

Proposal Evaluation Summary
Multifunctional Devices & Related Services – RFP #PUR0417-211
Proposals opened June 16, 2017

Evaluators: Julie Macauley, Shawn Lampe, Jourdan Jiruska, Sherri Hawkins

Proposals received in alphabetical order:

	Firm Name	Location
1	Advanced Business Systems	Moline, IL
2	Koch Brothers	Cedar Rapids, IA

1. Advanced Business Systems

Criteria	Average Score	Weighting Factor	Points
Proposed Hardware	7.00	20	140.00
Qualifications and Experience	7.25	25	181.25
Financial Proposal (page 2)	8.75	20	175.00
Method of Approach	6.75	25	168.75
Responsiveness	7.00	10	70.00
Local Preference Points			n/a
Total Evaluation Points			735.00

Facts:

- Proposed equipment includes both Canon and Lexmark machines
- Experience handling other municipal accounts in Iowa such as the City of Iowa City, City of Tiffin, and City of Ely
- Located in Moline, IL with 9 technicians available to service the City of Cedar Rapids
- Financial proposal is within competitive range
- Proposal indicates a clear understanding of the City's requirements with an implementation plan to install 5 devices each day

2. Koch Brothers

Criteria	Average Score	Weighting Factor	Points
Proposed Hardware	9.00	20	180.00
Qualifications and Experience	9.00	25	225.00
Financial Proposal (page 2)	8.50	20	170.00
Method of Approach	9.25	25	231.25
Responsiveness	9.25	10	92.50
Local Preference Points			50.00
Total Evaluation Points			948.75

Facts:

- Proposed equipment will be standardized to all Lanier machines
- Experience working with the City of Cedar Rapids and other municipal accounts in Iowa such as the City of Des Moines and City of Marion
- Located in Cedar Rapids with 8 technicians available in the local area; on-site within 2 hours of call unless otherwise notified; another 9 technicians located in Des Moines available for backup if needed
- Financial proposal is within competitive range
- Proposal indicates a clear understanding of the City's requirements with plans to coordinate with the City's Purchasing and IT staff and user departments to determine the implementation plan that will best serve the City

Recommendation for Award:

The evaluation team scored the proposals and Koch Brothers was rated as the top proposal for the following reasons:

- Extensive experience working with City departments with an excellent service record
- Local branch with dedicated technicians located in the Cedar Rapids area
- All equipment proposed is standardized from the same manufacturer, making it much easier for the City's Information Technology staff to support
- Competitive financial proposal
- Responsive proposal with detailed approach to copier replacement and support

A resolution will be presented to the City Council on July 25, 2017 recommending that the contract be awarded to Koch Brothers.

Financial Submittals:

Firm	Price per Copy - Monochrome	Price per Copy - Color
Advanced Business Systems	\$0.02000	\$0.04500
Koch Brothers (11x17 counts as 2)	\$0.02272	\$0.03646