contracts are awarded in public, and protect the integrity of the selection process. **OFFERORS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED**. After official Notice is received by the City for disqualification, the Offeror may follow the Protest process, unless the Solicitation is cancelled without notice of intent to re-issue.
- **All questions must be directed, in writing, to the Procurement Officer.**



Solicitation Transparency Policy

Phoenix City Code, Chapter 43, Section 43-36

- “To discuss” means any contact by the Offeror, regardless of whether the City responds to the contact. Offerors that violate this policy will be disqualified until the resulting contract(s) are awarded, or all offers or responses are rejected and the solicitation is cancelled without any announcement by the Procurement Officer of the City’s intent to reissue the same or a similar solicitation. The City interprets the policy as continuing through a cancellation of a solicitation until Council award of a contract, as long as the City cancels with a statement that the City will rebid the solicitation.



Quick Review of RFP

- Briefly review highlights and key takeaways from the RFP



Questions

