



# **SOUTHWEST DISTRICT HEALTH**

## **REQUEST FOR PROPOSAL**

### **PRINTER REPLACEMENT & MAINTENANCE CONTRACT**

**SWDH-2024-03**

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## RFP ADMINISTRATIVE INFORMATION

RFP Title:	Printer Replacement & Maintenance Contract
RFP Project Description:	Replacement of District printers with centralized MPF solutions.
RFP Lead:	Brian Butkus Southwest District Health 13307 Miami Lane Caldwell, Idaho 83607
Submitting Sealed Quote:	All bids can be mailed to the address below.
Submitting Manually: MANUAL QUOTES MUST BE RECEIVED AT THE PHYSICAL ADDRESS DESIGNATED FOR COURIER SERVICE AND TIME STAMPED PRIOR TO THE CLOSING DATE AND TIME.  The Quote must be addressed to the RFQ Lead, sealed, and identified as "Printer Replacement & Maintenance Contract , SWDH-2024-03." Include your company name on the outside of the package.	Address for Courier: 13307 Miami Lane Caldwell, Idaho 83607  Address for US Mail: 13307 Miami Lane Caldwell, Idaho 83607
Questions:	Email all questions to Brian Butkus at <a href="mailto:Brian.Butkus@swdh.id.gov">Brian.Butkus@swdh.id.gov</a>
Deadline to Receive Questions:	There is no deadline to receive questions. However, due to the time-sensitivity of the project, SWDH strongly encourages applicants to submit questions as soon as possible to ensure questions can be properly addressed prior to submitting RFQ application
RFP Closing Date:	Wednesday, May 8, 12:00 p.m. Mountain Time
Public Opening Date:	10:30 a.m. Mountain Time, April 24, 2024
Initial Term of Contract and Renewals:	SWDH will work with the selected contractor to identify timelines for stages of completion. Upon mutual, written agreement, the Contract may be renewed, extended or amended. The anticipated total Contract term is FIVE (5) years.

# 1 OVERVIEW

## 1.1. Purpose

Southwest District Health (SWDH) is seeking to replace centralized printers with new MFPs and secure a service and maintenance contract.

## 1.2. Definitions

MFP – Multifunction Printer with print, copy, FAX capability.

## 1.3. Background Information

Information regarding current device inventory, print counts, and SWDH specific needs can be viewed in the [Supplemental Information and Requirements](#) document.

## 1.4. Resulting Contract

If the District awards a contract from this Solicitation, it will do so by issuing a Printer Replacement & Maintenance Purchase Order document from the District's Procurement system, which will be an acceptance of the successful offer. The Contract will be comprised of that contract document; this RFP, including any incorporated documents; the successful Proposal, including any clarifications requested by the District; and an artifact formalizing any requirements agreed upon through contract discussions or negotiations, if applicable.

# 2 QUESTIONS

## 2.1. Questions

2.1.1. Questions or other correspondence must be submitted in writing to the RFP Lead (see contact information in the RFP Administrative Information, page 1).

## 2.2. Vendor Proposed Modifications and Exceptions to Requirements, Terms, and Conditions

2.2.1. Vendors are strongly encouraged to submit any proposed modifications to the requirements, terms, or conditions of the RFP prior to the deadline to submit questions. Questions regarding these requirements must contain the following:

- The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency).

2.2.2. The District has sole discretion to determine if the modifications or exceptions submitted by an Offeror would result in a material change or otherwise threaten the integrity of the procurement process.

2.2.3. Except as otherwise provided within the Solicitation, the District will not consider modifications or exceptions to the requirements, terms, or conditions which are proposed after the RFP Closing Date.

### 3 INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

#### 3.0. General Instructions

3.0.1. Proposals may be submitted electronically or manually, as detailed below. Except as otherwise addressed in this solicitation, all submission materials must be submitted at the same time (in a single package or electronic submission). If multiple submissions are received, only the latest timely submission will be considered.

3.0.2. Alternate proposals are not allowed.

3.0.3. All electronic files (whether submitted electronically or manually) must be in Microsoft Word, Adobe PDF, or Excel format; the only exception is for financials, brochures or other information only available in an alternate format.

#### 3.1. Electronic Submission

3.1.1. Electronically submitted Proposals must be submitted via email to [Sealed.Bids@swdh.id.gov](mailto:Sealed.Bids@swdh.id.gov). Include "Printer Replacement & Maintenance Contract, SWDH-2024-03" in the subject.

#### 3.2. Manual Submission

3.2.1. The Proposal must be addressed to the RFP Lead, sealed, and identified as "Printer Replacement & Maintenance Contract, SWDH-2024-03." Include your company name on the outside of the package

### 4 PROPOSAL FORMAT

These instructions describe the format to be used when submitting a Proposal. The format is designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted Proposals. There is no intent to limit the content of Proposals.

#### 4.1. Table of Contents

Include a table of contents in the Technical Proposal identifying the contents of each section, including page numbers of major Sections.

#### 4.2. Format

4.2.1. **Technical Proposal** – A detailed explanation of goods/services to be provided (scope of work)

4.2.2. **Cost Proposal** – Breakdown of costs (materials, personnel, etc.)

4.2.3. **W9** – A current W9 tax form is required.

4.2.4. **Additional Documents** – Any additional information, documents, brochures, etc.

## 5 PROPOSAL REVIEW AND AWARD

### 5.1. Overview

The objective of the District in soliciting and evaluating Proposals is to ensure the selection of a firm or individual that will produce the best possible results for the funds expended.

5.1.1. All Proposals will be reviewed first to ensure that they meet the Mandatory Submission Requirements of the RFP. Any Proposal(s) not meeting the Mandatory Submission Requirements will be found non-responsive.

### 5.2. Technical Proposal

5.2.1. The Technical Proposal will be reviewed first on a “pass” or “fail” basis to determine compliance with those requirements listed in the RFP. All Proposals which are determined by the district, in its sole discretion, to be responsive in this regard will continue in the evaluation process outlined in this Section.

### 5.3. Cost Proposal

5.3.1. The Cost Proposal will be evaluated for the effective and efficient delivery of quality goods/services.

### 5.4. Award

Award of Contract will be made to the responsive Offeror whose Proposal best meets the District’s need.