

# REQUEST FOR PROPOSALS

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## PROFESSIONAL SERVICES FOR THE PROVISION OF OFFICE SUPPLIES

4/24/2020

REQUEST FOR PROPOSALS  
FOR  
**PROFESSIONAL SERVICES FOR THE PROVISION OF OFFICE SUPPLIES**  
FOR THE CITY OF CASPER  
CASPER, WYOMING 82601

*Due 5:00 PM local Mountain Time, May 25, 2020*

The City of Casper, Wyoming (“City”) is seeking qualification statements and service proposals from organizations (“Vendors”) specializing in consumable office supplies such as writing utensils, ink cartridges, toner, paperclips, notepads, and similar types of supplies herein after referred to as “office supplies”, related invoicing and order placement services to all of the departments, divisions, and all other cost centers that make up the organization of the City. The proposals should be designed to provide the City with a clear understanding of the costs of performing the service being solicited. The specific nature of the scope of work for the project is outlined in this Request for Proposals (RFP). A successful vendor should anticipate that a service agreement would commence on or about July 1, 2020.

**I. Purpose for Proposal**

The City is seeking a primary Vendor for its office supplies. The City is a large organization with approximately 650 employees and consumes approximately \$5,000 worth of office supplies each month.

The City is seeking proposals that would provide City staff with:

1. A wide selection of reasonable priced office supplies.
2. An online purchasing system that is user friendly with easy and accurate selection and billing of office supplies.
3. Ability to choose payment options depending on the amount of purchases being made with either a purchasing card or invoice.
4. Next day delivery service to the person who made the order.
5. Highly competitive prices or price matching.
6. A local point of contact to handle the City’s account and customer service needs.

**II. Scope of Services**

The City seeks a Vendor that shall:

1. Deliver all office supplies that are requisitioned by City departments and division directly to the specified location depending on the delivery

option selected. Attachment A indicates which departments/divisions are in which buildings and the corresponding address, but the City reserves the right to designate new delivery locations as necessary.

2. Make available a customer service representative as the City account contact. This contact must be a consistent individual to become familiar with the City account and customer needs. The contact should be ready to answer any questions on any matter related to the entire procurement process and the availability of items or address any issue related to this service.
3. Accept orders online, by telephone, or in person.
4. Any requisition received by Vendor should be fully satisfied with product delivery within two business days unless otherwise agreed upon for other delivery option date selected.
5. Allow the City to purchase office supplies from other vendors that are necessary for unplanned same day office needs.
6. Provide product catalogs (regularly updated) online and on paper upon request at no extra charge.
7. Accept payment method by purchase card and invoicing.
8. Provide monthly billing statements for each City department or division, as specified by the City. Statements will be supported by invoices that will include the item number, item description, date of purchase, quantity purchased, unit price and extended price. Vendor will allow a forty-five (45) day period in which monthly invoices can be paid. Additionally, the Vendor will specify whether there is a discount for immediate payments.
9. Contact the purchaser ordering a brand name ink cartridge, or toner item, if the Vendor has knowledge that there is another comparable item available for lower cost.
10. Provide its products at or below list price without the addition of any fees, such as shipping and handling fees or delivery fees. In the event that additional fees would be charged, the Vendor will provide a list of these charges and explain how and when they would be applied to City office supply orders. Vendor will provide pricing formulas/plans for all non-contract items.
11. Include any program the Vendor has in place for ink/toner refill/recycle programs it may have.
12. The City will produce a list of office supply items, hereinafter referred to as "Core Items" that it relies upon most frequently for its office operations (See Attachment B). Vendor will establish specific prices at which the City can purchase these items, and Vendor will either guarantee that these prices will not rise throughout the

- course of the contract or that they will meet the competitor's prices.
13. Allow at least a thirty (30) day return policy for unused items, which Vendor will pick up at the next scheduled delivery time and location.
  14. Produce consolidated reports on a quarterly basis. Consolidated reports will provide an overview of all the purchases made by the City for that quarter, including the precise number of each item purchased and the unit and extended price of those items. Consolidated reports will be provided electronically in an Excel format.
    - a. Consolidated report shall include at least: manufacturer, item number, item description/name, unit price, number purchased, cost center, date, and total cost.
  15. Outline how it would propose to implement its requisition system. Start-up assistance and/or training that the City deems to be necessary will be provided to the City at the Vendor's expense.
  16. Meet with members of the City staff as needed.
  17. Not use any subcontractor for the provision of this service.

### III. **General Criteria for Evaluating Qualifications**

To be considered, the proposal must respond to all requirements in the RFP. Any other information believed to be relevant, but not applicable to the enumerated categories, should be provided as an attachment to the proposal. If publications are provided, the document and page number shall be referenced. The City reserves the right to reject any or all proposals. The City reserves the right to request more information for clarification. The proposal shall be divided into sections as indicated below:

- 1) **Introduction:** Description of company and provide general overview of its services, specialties, and any relevant distinctions it holds within the office supply industry. The introduction will include the locations of the offices that would be involved with the service provision to the City and should be no longer than one page.
- 2) **Scope of Work:** Review the items under Section II "Scope of Services." The Vendor shall describe in narrative form the proposer's plan for accomplishing the items listed under Section II "Scope of Services" and should be no longer than one page. Attachment B should be completed by the Vendor and accompanied with the proposal. Examples of catalogs, billing statements, and quarterly reports should also be provided with the proposal.
  - A. Additions or modifications of the task descriptions are permissible for evaluation, but reasons for modifications shall be fully explained by the Vendor.

**3) References:** The proposal should provide an overview of its prior experience, including the number of years, with similar office supply agreements. The Vendor will list at least five (5) of its customers as references. The ideal references will be current customers in the Casper area that are an organization of similar size, with similar agreements. The City reserves the right to contact any reference or client listed in the proposal submitted which may be helpful to the City in evaluating the Vendor's performance with similar services provided.

**4) Conflicts of Interest:** The proposal should include any possible conflicts of interest and the proposer's position or response as to whether or not such other work or relationship may be deemed a conflict of interest with this agreement.

**IV. Interviews**

Eligible proposals shall be reviewed and may require the Vendor to appear before a selection committee for an interview. The customer service representative that would be assigned to the City's account should be present for this interview. Final selection will be made by the City's Executive Team.

**V. Selection Process**

Eligible proposals shall be subject to evaluation by designated individuals and/or a Selection Committee. The evaluation shall be for the express purpose of selecting the proposal which most clearly meets the RFP requirements, as defined in Section II.

**VI. Request for Proposal Procedure**

Each Consultant shall submit **twelve (12) paper copies of their sealed proposal** to the Human Resources Department, 200 North David Street, Casper, WY, 82601, on or before **5:00 PM local Mountain Time, May 25, 2020**. Proposals shall be externally labeled "**Professional Services for the Provision of Office Supplies.**" All proposals must be received by the specified deadline. The proposal will remain valid for at least ninety (90) days.

**(1) General Criteria for Evaluation of Proposals:** Proposals will be evaluated regarding the ability to meet all the scope of services listed, level of customer service that will be provided, comprehension of the City's office supply service needs, pricing of contracted and non-contracted items, review of items listed in Attachment B, the quality of the proposal presentation, its responsiveness to the stated requirements, the Vendor's experience with similar organizations, the results of reference checks, and any other special qualifications. The presence of any conflicts of interest will also be reviewed.

- (2) **Contract Award and Documents:** The City reserves the right to accept, reject, or request changes in proposals. The City will work closely with the selected Vendor to develop or refine a detailed scope of work, schedule for completion of tasks and costs associated with completed work included in the contract documents. The Vendor will be required to sign a Contract for Professional Services in a form acceptable to the City. This document will include, but not be limited to, the following articles: method of compensation, time of performance, scope of services, termination of contract, and obligations to the City. The City is not liable for any costs incurred by the Vendor during the RFP process.
- (3) **Addenda to the Request for Proposals:** In the event that it becomes necessary to revise any part of this RFP, addenda will be published on the City of Casper website at [www.casperwy.gov](http://www.casperwy.gov).
- (4) **Late Proposals:** Late proposals will not be accepted. It is the responsibility of the Vendor to ensure that the proposal arrives prior to the stated deadline.
- (5) **Response Material Ownership:** The material submitted in response to the RFP becomes the property of the City, and will only be returned to the Consultant at the City's option. The City has the right to use any or all ideas presented in reply to this request. Any confidential information to this request should be individually stamped confidential. Justification for confidentiality may be required as per Wyoming Public Records Law. Disqualification of a Consultant does not eliminate this right.
- (6) **Acceptance of Proposal Content:** The contents of the proposal of the successful Vendor may become a contractual obligation if the City wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a contract may result in cancellation of the award and such Consultant may be removed from future solicitations.

## **VII. Contact**

Questions regarding any part of this RFP should be directed to Tracey Belser, Support Services Director, [tbelser@casperwy.gov](mailto:tbelser@casperwy.gov), (307) 235-8344.