

ADVERTISEMENT FOR BIDS

CITY OF GULFPORT RFP FOR MULTIFUNCTION COPIER/SCANNER/PRINTER/FAX LEASE SERVICES

The City of Gulfport, MS (“City”) invites proposals from qualified, competent, knowledgeable and experienced multifunction copier/scanner/printer/fax lease service companies that will provide full-service copy/scanner/print/fax equipment services and administer the duties and responsibilities set forth in the Request for Proposal (“RFP”), in compliance with all applicable laws, regulations, policies and procedures. Firms submitting proposals must be prepared to immediately enter into a lease agreement (“Agreement”) for the provision of equipment and services and duties as set forth in the RFP.

Sealed bids for multifunction copier/scanner/printer/fax lease service companies for the City of Gulfport will be received in the Office of Procurement located at 1410 24th Avenue, Hardy Building, 2nd Floor, Gulfport, MS 39501 until 4:00 p.m., local time on October 11, 2016, either by mail or hand delivery, after which time they will be referred to an Evaluation Committee. Any submittal received after the date and time stated will be returned unopened.

Specifications may be obtained from the Procurement Office, 1410 24th Avenue, Hardy Bldg., Gulfport MS 39501 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

Delivery of Proposals – One (1) original, two (2) copies and two (2) digitally converted file copies of the proposal shall be submitted in a sealed envelope, clearly identified as “RFP for City of Gulfport Multifunction copier/scanner/printer/fax Lease Services” and delivered to the address listed below no later than 4:00 p.m. local time October 11, 2016.

Questions – All questions regarding this Request for Proposals should be directed to Connie Debenport by e-mail: cdebenport@gulfport-ms.gov or facsimile (228) 868-5704, *not less than five (5) business days* prior to the proposal due date. All questions must be submitted *in writing*; telephonic inquiries will not be considered.

The Evaluation Committee will review each proposal and will assist the City’s governing authority in evaluating the proposals and assessing the most qualified proposal. The governing authority retains the ultimate authority in making these determinations. The committee may develop a short list from which interviews will be scheduled and evaluations will be based in part on review of ONLY the data submitted in response to this request for proposal. Upon final selection and determination made by the City’s governing authority, a written contract may be awarded to the individual/firm whose bid/proposal is determined by the governing authority to be the most qualified and/or the lowest and best.

The governing authority will consider terms and conditions and factors relating to price, financial responsibility, technology, legal responsibilities as well as a bidder’s or proposer’s “responsibility” concerning matters that relate to the prompt and efficient performance of the contract, including the bidder’s or proposer’s honesty and integrity, skill and business judgment, experience and capability of performing the contract, conduct under previous contracts, and the quality of previous work, and a bidder’s or proposer’s customer satisfaction in prior or other contracts or projects, stability and solvency, and management experience in similar contracts, and any oral interviews with the review committee. The governing authority may consider any of the factors referenced herein in awarding the contract.

Proposals may be held by the City of Gulfport, Mississippi, for a period not to exceed sixty (60) days from the date of receipt of proposal.

The City of Gulfport reserves the right to reject any and all proposals, in whole or in part, and to discontinue contract execution with any party at any time prior to final contract execution. The City of Gulfport is an equal opportunity employer.

The successful firm shall adhere to the City of Gulfport's policy concerning non-discrimination without regard to race, creed, color, age, sex, national origin or handicap.

Direct contact with any City employee, GRC Commissioners, including the Administration and City Council on the subject of this proposal is strictly forbidden. Violation of this paragraph will result in disqualification of your submission.

Publication Dates: 09-09-2016 & 09-16-16

Send Invoice & Proof of Publication to:

**Connie Debenport, CPPB
City of Gulfport
P. O. Box 1780
Gulfport, MS 39502-1780**