



CENTURY BUSINESS SERVICES

RFP No. S-1207 (Replacement of 27 Multi-Function Copiers)

Attention: Sandra Segawa – Purchasing Agent

City of Garden Grove

11222 Acacia Parkway Room 220

Garden Grove, CA 92840

SECTION

A

RFP No. S-1207

CITY OF GARDEN GROVE

PROPOSAL REQUIREMENTS

PROPOSAL LETTER/CERTIFICATE OF ACCEPTANCE

COMPANY NAME:

CENTURY BUSINESS SERVICES

SANDRA SEGAWA, PURCHASING AGENT
CITY OF GARDEN GROVE
11222 ACACIA PARKWAY
GARDEN GROVE, CALIFORNIA 92840

In response to the request to Provide Twenty-Seven (27) New and Unused Multi-Function Digital Copiers and Related Supplies, Maintenance and Support Services for Various Departments for the City of Garden Grove, per the Scope of Work which is attached as Attachment "A". We the undersigned hereby declare that we have carefully read and examined the RFP documents including any plans and specifications, and hereby propose to perform and complete the Work as required in the Contract.

This Contract is not exclusive. The CITY expressly reserves the right to contract for performance of services such as those described herein through other Contractors.

The undersigned agrees to supply the Scope of Work at the costs indicated in its cost proposal if its Proposal is accepted within 120 days from the date specified in the RFP for receipt of proposals.

The undersigned has reviewed the enclosed contract terms and conditions and agrees to accept all terms and conditions of the CITY's contract unless otherwise noted in the proposal response.

If recommended for Contract award, the undersigned agrees to execute a contract which will be prepared by the CITY for execution, within 10 calendar days following Notification of Award. It is understood that the recommendation for contract award will not be placed on the agenda for consideration by the City Council until the CITY has received the executed contract. The CITY will fully execute the contract subject to resolution of Protest filings, if any, and approval by the City Council.

The undersigned will also deliver to the CITY prior to the commencement of Scope of Work the necessary original Certificates of Insurance. If services are authorized to commence prior to the execution of the Contract pursuant to a Notice to Proceed issued by the CITY, pending the execution of the Contract, the services shall be subject to the terms and conditions of the Scope of Work and the Contract.

Incorporated herein and made a part of this Proposal are the Response Data and Proposal Forms required by the Proposal Requirements.

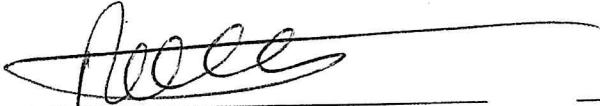
The undersigned acknowledges receipt, understanding and full consideration of the following Addenda to the RFP Documents:

Addenda No. 1-12

Proposer represents that the following person is authorized to negotiate on its behalf with the CITY in connection with this RFP:

<u>ROLAND E. TOLAN</u>	<u>VICE PRESIDENT</u>	<u>(714) 768-4706</u>
(Name)	(Title)	(Phone)

The undersigned certifies that it has examined and is fully familiar with all of the provisions of the RFP Documents and is satisfied that they are accurate; that it has carefully checked all the words and figures and all statements made in the Proposal Requirements; that it has satisfied itself with respect to other matters pertaining to the proposal which in any way affect the Work or the cost thereof. The undersigned hereby agrees that the CITY will not be responsible for any errors or omissions in these RFP Documents.

BY:  (714) 768-4706
(Signature) (Phone Number)

ROLAND E. TOLAN
(Type or Print Name)

VICE PRESIDENT
(Title)

ROLANDT@CBSCONNECT.COM
(Email Address)

SECTION

B

**BIDDER/CONTRACTOR STATEMENT
REGARDING INSURANCE COVERAGE
(Submit with IFB/RFP Package)**

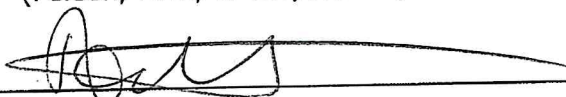
This signed document must be included with your bid package in order for your bid/proposal to be considered complete!

BIDDER/CONTRACTOR HEREBY CERTIFIES that he/she has reviewed and understands the insurance coverage requirements specified as in the attached Insurance Requirements Checklist.

Should we/I be awarded the contract, we/I certify that we/I can meet the specified requirements for insurance, including insurance coverage of the subcontractors, and agree to name the **City/Successor Agency/Sanitary District** and other additional insureds as per the agreement for the work specified And we/I will comply with the provisions of Section 3700 of the Labor Code, which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, before commencing the performance of the work specified.

CENTURY BUSINESS SERVICES

Please Print (Person, Firm, or Corporation)



Signature of Authorized Representative

ROLAND TOLCAN VICE PRESIDENT

Please Print (Name & Title of Authorized Representative)

2-21-17 949-263-8040 ROLANDT@CBSCONNECT.COM
Date Phone Number Email

Insurance Certificates and Endorsements will also be accepted via email and must be emailed to the following email address only: sandras@garden-grove.org. This is the preferred and quickest method of submitting insurance certificates and endorsements.

Insurance Certificates and Endorsements can also be mailed to: City of Garden Grove
Attention: Sandra Segawa:
Purchasing Division
11222 Acacia Parkway
Garden Grove, CA 92840

NOTE: All insurance certificates and endorsements must be received by the City of Garden Grove Purchasing Division within ten (10) City working days of the original request or the City reserves the right to proceed with the next lowest responsible bidder or the next highest scoring proposer in the process.

SECTION

C

**PROPOSAL PRICING
RFP NO. S-1207
MULTI-FUNCTION COPIERS
"EXHIBIT B"**

THE HONORABLE MAYOR AND CITY COUNCIL
CITY OF GARDEN GROVE
11222 ACACIA PARKWAY
GARDEN GROVE, CALIFORNIA 92840

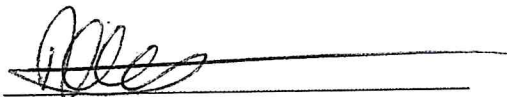
To: THE HONORABLE MAYOR AND CITY COUNCIL: The undersigned having carefully examined the Plans and Specifications to: Provide Twenty-Seven (27) New and Unused Multi-Function Digital Copiers and Related Supplies, Maintenance and Support Services for Various Departments for the City of Garden Grove. HEREBY PROPOSE to furnish all labor, materials and transportation, and do all the work required to complete work in accordance with the Scope of Work.

DO NOT make any changes to this form or leave any lines blank. Incomplete Proposal Pricing forms will not be considered and may be deemed as non-responsive.

The undersigned hereby certifies that this Proposal is genuine and is not sham or collusive, or made in the interest or in behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that the undersigned has not in any manner sought, by collusion, to secure for himself an advantage over any other bidder.

Please check your calculations before submitting your Proposal; the City of Garden Grove will not be responsible for Proposer miscalculations.

The City reserves the right to add and delete services related to this RFP at its discretion.

BY:  (714) 768-4706
(Signature) (Phone Number)

ROLAND E. TOLAN
(Type or Print Name)

VICE PRESIDENT
(Title)

ROLAND.T.@CBSCONNECT.COM
(Email Address)

EXHIBIT "B" (RFP S-1207)
Proposed Equipment and Pricing Options

Location	Current Equipment	Proposer's Recommended Equipment			Monthly Base Lease Payment 60 month lease (Option A)	Monthly Base Lease Payment 60 month lease (Option B)	Fair Market Trade In Value
		Model Name and Number	Model Name and Number	Monthly Volume Rating			
City Hall-Reprographics 2nd Floor 11222 Acacia Parkway	Ricoh MP 1357EX	Konica Minolta bizhub PRESS 1250 Digital Printing Press	125	2 Million	\$ 555.73	\$ 555.73	\$ Monthly Payment Includes Lease Buyout
City Hall-Reprographics 2nd Floor 11222 Acacia Parkway	Ricoh MP C651	Konica Minolta AccurioPress C2070/2070P	70	2 Million	\$ 598.98	\$ 598.98	\$ Monthly Payment Includes Lease Buyout
City Hall-Reprographics 2nd Floor 11222 Acacia Parkway	Ricoh MP 1107EX	Konica Minolta bizhub PRESS 1250 Digital Printing Press	125	2 Million	\$ 555.73	\$ 555.73	\$ Monthly Payment Includes Lease Buyout
City Hall-Personnel 2nd Floor 11222 Acacia Parkway	Ricoh MP C5502A	Konica Minolta bizhub C558 Multifunction Color Copier	55	200,000	\$ 163.37	\$ 163.37	\$ Monthly Payment Includes Lease Buyout
City Hall-City Clerk 2nd Floor 11222 Acacia Parkway	Ricoh MP 6001SP	Konica Minolta bizhub 654e Black and White Office Copier	65	250,000	\$ 155.73	\$ 163.37	\$ Monthly Payment Includes Lease Buyout
City Hall-Econ Dev 3rd Floor 11222 Acacia Parkway	Ricoh MP C5502A	Konica Minolta bizhub C558 Multifunction Color Copier	55	200,000	\$ 163.37	\$ 163.37	\$ Monthly Payment Includes Lease Buyout
City Hall-City Manager 3rd Floor 11222 Acacia Parkway	Ricoh MP 6001SP	Konica Minolta bizhub 654e Black and White Office Copier	65	250,000	\$ 155.73	\$ 163.37	\$ Monthly Payment Includes Lease Buyout

EXHIBIT "B" (RFP S-1207)
Proposed Equipment and Pricing Options

Location	Current Equipment Model Name and Number	Proposer's Recommended Equipment			Monthly Base Lease Payment 60 month lease (Option A)	Monthly Base Lease Payment 60 month lease (Option B)	Fair Market Trade In Value
		Model Name and Number	PPM	Monthly Volume Rating			
City Hall-Water 1st Floor 11222 Acacia Parkway	Ricoh MP 601SP	Konica Minolta bizhub 654e Black and White Office Copier	65	250,000	\$ 155.73	\$ 163.37	\$ Monthly Payment Includes Lease Buyout
City Hall-Engineering 1st Floor 11222 Acacia Parkway	Ricoh MP C5502A	Konica Minolta bizhub C558 Multifunction Color Copier	55	200,000	\$ 163.37	\$ 163.37	\$ Monthly Payment Includes Lease Buyout
Community Meeting Center 11300 Stanford Avenue	Ricoh MP 6001SP	Konica Minolta bizhub 654e Black and White Office Copier	65	250,000	\$ 155.73	\$ 163.37	\$ Monthly Payment Includes Lease Buyout
Juvenile Justice Center 11301 Acacia Parkway	Ricoh MP 6001SP	Konica Minolta bizhub 654e Black and White Office Copier	65	250,000	\$ 155.73	\$ 163.37	\$ Monthly Payment Includes Lease Buyout
Fire Department 11301 Acacia Parkway	Ricoh MP C5502A	Konica Minolta bizhub C558 Multifunction Color Copier	55	200,000	\$ 163.37	\$ 163.37	\$ Monthly Payment Includes Lease Buyout
Central Stores 13802 Newhope Street	Ricoh MP 6001SP	Konica Minolta bizhub 654e Black and White Office Copier	65	250,000	\$ 155.73	\$ 163.37	\$ Monthly Payment Includes Lease Buyout
Police Department (Gang Unit) 11301 Acacia Parkway	Ricoh MP 6001SP	Konica Minolta bizhub 654e Black and White Office Copier	65	250,000	\$ 155.73	\$ 163.37	\$ Monthly Payment Includes Lease Buyout

EXHIBIT "B" (RFP S-1207)
Proposed Equipment and Pricing Options

Location	Current Equipment Model Name and Number	Proposer's Recommended Equipment			Monthly Base Lease Payment 60 month lease (Option A)	Monthly Base Lease Payment 60 month lease (Option B)	Fair Market Trade In Value
		Model Name and Number	PPM	Monthly Volume Rating			
Public Works Main Office 13802 Newhope Street	Ricoh MP C5502A	Konica C558	55	200,000	\$ 163.37	\$ 163.37	\$ Monthly Payment Includes Lease Buyout
Public Works Portable 13802 Newhope Street	Ricoh MP 6001SP	Konica 6546	65	250,000	\$ 155.73	\$ 163.37	\$ Monthly Payment Includes Lease Buyout
Police Department (Records) 11301 Acacia Parkway	Ricoh MP 7001SP	Konica 8082	80	300,000	\$ 172.54	\$ 172.54	\$ Monthly Payment Includes Lease Buyout
Police Department (Records) 11301 Acacia Parkway	Ricoh MP 7001SP	Konica 8082	80	300,000	\$ 172.54	\$ 172.54	\$ Monthly Payment Includes Lease Buyout
Police Department (2nd Floor) 11301 Acacia Parkway	Ricoh MP C5502A	Konica C558	55	200,000	\$ 163.37	\$ 163.37	\$ Monthly Payment Includes Lease Buyout
Police Department (1st Floor Report Writing) 11301 Acacia Parkway	Ricoh MP6504SP	Konica 6542	65	250,000	\$ 155.73	\$ 163.37	\$ 1,000.00
Housing Authority 11277 Garden Grove Blvd	Ricoh MP C3002	Konica C368	36	125,000	\$ 100.57	\$ 100.57	\$ Monthly Payment Includes Lease Buyout

EXHIBIT "B" (RFP S-1207)
Proposed Equipment and Pricing Options

Location	Current Equipment Model Name and Number	Proposer's Recommended Equipment			Monthly Base Lease Payment 60 month lease (Option A)	Monthly Base Lease Payment 60 month lease (Option B)	Fair Market Trade In Value
		Model Name and Number	PPM	Monthly Volume Rating			
Housing Authority 12966 Euclid St. Suite 150	Canon iR-2830	Konica Minolta bizhub 308 Multifunction Copier	30	150,000	\$ 77.32	\$ 100.57	\$ 250.00
Cable TV Production 11277 Garden Grove Blvd	Ricoh MP 2852	Konica Minolta bizhub 308 Multifunction Copier	30	150,000	\$ 77.32	\$ 100.57	\$ 250.00
Magnolia Family Resource Center 11402 Magnolia Street	Ricoh MP 2852	Konica Minolta bizhub 308 Multifunction Copier	30	150,000	\$ 77.32	\$ 100.57	Monthly Payment Includes Lease Buyout
Buena Clinton Family Resource Center	Ricoh MP2550SPF	Konica Minolta bizhub 308 Multifunction Copier	30	150,000	\$ 77.32	\$ 100.57	\$ 250.00
Public Works Water Services 13802 Newhope Street	Ricoh C5501	Konica Minolta bizhub C558 Multifunction Color Copier	55	200,000	\$ 163.37	\$ 163.37	Monthly Payment Includes Lease Buyout
Senior Center 11300 Stanford Avenue	Ricoh C2550	Konica Minolta bizhub C368 Multifunction Color Copier	36	125,000	\$	\$	\$
6 Existing AutoStore License to be transferred from Ricoh devices to Konica Minolta free of charge. Maintenance Coverage for 5 yrs for 6 licenses is included	Nuance AutoStore 7	Nuance AutoStore 7			\$ 118.81	\$ 118.81	Monthly Payment Includes Lease Buyout



2/22/2017

Century Business Services Inc.

ANNUAL SERVICE LEVEL AGREEMENT / MAINTENANCE

- The new Konica MFP's come with a 90 Day Manufacturer's warranty starting from the install date.
- Upon expiration of the warranty, the equipment will be fully covered under Century Business Services' maintenance agreement.
- The number to call for service is **800-273-2300** and it is available Monday-Friday 8:00 AM to 5:00 PM (excluding holidays). Website for service requests is www.cbconnect.com
- On-Site Response Time is 2-hours from the time of call.
- If for any reason we cannot get a machine up and running, we will supply the city with comparable loaner equipment at no charge in 3 business days.

Maintenance Cost for Option A	Maintenance Cost for Option B
0 Minimum Black & White \$ 0.0048 Per Copy	0 Minimum Black & White \$ 0.0048 Per Copy
0 Minimum Color \$ 0.041 Per Copy	0 Minimum Color \$ 0.043 Per Copy
Maintenance Includes all parts, labor and consumables except paper.	Maintenance Includes all parts, labor and consumables except paper.

SECTION

D

02/21/2017

References:

1) Orange County Register

Contact: Jeff Kitchen (714)796-6837 email jkitchen@scng.com

Customer since 2003 recently renewed contract for 250 MFP's installed and networked. Under full maintenance contract on all devices.

2) UFCW Local 324

Contact Greg Halibozek (714)995-4601 ext. 260 email greghalibozek@ufcw324.org

Customer since 2005 recently renewed contract for another 60 months for 35 MFP's installed, networked. Under full maintenance contract.

3) Minka Lighting

Contact: Sebastian Rios (951)735-9220 email srios@minkagroup.net

Customer since 1999 Currently in process renewing the contract for the 5th. Time on 50 MFP devices fully networked. They are under full maintenance contract.

4) Homestead Escrow Inc.

Contact: David Sewal (949)878-6145 dsewal@gmail.com

Customer since 2001 Entered in to a new 60 months contract in 2015 for 8 production MFP's 1 color production MFP and 30 MFP's all equipment is

under full maintenance contract the customer has special requests for networking and special projects which are part of the maintenance and fully executed by our own IT personnel .

5) American Career College

Contact: Nancy Alderson (949)783-4033 email nAlderson@americancareercollege.edu

**Customer since 2007 recently renewed contract for another 60 months
Customer has over 30 MFP's fully networked. They are under full
maintenance agreement.**

SECTION

E



2/22/2017

Century Business Services Inc.

Qualification Statement

Century Business Services is a 20 year old fully certified an authorized reseller of multi-function devices and service provider for Konica Minolta. Our superior service has promoted Century Business to be one of Konica Minolta's Elite Premier Dealers. One of the most recent large projects we have undertaken over the past year includes the removal and delivery of 85 multi-function devices for Nordstrom Corporation in Southern California locations. This project was successfully completed ahead of schedule in 5 days. This project included removal of existing equipment, installation of new equipment, fully networking and configured to customer's specifications, training of all stake holders.

SECTION

F



2/22/2017

Century Business Services Inc. WORK PLAN/TECHNICAL DESCRIPTION

Pre-Delivery and Implementation

Action Item	Responsibility	Time Frame	Date	Comments
Prepare Paperwork	Tony Amat	1 st Week April		
Network Site Check	Century	1 st Week April		
System Space Site Cleared	Century	Completed	Feb 11	
Confirm Appropriate Power Requirement	Century	Completed	Feb 11	
Allocation of Network Node	Century	April		
Personnel to be trained on Copier	Century	Upon Install		Also Ongoing as needed

Delivery, Installation and Training

Action Item	Responsibility	Time Frame	Date	Comments
System Delivery	Century	April	TBD	6 MFP's daily
Copier Installation	Service Technician			
Copier Training	Century	April	TBD	Upon installation and ongoing
Initial Installation of Print Drivers	Century	April	TBD	MFP's drivers installed
Training on Print Drivers	Century	April		
Installation of PCL Postscript	Century	April	TBD	Standard installed
Training on Desktop	Century	April	TBD	Upon installation
Transfer of AutoStore6 License	Century	April	TBD	Upon Installation

**Century Business Services
1675 Scenic Ave., Suite 250
Costa Mesa, CA 92626**

909-929-5019

909-929-5019

949-263-8040 Ext. 242

**Contact: Tony Amat
Contact: Roland Tolan**

SECTION

G



2/22/2017

Century Business Services Inc.

Manpower Analysis

Pre-Delivery, Installation and Implementation

STAFF	Hours	Tasks	Date	Qualifications
Tecoya Thomas	8	Coordinate & Execute Delivery/Install	Upon Execution of Lease Agreement	Tecoya has been in the printing industry for over 10 years and has thorough experience with multiple locations and coordinating installations and trainings with IT Staff and stakeholders.
Tony Amat	12	Coordinate AutoStore setup and configuration	Upon Installation	Tony will work with AutoStore6 support to transfer the license from the existing devices to the new Konica Minolta systems. Tony has experience with project involving the Nuance document management software and he will provide on-going support after training to ensure that staff is comfortable with using the software.
Nathan Freeman	6	Execute Network Configuration and User Setup/LDAP Setup	Upon Installation	Nathan is A+1 certified, handles networking for the multi-function devices, he has 8 yrs of IT networking experience configuring and customizing copiers, printers and software to fit customers' needs.
Matthew Sexsmith	6	Execute Network Configuration and User Setup/LDAP Setup	Upon Installation	Matthew is A+1 certified, and is also part of our networking staff, he has 25 years of experience in the copier industry and has worked on projects for Minka Lighting, Nordstrom and The OC Register which required multiple machines installed in multiple locations with Windows and Mac devices
Stacy Acker	4	Coordinate Staff routing and manages project schedule	On-Going	Stacy manages our service department, has been in the copier industry for over 16 years. He will ensure that the project schedule is followed and enable the key staff for this project to have open availability and no other commitments during the transition for City of Garden Grove.

**Century Business Services
1675 Scenic Ave., Suite 250
Costa Mesa, CA 92626
909-929-5019**

**Key Project Manager
Contact: Tony Amat**

909-929-5019