

Action: Approved | Denied | Other
 Date Action Taken: May 10, 2021
 Verified By: [Signature]
 Clerk's Note: NA

**City of Wasilla
 Action Memorandum No. 21-23**

Awarding A Three (3) Year Contract To Valley Business Machines, Inc. In The Amount Of \$100,524 For A Citywide Copier/Printer Lease Program.

Originator: April Dwyer, Purchasing
 Date: 4/27/2021

Agenda of: 5/10/2021

Route to:	Department Head	Signature	Date
X	Chief of Police	[Signature]	4/28/21
X	Public Works Director	[Signature]	4/28/21
X	Recreational Services Director	[Signature]	4-28-21
X	Finance Director	[Signature]	4-28-21
X	Deputy Administrator	[Signature]	4/28/21
X	City Clerk	[Signature]	4/28/2021
X	Mayor	[Signature]	4/28/2021

Fiscal Impact: yes or no

Funds Available: yes or no

Account name/number/amount:	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
Purchased Property – Rentals Multiple Accounts	\$33,508	\$33,508	\$33,508

Attachments: Score Sheet (1 page)

Summary Statement: On March 5, 2021, the City issued RFP 0305-0-2021/AD for A Citywide Copier/Printer Lease Program. Two proposals were received; from: Valley Business Machines Inc., and OfficeTECH.

The proposals were reviewed and scored by the Finance Director, Public Works Director, and a WPD Administrative Assistant. Cost was scored by the Purchasing Officer. Valley Business Machines, Inc. received the highest score and is being recommended for contract award beginning July 1, 2021. The contract is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available each fiscal year.

Staff Recommendation: Approve the Action Memorandum.

City of Wasilla
RFP Scoring Sheet
RFP No. 0305-0-2021/AD
Citywide Copier/Printer Lease Program
Due: April 12th @ 4pm

Proposals received from:

	OfficeTech	Valley Business Machines
1 Proposal received on time?	X	X
2 Is the Cost Proposal separate from Narrative Proposal?	X	X
3 Minimum of 5 years experience met?	X	X
4 Proposal signed?	X	X
6 Attachments A-D attached?	X	X

Scoring for:

	OfficeTech	Valley Business Machines
1 Approach and Methodology (40 points)		
Evaluator 1	20	35
Evaluator 2	35	40
Evaluator 3	15	40
2 Experience and Qualifications (30 points)		
Evaluator 1	20	30
Evaluator 2	25	30
Evaluator 3	10	30
Total of all Scores Without Cost:	125	205

4 Cost (30 points)

The lowest total cost is assigned 30 points.

The fee points are awarded based on the following formula.
 $\text{Lowest Sum Proposal} / \text{Proposer's Sum Proposal} \times 30 \text{ points}$
 = Fee Proposal Points

Total of all Scores With Cost:

	24	30
Total of all Scores With Cost:	149	235