

MIAMIBEACH
Request for Proposals (RFP)
2025-289-DF
Managed Print Services

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SECTION 0100**INSTRUCTIONS TO BIDDERS**

1. GENERAL. This Request for Proposals (RFP) is issued by the City of Miami Beach, Florida (the "City"), as the means for prospective Bidders to submit their qualifications, proposed scopes of work, and cost proposals (the "proposal") to the City for the City's consideration as an option in achieving the required scope of services and requirements as noted herein. All documents released in connection with this solicitation, including all appendixes and addenda, whether included herein or released under separate cover, comprise the solicitation and are complementary to one another and together establish the complete terms, conditions, and obligations of the Bidders and, subsequently, the successful Bidder(s) (the "contractor[s]") if this RFP results in an award.

The City utilizes Bidnet Direct (bidnetdirect.com) for automatic notification of competitive solicitation opportunities and document fulfillment, including the issuance of any addendum to this RFP. Any prospective Bidder who has received this RFP by any means other than through Bidnet Direct must register immediately with Bidnet Direct to ensure it receives any addendum issued to this RFP. Failure to receive an addendum may result in disqualification of the Proposal submitted.

2. BACKGROUND/PURPOSE.

On July 17, 2019, the Mayor and City Commission approved the award of Contract Invitation to Negotiate (ITN) 2017-015-JC for managed print services. The contract had a term of five (5) years with an option to renew for one (1) additional year with the same equipment. The contract also had a renewal option for another five (5) years, referred to as the "refresh option," which allowed for replacement of some or all the existing equipment. The City elected not to exercise the refresh option and instead extended the contract by one (1) additional year period, currently scheduled to expire November 7, 2025.

The City of Miami Beach is seeking proposals from qualified firm(s) to provide Managed Print Services (MPS) to replace the existing print infrastructure with more modern, efficient, and secure multi-functional devices (MFDs). This initiative will improve operational efficiency, reduce environmental impact, and ensure seamless integration with the City's digital workflow platforms, including O365 and SAML. The proposed solution must be fully hosted, requiring minimal internal infrastructure. The services required pursuant to this RFP may include (but not be limited to):

- Providing networked multi-function devices (copiers, scanners) and printers tailored to departmental needs;
- Equipping all devices with rules-based software to monitor, manage, and optimize print output while reducing costs;
- Enabling electronic document routing and workflows for form creation and approval processes;
- Provide exceptional help desk support, technical service, maintenance, toner supply replacement, and other consumables (excluding paper);
- Managing all network printers under a consistent and centralized service model;
- Conducting a thorough needs assessment to recommend appropriate equipment for each department;
- Designing a cost-management strategy aligned with operational requirements;
- Proactively identifying potential issues and replenishing supplies to prevent service disruptions;
- Assist the City in reducing environmental footprint through functions and features that

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encourage and support printing less paper, consuming less energy, generating fewer greenhouse gases, and keeping waste out of landfills;

- Assign dedicated account representatives as mutually agreed upon by the City and the awarded Bidder.
- Provide a leasing program that allows for the deletion of enrolled equipment or the addition of new equipment. The program shall run coterminously with the original executed contract term and any subsequently exercised renewal option.

2.1 Interested Parties. Interested parties are invited to submit proposals in accordance with Section 0300. A Pre-proposal conference will be held in accordance with Section 0100, Sub-sections 5 and 6. All proposals will be evaluated in accordance with the criteria found in Section 0400.

2.2. Proposal Options (Appendix B):

Proposals may be submitted for leasing or rental of the equipment. Up to two (2) proposal options may be submitted by a single Proposer, Option A, or Option B, as shown below:

Option A: Lease of equipment

Option B: Rental of equipment

Proposers may submit proposals for different options, provided that the Proposer submits a separate proposal for each option the Bidder is interested in pursuing. Proposals will be evaluated in accordance with the criteria established in Section 0400.

3. ANTICIPATED RFP TIMETABLE. The tentative schedule for this solicitation is as follows:

| | |
|-----------------------------------|-------------------------------|
| RFP Issued | May 22, 2025 |
| Pre-Proposal Meeting | TBD |
| Deadline for Receipt of Questions | TBD |
| Responses Due | TBD |
| Evaluation Committee Review | TBD |
| Tentative Commission Approval | TBD |
| Contract Negotiations | Following Commission Approval |

4. PROCUREMENT CONTACT. Any questions or clarifications concerning this solicitation shall be submitted to the Procurement Contact noted below:

Procurement Contact:

Danny Flores

Telephone:

(305) 673-7000, x26652

E-mail:

dannyflores@miamibeachfl.gov

Additionally, the City Clerk is to be copied on all communications via e-mail at RafaelGranado@miamibeachfl.gov or facsimile: 786-394-4188.

The Bid title/number shall be referenced in all correspondence. All questions or requests for clarification must be received no later than fifteen (15) calendar days prior to the date proposals are due as scheduled in Section 0200-3. All responses to questions/clarifications will be sent to all prospective Bidders in the form of an addendum.

5. PRE-PROPOSAL MEETING OR SITE VISIT(S). A pre-proposal meeting or site visit(s) may be scheduled. Attendance for the pre-proposal meeting shall be via web conference and

recommended as a source of information but is not mandatory. Bidders interested in participating in the Pre-Proposal Meeting must follow these steps:

TBD

Bidders who are participating should send an e-mail to the contact person listed in this RFP expressing their intent to participate.

6. PRE-PROPOSAL INTERPRETATIONS. Oral information or responses to questions received by prospective Bidders are not binding on the City. They will be without legal effect, including any information received at a pre-submittal meeting or site visit(s). The City, by means of Addenda, will issue interpretations or written addenda clarifications that are considered necessary by the City in response to questions. Only questions answered by written addenda will be binding and may supersede terms noted in this solicitation. The addenda will be released through *Bidnet Direct*. Any prospective bidder who has received this RFP by any means other than through *Bidnet Direct* must register immediately with *Bidnet Direct* to ensure it receives any addendum issued to this RFP. Failure to receive an addendum may result in disqualification of the Proposal. Written questions should be received no later than the date outlined in the **Anticipated RFP Timetable** section.

7. CONE OF SILENCE. This RFP is subject to, and all bidders are expected to be or become familiar with, the City's Cone of Silence Requirements, as codified in Section 2-486 of the City Code. Bidders shall be solely responsible for ensuring that all applicable provisions of the City's Cone of Silence are complied with and shall be subject to all sanctions, as prescribed therein, including rendering their response voidable, in the event of such non-compliance. Communications regarding this solicitation are to be submitted in writing to the Procurement Contact named herein with a copy to the City Clerk at rafaelgranado@miamibeachfl.gov.

8. ADDITIONAL INFORMATION OR CLARIFICATION. After proposal submittal, the City reserves the right to require additional information from Bidders (or Bidder team members or sub-consultants) to determine qualifications (including, but not limited to, litigation history, regulatory action, or additional references) and financial capability (including, but not limited to, annual reviewed/audited financial statements with the auditors notes for each of their last two complete fiscal years).

9. BIDDER'S RESPONSIBILITY. Before submitting a response, each Bidder shall be solely responsible for making all investigations, evaluations, and examinations, as it deems necessary, to ascertain all conditions and requirements affecting the full performance of the Contract. Ignorance of such conditions and requirements, or failure to make such evaluations, investigations, and examinations, will not relieve the Bidder from any obligation to comply with every detail and with all provisions and requirements of the Contract and will not be accepted as a basis for any subsequent claim whatsoever for any monetary consideration on the part of the Bidder.

10. DETERMINATION OF AWARD. The City Manager may appoint an evaluation committee to assist in the evaluation of proposals received. The evaluation committee is advisory only to the city manager. The city manager may consider the information provided by the evaluation committee process or may utilize other information deemed relevant. The City Manager's recommendation need not be consistent with the information provided by the evaluation committee process and takes into consideration Miami Beach City Code Section 2-369, including the following considerations:

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- (1) The ability, capacity, and skill of the Bidder to perform the Contract.
- (2) Whether the Bidder can perform the Contract within the time specified, without delay or interference.
- (3) The character, integrity, reputation, judgment, experience, and efficiency of the Bidder.
- (4) The quality of performance of previous contracts.
- (5) The previous and existing compliance by the Bidder with laws and ordinances relating to the Contract.

The City Manager may recommend to the City Commission the Bidder(s) s/he deems to be in the best interest of the City or may recommend rejection of all proposals. The City Commission shall consider the City Manager's recommendation and may approve such recommendation. The City Commission may also, at its option, reject the City Manager's recommendation and select another Proposal or Proposals that it deems to be in the best interest of the City, or it may also reject all Proposals.

11. NEGOTIATIONS. Following selection, the City reserves the right to enter into further negotiations with the selected Bidder. Notwithstanding the preceding, the City is in no way obligated to enter into a contract with the selected Bidder in the event the parties are unable to negotiate a contract. It is also understood and acknowledged by Bidders that no property, Contract, or legal rights of any kind shall be created at any time until and unless an Agreement has been agreed to, approved by the City, and executed by the parties.

12. E-VERIFY. As a contractor, you are obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility." Therefore, you shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term.

13. BIDNET DIRECT. The Procurement Department utilizes Bidnet Direct, a Supplier-to-Government electronic bidding (e-Bid) platform. If you would like to be notified of available competitive solicitations released by the City, you must register and complete your vendor qualifications through Bidnet Direct <https://www.bidnetdirect.com/florida/cityofmiamibeach>. Registration is easy and will only take a few minutes. For detailed instructions on how to register, complete vendor qualifications, and submit electronic bids, visit <https://www.miamibeachfl.gov/city-hall/procurement/for-approval-how-to-become-a-vendor/>.

If you need help registering, please get in touch with Bidnet Direct's Support Department at 1-800-835-4603, option 2, or support@bidnet.com.

14. HOW TO MANAGE OR CREATE A VENDOR PROFILE ON VENDOR SELF SERVICE (VSS). In addition to registering with Bidnet Direct, the City encourages vendors to register with our online Vendor Self-Service web page, allowing City vendors to easily update contacts, attachments (W-9), and commodity information. The Vendor Self-Service (VSS) webpage (<https://selfservice.miamibeachfl.gov/vss/Vendors/default.aspx>) will also provide you with purchase orders and payment information.

Should you have any questions or comments, do not hesitate to submit them to vendorsupport@miamibeachfl.gov.

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15. SUPPLIER DIVERSITY. The City has established a registry of LGBT-owned businesses, as certified by the National LGBT Chamber of Commerce (NGLCC), and small and disadvantaged businesses, as certified by Miami-Dade County. See authorizing resolutions [here](#).

If your company is certified as an LGBT-owned business by NGLCC or as a small or disadvantaged business by Miami-Dade County, click on the link below to be added to the City's supplier registry (Vendor Self-Service) and bid system (Bidnet Direct). These are two different systems, and you must register for both.

Click to see acceptable certification and to register: <https://www.miamibeachfl.gov/city-hall/procurement/how-to-become-a-vendor/>.

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SECTION 0200

GENERAL CONDITIONS

FORMAL SOLICITATIONS TERMS & CONDITIONS - GOODS AND SERVICES. By virtue of submitting a proposal in response to this solicitation, Bidder agrees to be bound by and in compliance with the Terms and Conditions for Services (dated 10.27.2022), incorporated herein, which may be found at the following link:

<https://www.miamibeachfl.gov/city-hall/procurement/standard-terms-and-conditions/>

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SECTION 0300

PROPOSAL SUBMITTAL INSTRUCTIONS AND FORMAT

1. ELECTRONIC RESPONSES (ONLY). Proposals must be submitted electronically through Bidnet Direct on or before the date and time indicated. Hard copy proposals or proposals received through email or facsimile are not acceptable and will be rejected.

A bidder may submit a modified proposal to replace all or any portion of a previously submitted proposal until the deadline for proposal submittals. The City will only consider the latest version of the bid.

Electronic proposal submissions may require the uploading of attachments. All documents should be attached as separate files in accordance with the instructions included in Section 4 below. Attachments containing embedded documents or proprietary file extensions are prohibited. It is the Bidder's responsibility to ensure that its bid, including all attachments, is uploaded successfully.

Only proposal submittals received and time stamped by Bidnet Direct prior to the proposal submittal deadline shall be accepted as submitted in a timely manner. Late bids cannot be submitted and will not be accepted. Bidders are cautioned to allow sufficient time for the submittal of bids and uploading of attachments. Any technical issues must be submitted to Bidnet Direct by contacting 1-800-835-4603, option 2 or support@bidnet.com. The City cannot assist with technical issues regarding submittals and will in no way be responsible for delays caused by any technical or other issue.

It is the sole responsibility of each Bidder to ensure its Proposal is successfully submitted in Bidnet Direct prior to the deadline for proposal submittals.

2. NON-RESPONSIVENESS. Failure to submit the following requirements shall result in a determination of non-responsiveness. Non-responsive proposals will not be considered.

1. Bid Submittal Questions (submitted electronically via the question tab in Bidnet Direct).
2. Failure to comply with Minimum Eligibility Requirement (See Appendix A, Section A1).
3. Cost Proposal (Tab 5).

3. OMITTED OR ADDITIONAL INFORMATION. Failure to complete and submit the Bid Submittal Questionnaire (submitted electronically) and the Cost Proposal with the bid and by the deadline for submittals shall render a proposal non-responsive. Non-responsive proposals will not be considered. With the exception of the Bid Submittal Questionnaire (completed and submitted electronically) and the Cost Proposal, the City reserves the right to seek any omitted information/documentation or any additional information from Bidder or other sources, including but not limited to any firm or principal information, applicable licensure, resumes of relevant individuals, client information, financial information, or any information the City deems necessary to evaluate the capacity of the Bidder to perform in accordance with contract requirements. Failure to submit any omitted or additional information in accordance with the City's request shall result in the Proposal being deemed non-responsive.

4. ELECTRONIC PROPOSAL FORMAT. In order to maintain comparability, facilitate the review process, and assist the Evaluation Committee in the review of proposals, it is strongly recommended that proposals be organized and tabbed in accordance with the tabs and sections as specified below. The electronic submittal should be tabbed as enumerated below and contain a table of contents with page references. The electronic proposal shall be submitted through the "Documents" tab in Bidnet Direct.

TAB 1 Cover Letter & Minimum Qualifications Requirements

1.1 Cover Letter and Table of Contents. The cover letter must indicate Bidder and Bidder's Primary Contact for this solicitation. The cover letter should be concise, summarizing the proposal's main points and affirming the Bidder's understanding of the project's goals and objectives, as well as clearly indicating what option the proposal is being submitted for (Option A, Option B, or both). The cover letter must also include a Table of Contents that outlines all sections of the proposal for easy reference.

1.2 Minimum Qualifications Requirements. Submit verifiable information documenting compliance with the minimum qualifications requirements established in Appendix A, Minimum Requirements and Specifications.

TAB 2 Experience & Qualifications

2.1 Organizational Narrative and Chart. Submit an organizational narrative and chart indicating, at a minimum, the following:

- a. **Company Information.** Provide background information, including company history/organizational structure, years in business, primary products/services, number of employees, and any other information communicating organizational capabilities and experience.
- b. **Organizational Leadership.** Indicate proprietorship, principals, regional and area managers, and top administrative leadership. Describe to the extent any of these will be involved in the project, and those assigned directly to the City of Miami Beach.

2.2 Qualifications of Proposing Firm. Submit detailed information for at least five (5) projects exemplifying relevant experience and proven track record of the firm or its principals in providing managed print solution services and equipment to County, City, governmental organizations, public entities, institutions of higher education, or private agencies. For each project that the Bidder submits as evidence of similar experience for the firm or any principal, the following is required: project description, budget, agency name, agency contact, contact telephone & e-mail, and year(s) and term of engagement. For each project, identify whether the experience is for the firm or for a principal (include the name of the principal).

2.3 Qualifications of Key Project Personnel. For each key project personnel included in the organizational chart, provide role in the project, job descriptions, years of experience, area of expertise, resumes, and prior client references for which that individual has had. Individual member(s) of the team should provide copies of any related industry certifications and license(s). The information shall include: Key Project Personnel (at a minimum) shall include:

- a. Primary Project Manager and/or Regional Operations Manager
- b. Secondary Project Manager and/or District Sales/Operations Manager
- c. Operations Manager(s)
- d. Service and Maintenance Manager(s)

2.4 Sub-Contractors. Submit a detailed list of all major sub-contractors proposed to be utilized on the project. For each sub-contractor submit a list of key personnel and references for the firm.

TAB 3 Approach and Methodology

Submit detailed information addressing how Bidder will achieve each portion of the scope of services and technical requirements outlined in Appendix A, Minimum Requirements and

Specifications. Submit detailed information on how Bidder plans to accomplish the required scope of services, including detailed information, as applicable, which addresses, but need not be limited to:

3.1 Equipment / Software.

- Provide detailed technical documentation for all equipment and software proposed to be used.

3.2 Detailed Project Scope of Work and Deliverables.

- Describe the required project phases proposed to fully integrate the City, including a timeline approach by department, citywide and other stakeholder impacts anticipated by all phases of the project.
- Describe the plan to deliver and integrate sustainable options (environmentally preferable products, design, and installation) into project implementation, particularly as identified by the RFP sustainability requirements.
- Describe the proposed MPS implementation in order to achieve the City's program goals and needs

3.3 Outcomes and Performance Standards.

- Identify measurable ways to improve the City's Total Cost of Ownership (TCO) in the following areas:
 - i. Equipment consolidation
 - ii. Equipment longevity and efficiency
 - iii. Current and future inventory considerations
 - iv. Power consumption
 - v. Print controls

3.4 Schedule.

- Provide a detailed project phasing plan and schedule, indicating the milestones timeline for each phase of the project, in terms of months from date of notice to proceed.

3.5 Quality Control and Risk Mitigation.

- Describe approach to effectively manage all aspects of project delivery, especially as it relates to suppliers, manufacturers' production schedules, transportation and related logistics.
- Describe potential risks and identify a risk mitigation plan.

3.5 Service Level Agreement.

- Provide a service level agreement addressing the following areas, at a minimum:
 - i. Maintenance (e.g., full coverage, parts, service calls, scheduled maintenance, and support, help desk support, diagnostics)
 - ii. Included Supplies
 - iii. Billable Supplies
 - iv. Minimum Service Response Times/Uptime Guarantee
 - v. Availability of Service
 - vi. Service Loaner
 - vii. Replacement Guarantee

viii. Quarterly Reviews

3.6 Value-Added Services.

- Provide details on any other value-added service or functionality that Proposer has included in its proposal that sets the Proposer apart from its competition, including (but not limited to) innovation, streamlining, and sustainability factors.

Responses shall be in sufficient detail and include supporting documentation, as applicable, which will allow the Evaluation Committee to complete a full review and score the proposed scope of services.

TAB 4 Operations and Maintenance Plan

The operations and maintenance plan shall document proposer's understanding of the City's needs, recommended implementation strategy, equipment, materials and delivery. This plan shall be developed using narratives, tables, charts, and manufacturer's schematics, as appropriate. The operational and maintenance plan shall be in sufficient detail to allow the City to evaluate its compliance with the RFP requirements contained herein. At a minimum, include the following:

- Ongoing training and continuous improvement approach
- Staffing plans to fully support the City of Miami Beach.
 - Dedicated Account Representative
 - Technicians(s)
 - Other dedicated support team members
- Maintenance (e.g., full coverage, parts, service calls, scheduled maintenance, and support, help desk support, diagnostics)
- Trouble shooting and corrective maintenance (repair requirements).
- Proximity of local and regional suppliers.
- Availability of parts and supplies (included and billable)
- Availability of Service
- Minimum Service Response Times/Uptime Guarantee, including standard lead time for orders
- Performance monitoring and metrics, including periodic reports to the City.
- Service Loaners
- Replacement Guarantee
- Quarterly Reviews

TAB 5 Cost Proposal

Submit a completed Cost Proposal Forms (Appendix B).

Proposals may be submitted for leasing or rental for the equipment. Up to two (2) proposal options may be submitted by a single Proposer, Option A, or Option B, as shown below:

- Option A: Lease of equipment
- Option B: Rental of equipment

Proposers may submit proposals for different options, provided that the Proposer submits a separate proposal for each option the Bidder is interested in pursuing. Proposals will be evaluated in accordance with the criteria established in Section 0400.

The Evaluation Committee shall not consider quantitative factors. Quantitative factors will be considered by the City Manager when preparing their recommendation to the City Commission. In considering quantitative factors, the City Manager may also consider any feedback or information provided by staff, consultants, or any other third party in developing an award recommendation in accordance with Section 0400.

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SECTION 0400

PROPOSAL EVALUATION

1. EVALUATION COMMITTEE. An Evaluation Committee, appointed by the City Manager, may meet to evaluate each Proposal in accordance with the qualitative criteria set forth below. In doing so, the Evaluation Committee may review and score all proposals received, with or without requiring presentations. It is important to note that the Evaluation Committee is advisory only and does not make an award recommendation to the City Manager or the City Commission. The City Manager will utilize the results to take one of the following actions:

- a. In the event that only one responsive Proposal is received, the City Manager, after determination that the sole responsive Proposal materially meets the requirements of the RFP, may, without an evaluation committee, recommend to the City Commission that the Administration enter into negotiations or
- b. The City Manager may recommend that the City Commission authorize negotiations or award a contract to one or more firms in accordance with Section 0100, Sub-section 12, or
- c. The City Manager may Recommend that the City Commission short-list one or more firms for further consideration by the Evaluation Committee or
- d. The City Manager may recommend to the City Commission that all firms, if more than one (1) responsive submittal is received, be rejected.

2. PRESENTATIONS BY SHORT-LISTED FIRMS. If a short-listing of firms responding to this RFP is approved, the short-listed firms may be required to make presentations to and be interviewed by the Evaluation Committee. In further considering the short-listed firms, the Evaluation Committee will utilize the criteria set forth in Sub-section 4 below.

3. TECHNICAL ADVISORS. The City, at its discretion, may utilize technical or other advisers to assist the evaluation committee or the City Manager in evaluating proposals.

4. EVALUATION CRITERIA. Responsive, responsible proposals will be evaluated in accordance with the following criteria:

| Qualitative Criteria (Points Assigned by Evaluation Committee) | Maximum Points |
|--|-----------------------|
| Experience & Qualifications (Tab 2) | 25 |
| Approach and Methodology (Tab 3) | 30 |
| Operations and Maintenance Plan (Tab 4) | 30 |
| TOTAL AVAILABLE POINTS for Qualitative Criteria | 85 |
| Quantitative Criteria (Points Assigned by Procurement Department) | Maximum Points |
| Cost Proposal (Tab 5) | 15 |
| Veteran's Preference Points | 5 |
| TOTAL AVAILABLE POINTS for Qualitative and Quantitative | 105 |

5. QUALITATIVE CRITERIA. The Evaluation Committee shall review responsive, responsible proposals and assign points for the qualitative factors only. The Evaluation Committee shall not consider quantitative factors (e.g., veteran's preference) in its review of proposals. The Evaluation Committee shall act solely as an advisory to the City Manager. The results of the Evaluation Committee process do not constitute an award recommendation. The City Manager may utilize, but is not bound by, the results of the Evaluation Committee process, as well as consider any feedback or information provided by staff, consultants, or any other third party in developing an award recommendation in accordance with Section 0100, Sub-section 10. In its review of proposals received, the Evaluation Committee may review and score all proposals, with or without conducting interview sessions, in accordance with the evaluation criteria.

6. QUANTITATIVE CRITERIA. The Evaluation Committee shall not consider Quantitative factors. Quantitative factors will be considered by the City Manager when preparing a recommendation to the City Commission. In considering quantitative factors, the City Manager may also consider any feedback or information provided by staff, consultants, or any other third party in developing an award recommendation in accordance with Section 0100, Sub-section 10. Procurement Department staff will assign points for the quantitative criteria. Veterans' Preference points will be assigned in accordance with Section 2-374 of the City Code.

Cost Proposal Evaluation. The cost proposal points shall be developed in accordance with the following formula:

| Sample Objective Formula for Cost | | | | |
|-----------------------------------|----------------------|---|--|----------------------|
| Vendor | Vendor Cost Proposal | Example Maximum Allowable Points (Points noted are for illustrative purposes only. Actual points are noted above.) | Formula for Calculating Points (lowest cost/cost of Proposal being evaluated X maximum allowable points = awarded points) Round to | Total Points Awarded |
| Vendor A | \$100.00 | 20 | $\$100 / \$100 \times 20 = 20$ | 20 |
| Vendor B | \$150.00 | 20 | $\$100 / \$150 \times 20 = 13$ | 13 |
| Vendor C | \$200.00 | 20 | $\$100 / \$200 \times 20 = 10$ | 10 |

7. DETERMINATION OF FINAL RANKING. The sum of the evaluation criteria points will be converted to rankings in accordance with the example below:

| | | Bidder A | Bidder B | Bidder C |
|----------------------------|---------------------|----------|----------|----------|
| Committee Member 1 | Qualitative Points | 82 | 76 | 80 |
| | Quantitative Points | 22 | 15 | 12 |
| | Total | 104 | 91 | 92 |
| | Rank | 1 | 3 | 2 |
| Committee Member 2 | Qualitative Points | 79 | 85 | 72 |
| | Quantitative Points | 22 | 15 | 12 |
| | Total | 101 | 100 | 84 |
| | Rank | 1 | 2 | 3 |
| Committee Member 2 | Qualitative Points | 80 | 74 | 66 |
| | Quantitative Points | 22 | 15 | 12 |
| | Total | 102 | 89 | 78 |
| | Rank | 1 | 2 | 3 |
| Low Aggregate Score | | 3 | 7 | 8 |
| Final Ranking* | | 1 | 2 | 3 |

It is important to note that the results of the proposal evaluation process in accordance with Section 0400 do not represent an award recommendation. The City Manager will utilize the

results of the proposal evaluation process and any other information he deems appropriate to develop an award recommendation to the City Commission, which may differ from the results of the proposal evaluation process and final rankings.

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APPENDIX A

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Minimum Requirements & Specifications

2025-289-DF
Managed Print Services

PROCUREMENT DEPARTMENT
1755 Meridian Avenue, 3rd Floor
Miami Beach, Florida 33139

A1. Minimum Eligibility Requirements. The Minimum Eligibility Requirements for this solicitation are listed below. Bidder shall submit the required submittal(s) documenting compliance with each minimum requirement. Bidders failing to comply with minimum requirements shall be deemed non-responsive and shall not have their bid considered.

1. Bidder (defined as the Proposing Firm) shall have a minimum of five (5) years' continuous experience providing managed print solution services and equipment to County, City, governmental organizations, public entities, institutions of higher education, or private agencies with a minimum of 2,500 employees each.

Required Submittals: For each qualifying project, submit the project name, project description, start and completion dates, and project contact information (phone and e-mail).

2. Bidder (defined as the Proposing Firm) must be authorized by the manufacturer to lease/rent and service all devices and software proposed under this RFP. In addition, the Bidder(s) must be certified as an authorized warranty delivery partner for each manufacturer.

Required Submittals: Letter from manufacturer stating that bidder is an authorized dealer or reseller, or other documentation showing evidence of authorization to provide the equipment and services.

A2. Scope of Work.

The City of Miami Beach is seeking qualified Bidder(s) to provide City departments with Managed Print Services (MPS), to include but not limited to, supplying and managing a new fleet of leased Multi-Function Devices (MFD), managing City-owned networked and local printers, in order to provide document management, electronic form creation, volume reporting, rules-based printing, related software installation, configuration, proximity swiping capabilities, and customer service. Furthermore, the City intends for the successful vendor(s) to deliver, install, integrate, maintain, service, train, repair, inspect, supply and manage consumables, label devices, and provide asset inventory control for all of the City's networked and non-networked fleet.

The equipment, installation, implementation, electrical, maintenance, calibration, integration, administration, and regulatory compliance costs are the responsibility of the vendor and must be included within the bidders' costs. The Contractor is responsible for ensuring the program meets and maintains compliance with all local, state, and federal laws.

Additionally, the vendor(s) shall provide to the City of Miami Beach Multi-Function Devices (MFD), of the most current manufacturer's models, and shall include delivery, integration, installation, configuration, training, service, maintenance,

software, toners and related consumables. All devices and equipment must be new and currently in production, and no refurbished or newly remanufactured devices or equipment shall be accepted.

The overall objective for this engagement is to create efficiencies that will simultaneously yield both a print and copier management solution which meets all of the City's current needs, as well as providing a layer of intelligence that will align with the City's "Green" initiatives for environmental sustainability, while also lowering the total cost of ownership (TCO), carbon footprint and peripheral waste.

A3. Specifications.

I. Device Capabilities

The following items are the minimum device capability requirements and shall include the following:

1. All MFDs must support copy, print, and scan functionalities (no fax capabilities required).
2. Hosted print server solution to manage device operations and ensure scalability.
3. Print Speed: Minimum of 45 pages per minute (ppm) for standard-sized documents (A4/Letter).
4. Print Resolution: At least 1200 x 1200 dpi for high-quality text and graphics.
5. Monthly Duty Cycle: A minimum of 100,000 pages per month to support high-volume environments.
6. **[ONLY MFDs]** Scanning Capabilities: Duplex scanning with speeds of at least 60 images per minute (ipm) and support for multiple file formats, including PDF, JPEG, and TIFF.
7. Connectivity: Standard Ethernet.
8. Security Features: Secure print release (badge authentication), Data encryption (both at rest and in transit), Automatic data wipe after job completion, Integration with Active Directory and SAML for user authentication.
9. Energy Efficiency: ENERGY STAR certified with low power consumption in sleep and active modes.
10. Paper Handling: Minimum of 500-sheet input and output capacity, Support for a range of paper sizes (A4, A3, Letter, Legal), Automatic duplex printing.
11. User Interface: Intuitive touchscreen interface for ease of use.
12. Customizable workflows for frequent tasks.
13. Integration and Compatibility: Full compatibility with cloud services like O365/OneDrive.
14. Support for managed print service software for fleet optimization and tracking.

15. Provide one minimum spec option for each of the following models to be considered: (1) Full sized color MFP, (1) Full sized monochrome MFP, (1) desktop/compact color MFP, (1) desktop/compact monochrome MFP.
16. Model spec must be sustainable and available over the course of the agreement.

II. MPS General Requirements

The following items are the minimum MPS requirements, and the MPS program shall include the following:

1. The expectation is that a printer/MFD management software will control all features of the printing and MFD settings and reporting.
2. Web interfaces available for management of all features. Each division/department should have a trained division/department lead to monitor and update these settings via the web interface.
3. Training must be provided to each City department/division by location as needed once the contract is executed and new devices are moved into each area.
4. Training for IT enterprise level needs, and driver configuration/reporting/dept. ID, etc.
5. Each department must have training on proper toner cartridge replacement procedures for all models of MFD provided.
6. Proposer shall be responsible for the delivery and inventory levels of consumables. Consumables will be delivered to each department where MFDs are located.
7. Vendor(s) shall be able to provide the City with reports on cost savings with MPS implementation.
8. The Proposer must review with each department the printing needs for each area before equipment is ordered to help right-size MFD devices and current printers deployed.
9. Vendor(s) will be responsible for assisting the City's IT Department for installing and setting up software and hardware.
10. Vendor(s) shall provide high level training to the IT staff on the functionality of software.
11. Support for all hardware-related issues must be available Monday–Friday, 8 a.m.–5 p.m., with a four-hour (4) minimum service response time. Additional service hours expectations are provided in subsection VII No 16.

III. Fleet Software Management

The vendor(s) shall provide a software system for management of the fleet. This shall be included in the service agreement within the proposal submitted. It is our expectations to monitor the equipment internally for uptime and pending service requests. The application or “Dashboard” should provide visibility to current and

historical issues for each device along with serial number, IP address, toner levels, copy/print counts and error codes. It is expected that the vendor(s)' support team is viewing the same information and should be able to address maintenance issues pro-actively and collaboratively.

IV. Equipment and Parts

All equipment must be new and unused, satisfactorily meeting industry standards. The City of Miami Beach reserves the right to reject and require the return, at the vendor(s)' expense, of any and all components which are defective or fail to comply with the specifications of this RFP, including those deemed to have recurring or chronic issues.

Vendor(s) shall use all OEM parts. Used parts will not be accepted except as an emergency repair to maintain uptime or unless otherwise specified in the RFP, and shall be promptly replaced once OEM part(s) become available.

Parts shall be available for replacement within one (1) business day of initial diagnosis. It is also expected that all equipment moves be performed within one (1) business day, following notification by the City of Miami Beach. All equipment moves/relocations shall be at no charge. This includes removal, re-install, testing, and training. Add-ons and changes will be delivered within one (1) week of the order being placed by a City division or department.

V. Training

The vendor(s) shall develop and conduct on site Operational Training session(s) and Maintenance Training session(s) to allow the City's personnel to become knowledgeable with the solution and the operation and maintenance of the equipment in conjunction with the time of deployment. These times and dates will be decided based on the logical rollout of equipment.

VI. Transition and Logistics

The vendor(s) will be expected to house all new and used equipment in an offsite staging area. At no time will the City provide temporary housing or storage of uninstalled equipment. Please be advised that the City will not take delivery of any equipment unless it is scheduled for installation on the same day.

VII. Maintenance Services and Support

The following points are the minimum maintenance/service requirements:

1. The vendor(s) must demonstrate, in detail, how they will achieve a proactive equipment support workflow.
2. The vendor(s) should have a verifiable first time fix rate of greater than 90%. This means in over 90% of all service calls, the tech was able to fix the printer in the first visit.

3. The vendor(s) shall have a program in place for those situations where it takes an extended amount of time to complete a repair, and shall identify such program in their proposal.
4. Proposer must perform full-service support for all copiers/printers supplied in response to the RFP.
5. Proposer must provide full-time 24-hour, ongoing telephone support for those questions that require immediate response. This phone access must be available to the City at no additional charge for as long as the proposer is maintaining the equipment.
6. Proposer must perform all preventative maintenance services on all devices at the manufacturer's suggested intervals, at no additional cost to the City.
7. Proposer must use all Original Equipment Manufacturer (OEM) parts, including toner. Non OEM or used parts will not be to repair any MFD or printer accepted except as an emergency repair to maintain uptime, and shall be immediately replaced with OEM parts upon availability.
8. All service technicians must be certified to service the equipment proposed factory trained by the OEM, and be permanently on staff with successful proposer (no brokers or subcontractors).
9. Proposer must provide quarterly electronic (Excel) service reports to the City to include at a minimum:
 - a) Equipment ID No., Serial No., Make, Model, and meter reading.
 - b) Date and time of issue resolution.
 - c) End user error report.
 - d) Services performed and parts used.
 - e) Regular preventative maintenance services performed.
 - f) Copies between calls on all equipment.
 - g) Average service response time.
10. Consumable supplies shall be delivered within 24 hours (8 a.m. to 5 p.m., Monday through Friday) of order, regardless of City division or department location.
11. Service logs shall be documented by the service technician and stored on each machine.
12. When device repair is unable to be completed within 48 hours, vendor(s) shall place a device with similar printing capabilities as the printer under repair, or keep a spare model on-site for such situations, and shall notify the user-department of the repair plan.
13. The vendor(s) shall be equipped with all parts and consumables necessary for repair of the City's fleet in order to maintain required on-site response times.
14. Vendor(s) shall provide the following reports in both electronic and paper format. These shall be provided at least quarterly, and upon request:

- a) Volume Trends
 - b) Device Utilization
 - c) Device Aging
 - d) Problematic Devices
15. The City requires a dedicated support team to service and maintain the full fleet of MFD and production printing system machines.
16. On-site response time for maintenance, repairs, and support shall occur within the following days and times:
- Normal Business Hours: Monday through Friday 8:00 AM to 5:00 PM (excluding City holidays) response within three (3) hours of notification by the City.
 - Weekend Coverage: Saturday through Sunday (including Monday on long holiday weekends), response time shall be within four (4) hours of notification by the City, and shall also be required for special events upon notification by the City.
 - Exceptions to Weekend Coverage: A critical response time of two (2) hour shall apply on weekends to include all Fire Houses, Emergency Operations Center, Mayor's Office and Police Department Station and sub-stations, upon notification by the City.

VIII. Toner Service

1. Toner should be delivered proactively to each site as needed so that there is never a need to request additional cartridges.
2. The vendor(s) must maintain (no more than) two cartridges of each model (and color) at all times for both sites.
3. The City expects toner to be replaced regularly by the technician to reduce or eliminate completely, the need for City staff interaction with this process.

IX. Sustainability Requirements

1. All MFD supplied will be new, U.L. listed, ENERGY STAR compliant and EPEAT registered (Gold, Silver or Bronze). Demonstrator MFD are considered used and should be noted as such for the purpose of this proposal. In addition, all MFD supplied at the time of initial installation will be current models of modern technology using dry toner, and in current production.
2. All MFD shall have ozone emissions that meet the Underwriters Laboratories UL867 Standard of June 22, 2007.
3. Vendor(s) must follow EPA's recommendations for environmentally preferable devices including but not limited to recommendations that devices be designed to:

4. Eliminate or minimize emissions of ozone, dust, and volatile organic chemicals (VOCs) such as styrene;
5. Use an organic photoreceptor or avoid the use of hazardous materials such as arsenic, cadmium or selenium;
6. Not use wet processing technology;
7. Contain materials made with recycled content; and/or
8. Include the remanufacturing and reuse of parts.
9. All MFD must have a Disk Sanitization Feature installed on the MFD that will allow the office to delete/erase any stored image on the MFD's hard drive.
10. Proposals are to include complete descriptive literature showing specifications of equipment offered. Literature must contain information on electrical and space requirements, as well as provide the dimensions of the MFD with and without optional features. Measurements must include their maximum widths, with optional features and paper cassettes attached.
11. MFD must be capable of effectively handling 100% Post-Consumer Waste (PCW) paper in volume and produce clean, acceptable images using a minimum of 30% post-consumer waste recycled paper made for xerographic purposes, as well as TreeFrog Multipurpose Sugarcane Paper.
12. Vendor(s) shall discuss the maximum recycled content paper available for each print job with each designated Department Representative and encourage the use of 100% postconsumer recycled-content process chlorine free paper and/or Green Seal Certified paper when feasible, affordable, available and when it will perform the needs of the print job. www.greenseal.org/
13. MFD must be capable of using recycled toner cartridges.
14. MFD cartridges must be capable of using soy or other vegetable based inks
15. Equipment must have the default print settings must be set to auto duplexing and Mono (B/W).
16. Equipment must have print server set to auto-delete jobs if they are not printed out within 54 hours.
17. Each MFD provided by the vendor(s) shall be expected to perform the intended functions, to operate satisfactorily and to produce acceptable copy/print/scan quality for a minimum of 96% of the time during normal business hours between 7:30 a.m. and 5:00 p.m. Monday through Friday, excluding recognized holidays, averaged over consecutive three month periods.
18. Any MFD or feature that does not meet the 96% measurement for any three (3) month periods shall be replaced with a new MFD. Such replacements will be at no-charge. This performance guarantee shall apply for the entire lease period beginning with the delivery/acceptance date of the equipment. Failure to meet the 96% uptime standard as required will cause the City to take a service credit and withhold that amount from invoices owed the vendor(s).

19. The vendor(s) will provide a comprehensive package that includes the following:

- a) Brand new MFD
- b) All firmware/software necessary to operate the MFD, including upgrades and technical support
- c) Setup scanning ability for color and black/white PDF, JPG, and TIFF to existing Windows Server shared folders
- d) Configure user department codes for prints/copies/scans
- e) Delivery, installation/configuration and testing
- f) User manuals and quick reference user guides
- g) A maintenance agreement covering all parts and labor for preventive and remedial maintenance, as well as part/component upgrades as released/recommended by the manufacturer
- h) All consumable supplies except paper
- i) Configurable print/copy job presets
- j) Easy user friendly menu interface
- k) Must be compatible with Windows Server 2003, 2008, and 2012 (32 bit and 64 bit)
- l) Must be compatible with Windows XP, Vista, Seven, Eight (32 bit and 64 bit)
- m) Must be compatible with Apple OSX 10.5 and later
- n) Must be able to setup and integrate with Active Directory
- o) Download/furnish from manufacturer, the very latest 32 bit and 64 bit drivers for each device
- p) Setup drivers on 32 bit and 64 bit print servers
- q) Must provide access to MFD graphical user interface for administrator duties
- r) Must allow administrators ability to perform adds, moves, changes to MFD user(s)/user group(s)
- s) Allow administrators ability to configure security settings
- t) Provide diagnostic tools for administrators to perform maintenance and troubleshooting
- u) Must allow administrators ability to perform copy/print meter read reports
- v) Must provide long term warranty for all system hardware
- w) Provide long term maintenance agreement
- x) Provide user and administrator training
- y) Provide service for toner collection/recycling
- z) Vendor(s) must provide pick-up and delivery service for all jobs submitted

20. Vendor(s) are encouraged to offer packaging which minimizes or eliminates the use of disposable containers; is made from recycled content; contains a minimum of 25% by weight of post-consumer materials; and/or meets or exceeds the minimum post-consumer content level for respective packaging in the U.S. Environmental Protection Agency Comprehensive Procurement Guidelines.
21. Price must include ongoing vendor(s) or manufacturer-managed recycling service for all toner cartridges, imaging units, waste toner bottles, developer, and drums for the duration of the time the equipment is owned/leased by the City. The recycling service shall comprise one of the following options and all recycled items shall be processed in the U.S. at a ['Responsible Recycling \("R2"\) Standard for Electronics Recyclers'](#) or ['e-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment' \("e-Stewards"\)](#) certified recycler or recycling facility.
22. The City shall be provided with prepaid mailing labels and packaging for all used toner cartridges, imaging units, waste toner bottles, developer, and drums to be mailed back to the vendor(s), manufacturer, or designated recycling facility for recycling; OR
23. The vendor(s) shall provide the City with recycling collection containers for all toner cartridges, imaging units, waste toner bottles, developer, and drums. Upon request by the City, the vendor(s) shall pick-up the filled recycling containers for recycling. The vendor(s) shall provide the City with a recycling coordinator contact name, phone, and email address. The vendor(s)'s recycling coordinator shall be responsible for receiving and processing recycling pick-up requests by the City within three business days.
24. Report & Data tracking:

The vendor(s) shall provide the City with either a monthly report or other tracking mechanism that provides the City with data on:

 - a) the quantity (number per type of product) of toner cartridges, imaging units, waste toner bottles, developer, and drums that are recycled through the recycling service offered by the vendor(s) or manufacturer during a specific timeframe;
 - b) the number of copies and/or paper usage by equipment and location;
 - c) energy usage;
 - d) results acquired from the Environmental Defense Fund Paper Calculator <http://www.edf.org/papercalculator/>
25. The Proposer(s) will explain in the proposal how waste from the production and shipping of printed materials will be minimized.

X. Artificial Intelligence (AI)

The City may consider exploring the implementation of Robotic Process Automation (RPA) or Artificial Intelligence (AI) solutions to enhance the efficiency and effectiveness of our document management processes. These technologies could provide advanced capabilities beyond traditional forms, digitization, and automation, offering innovative ways to streamline workflows, improve accuracy, and reduce manual intervention. The City encourages vendors to propose solutions for consideration that leverage RPA or AI to complement our existing systems and meet our evolving needs.

The City currently utilizes Laserfiche as its primary document management system, which has proven to be a valuable tool in organizing and managing our documents. We are committed to continuing to grow this investment and leverage the native form creation tools provided by Laserfiche. Additionally, the city uses Tyler Technologies ERP systems to manage our enterprise resource planning needs. Integration considerations of RPA or AI solutions with both Laserfiche and Tyler Technologies ERP systems is essential to ensure seamless workflows and data consistency across our platforms.

A4. Special Conditions

- 1. TERM OF CONTRACT.** The term of the Agreement resulting from this RFP shall be for an initial term of five (5) years upon execution of the Agreement by all parties. In addition to the initial term of 60 months, the City Manager, at his discretion, may elect to renew this Agreement for an additional 12 month term.
- 2. OPTION TO RENEW.** The City, through its City Manager, will have the option to extend for five (5) one-year renewal terms at the City Manager's sole discretion. The successful Contractor shall maintain, for the entirety of any renewal period, the same terms and conditions included within the originally awarded Contract. Continuation of the Contract beyond the initial period, and any option subsequently exercised, is a City prerogative and not a right of the successful Contractor.

In addition, the City, through its City Manager, and with mutual agreement by the successful Contractor, may negotiate and mutually agree to, at any point after the initial term of the contract, a "refresh option" which may include replacement of some or all the existing equipment for an additional five (5) one-year renewal terms. If the City Manager elects to exercise the refresh option, then a replacement municipal lease shall be required; however, all other provisions of the Agreement and any subsequent amendments shall remain in full force and effect.

- 3. COST ADJUSTMENTS.** On or about the anniversary of each contract year, the Contractor may request, and the city manager may approve, a cost adjustment based on documented cost increases for the following contract year. Cost adjustments should be limited to changes in the applicable Bureau of Labor Statistics index for the local region or other verifiable evidence of price increases. The Contractor's adjustment request must substantiate the requested increase. The City of Miami Beach, through its city manager, reserves the right to approve a requested adjustment or may terminate the Agreement and readvertise for bids for the goods or services.
- 4. ADDITIONAL SERVICES.** Services not specifically identified in this request may be added to or deleted from any resultant contract upon the contracting parties' successful negotiations and mutual consent and approval by the City Manager.
- 5. PROTECTION OF PROPERTY.** The successful Contractor will at all times guard against damage to or loss of property belonging to the City of Miami Beach. It is the responsibility of the successful Contractor to replace or repair any property lost or damaged by any of its employees. The City of Miami Beach may withhold payment or make such deductions as it might deem necessary to ensure reimbursement for loss or damage to property through negligence of the successful Contractor, its employees, or agents.

6. **LICENSES, PERMITS, AND FEES.** The Contractor shall obtain and pay for all licenses, permits, and inspection fees required for this project and shall comply with all laws, ordinances, regulations, and building code requirements applicable to the work contemplated herein. Damages, penalties, and or fines imposed on the City or the Contractor for failure to obtain required licenses, permits, or fines shall be borne by the Contractor.

7. **EXAMINATION OF SITE RECOMMENDED.** Prior to submitting its offer, the Contractor should visit the site of the proposed locations and become familiar with any conditions that may in any manner affect the work to be done or the equipment, materials, or labor required. The Contractor is also advised to examine the specifications carefully and become thoroughly aware of all conditions and requirements that may in any manner affect the work to be performed under the Contract. No additional allowances will be made because of a lack of knowledge of these conditions.

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APPENDIX B

MIAMI BEACH

Cost Proposal Forms

2025-289-DF
Managed Print Services

PROCUREMENT DEPARTMENT
1755 Meridian Avenue, 3rd Floor
Miami Beach, Florida 33139

LEASE OF EQUIPMENT COST PROPOSAL FORM

Failure to submit Appendix B (Lease of Equipment), Cost Proposal Form, in its entirety by the deadline established for the receipt of proposals, will result in the Proposal being deemed non-responsive and being rejected.

Bidder affirms that the prices stated on the cost proposal form below represent the entire cost of the items in full accordance with the requirements of this RFP, inclusive of its terms, conditions, specifications, and other requirements stated herein, and that no claim will be made on account of any increase in wage scales, material prices, delivery delays, taxes, insurance, cost indexes or any other unless a cost escalation provision is allowed herein and has been exercised by the City Manager in advance. For the avoidance of doubt, all installation, equipment (rent or lease), electrical, maintenance, calibration, integration, and regulatory compliance costs are the responsibility of the vendor. The Cost Proposal Form (**Appendix B, Lease of Equipment**) shall be completed in its entirety. All corrections on the Cost Proposal Form (**Appendix B, Lease of Equipment**) shall be initialed.

| Group A Multi-Functional Devices (MFDs) | | | | | |
|--|-----------------------------|-------------------------|------------|---|---|
| Item No. | Description (or equivalent) | Estimated Quantity* (A) | Months (B) | All Inclusive Monthly Rate Per Unit (C) | Annual Extended Price (D) (A x B x C = D) |
| 1 | Color | 101 | 12 | | |
| 2 | Black and White Only | 36 | 12 | | |
| Sub-Total Group A (Item 1-2): | | | | | |

| Group B Network Printers | | | | | |
|--------------------------------------|-----------------------------|-------------------------|------------|---|---|
| Item No. | Description (or equivalent) | Estimated Quantity* (A) | Months (B) | All Inclusive Monthly Rate Per Unit (C) | Annual Extended Price (D) (A x B x C = D) |
| 3 | Color | 58 | 12 | | |
| 4 | Black and White Only | 15 | 12 | | |
| Sub-Total Group B (Item 3-4): | | | | | |

| | | | | | |
|--------------------------------------|--|--|--|--|--|
| Sub-Total Group A (Item 1-2): | | | | | |
| Sub-Total Group B (Item 3-4): | | | | | |
| ¹TOTAL BID PRICE | | | | | |

¹Basis for point allocation.

*Estimated quantities are for point calculation purposes only, this is not a guarantee.

RENTAL OF EQUIPMENT COST PROPOSAL FORM

Failure to submit Appendix B (Rental of Equipment), Cost Proposal Form, in its entirety by the deadline established for the receipt of proposals, will result in the Proposal being deemed non-responsive and being rejected.

Bidder affirms that the prices stated on the cost proposal form below represent the entire cost of the items in full accordance with the requirements of this RFP, inclusive of its terms, conditions, specifications, and other requirements stated herein, and that no claim will be made on account of any increase in wage scales, material prices, delivery delays, taxes, insurance, cost indexes or any other unless a cost escalation provision is allowed herein and has been exercised by the City Manager in advance. For the avoidance of doubt, all installation, equipment (rent or lease), electrical, maintenance, calibration, integration, and regulatory compliance costs are the responsibility of the vendor. The Cost Proposal Form (**Appendix B, Rental of Equipment**) shall be completed in its entirety. All corrections on the Cost Proposal Form (**Appendix B, Rental of Equipment**) shall be initialed.

| Group A Multi-Functional Devices (MFDs) | | | | | |
|--|--------------------------------|----------------------------|---------------|--|---|
| Item No. | Description (or equivalent) | Estimated Quantity* (A) | Months (B) | All Inclusive Monthly Rate Per Unit (C) | Annual Extended Price (D) (A x B x C = D) |
| 1 | Color | 101 | 12 | | |
| 2 | Black and White Only | 36 | 12 | | |
| Sub-Total Group A (Item 1-2): | | | | | |

| Group B Network Printers | | | | | |
|--------------------------------------|--------------------------------|----------------------------|---------------|--|---|
| Item No. | Description (or equivalent) | Estimated Quantity* (A) | Months (B) | All Inclusive Monthly Rate Per Unit (C) | Annual Extended Price (D) (A x B x C = D) |
| 3 | Color | 58 | 12 | | |
| 4 | Black and White Only | 15 | 12 | | |
| Sub-Total Group B (Item 3-4): | | | | | |

| | | | | | |
|--------------------------------------|--|--|--|--|--|
| Sub-Total Group A (Item 1-2): | | | | | |
| Sub-Total Group B (Item 3-4): | | | | | |
| ¹TOTAL BID PRICE | | | | | |

¹Basis for point allocation.

*Estimated quantities are for point calculation purposes only, this is not a guarantee.

APPENDIX C

MIAMI BEACH

Insurance Requirements

2025-289-DF
Managed Print Services

PROCUREMENT DEPARTMENT
1755 Meridian Avenue, 3rd Floor
Miami Beach, Florida 33139

TYPE 2 - GOODS, SERVICES & MAINTENANCE INSURANCE REQUIREMENTS

The vendor shall maintain the below required insurance in effect prior to awarding the contract and for the duration of the contract. The maintenance of proper insurance coverage is a material element of the contract and failure to maintain or renew coverage may be treated as a material breach of the contract, which could result in withholding of payments or termination of the contract.

A. Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440, and Employer Liability Insurance for bodily injury or disease. Should the Vendor be exempt from this Statute, the Vendor and each employee shall hold the City harmless from any injury incurred during performance of the Contract. The exempt Vendor shall also submit (i) a written statement detailing the number of employees and that they are not required to carry Workers' Compensation insurance and do not anticipate hiring any additional employees during the term of this contract or (ii) a copy of a Certificate of Exemption.

B. Commercial General Liability Insurance on an occurrence basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence, and \$2,000,000 general aggregate.

C. Automobile Liability Insurance covering any automobile, if vendor has no owned automobiles, then coverage for hired and non-owned automobiles, with limit no less than \$1,000,000 combined per accident for bodily injury and property damage. Optional if they are delivering the goods and or service in the City directly.

Additional Insured - City of Miami Beach must be included by endorsement as an additional insured with respect to all liability policies (except Professional Liability and Workers' Compensation) arising out of work or operations performed on behalf of the Vendor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired or borrowed in the form of an endorsement to the Vendor's insurance.

Notice of Cancellation - Each insurance policy required above shall provide that coverage shall not be cancelled, except with notice to the City of Miami Beach c/o EXIGIS Insurance Compliance Services.

Waiver of Subrogation – Vendor agrees to obtain any endorsement that may be necessary to affect the waiver of subrogation on the coverages required. However, this provision applies regardless of whether the City has received a waiver of subrogation endorsement from the insurer.

Acceptability of Insurers – Insurance must be placed with insurers with a current A.M. Best rating of - A:VII or higher. If not rated, exceptions may be made for members of the Florida Insurance Funds (i.e. FWCIGA, FAJUA). Carriers may also be considered if they are licensed and authorized to do insurance business in the State of Florida.

Verification of Coverage – Vendor shall furnish the City with original certificates and amendatory endorsements, or copies of the applicable insurance language, effecting coverage required by this contract. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Vendor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

CERTIFICATE HOLDER MUST READ:

City of Miami Beach

c/o Exigis Insurance Compliance Services

P.O. Box 947 Murrieta, CA 92564

Kindly submit all certificates of insurance, endorsements, exemption letters to our servicing agent, EXIGIS, at:

Certificates-miamibeach@riskworks.com

Special Risks or Circumstances - The City of Miami Beach reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.