



ANDREW M. CUOMO  
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Small Purchase RFP for  
Community Development Block Grant – Disaster Recovery (CDBG-DR)  
**Printer and Laptop Equipment Maintenance**

**SP#202003\_083**

**1. General Information**

**1.1. Title of Request: Printer and Laptop Equipment Maintenance**

**1.2. Purpose:** The Governor's Office of Storm Recovery (GOSR), a division of the Housing Trust fund Corporation (HTFC), seeks to procure Equipment Maintenance for GOSR laptops, printers and copiers. The selected Respondent will be required to provide equipment maintenance and service on selected types of equipment in connection with its administration of the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant- Disaster Recovery (CDBG-DR) funds appropriated by the Disaster Relief Appropriations Act, 2013 (Pub. L. 113-2).

This RFP request is issued in accordance with the Procurement and Contract Guidelines of GOSR and in compliance with Section 2879a of the New York Public Authorities Law.

**1.3.** The total compensation for this scope of work shall not exceed \$150,000.

**1.4. Background:** Equipment Maintenance is essential to extend the useful life of various GOSR assets and to minimize or prevent downtime due to inoperable equipment. GOSR is seeking a direct provider to deliver equipment maintenance and service, including consumables, on eighty-four (84) pieces of equipment – sixty-one (61) laptops, 9 (nine) desktop printers and fourteen (14) multifunction printers across three (3) locations.

**1.5. Business Participation Opportunities for MWBE's:** Pursuant to New York State Executive Law Article 15-A ("Article 15-A"), GOSR recognizes its obligation to promote opportunities for maximum feasible participation of certified Minority- and Women-Owned Business Enterprises ("MWBEs"), and the employment of minority group members and women in the performance of all New York State funded GOSR contracts.

For purposes of this solicitation, HTFC hereby establishes an overall goal of 30% for MWBE participation for the above described services performed under the contract(s) awarded pursuant to this RFP: 15% for Minority-Owned Business Enterprises and 15% for Women-Owned Business Enterprises.



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Respondents that are not MWBEs are strongly encouraged to consider partnering, or making other joint venture or subcontracting arrangements, with certified MWBE firms to achieve the prescribed goals and to give MWBE firms the opportunity to participate in the above-described services performed under the contract(s) awarded to the successful bidder(s).

#### **1.6. Business Participation Opportunities for service-disabled veteran-owned businesses (SDVOBs)**

In accordance with New York State Executive Law Article 17-B, governing NYS contracting requirements, HTFC hereby establishes a utilization goal of 6% for SDVOB participation. Bidders/proposers for this RFP and any subsequent contracts will be strongly encouraged and expected, to the maximum extent practical and consistent with the legal requirements of the State Finance Law and the Executive Law, to use responsible and responsive SDVOBs in the fulfilment of the requirements of the contract that are of equal quality and functionality to those that may be obtained from non-SDVOBs.

#### **1.7. Section 3 of the Housing & Urban Development Act of 1968**

Pursuant to Section 3 of the Housing & Urban Development Act of 1968, GOSR is committed to ensuring that employment and other economic opportunities generated by HUD financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state and local laws and regulations, be directed to low- and very low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

Further requirements for Section 3 contracts are detailed in Attachment 4, "HUD General Provisions for Purchase Orders."

**1.8. Basis/Number of Awards:** At the sole discretion of GOSR and based upon the breadth and experience of Respondents to this RFP, GOSR may award contracts to more than one Respondent. GOSR currently anticipates awarding one (1) contract pursuant to this RFP. GOSR intends on allocating work through the issuance of a purchase order. Nothing in this section shall be construed to limit in any way GOSR's right, in its sole discretion, to cancel this RFP.

**1.9. Anticipated Agreement Term:** Any contract that is awarded from the RFP is anticipated to be for an initial period of one (1) year, with two (2) one (1) year renewal options, not to exceed a total contract term of three (3) years. The vendor must allow for a month-to-month



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agreement if remaining time for GOSR is less than one (1) year and a thirty (30) day cancellation notice without ongoing financial obligation or cancellation fees.

**1.10. RFP and Proposal as Part of Contract:** This RFP and the selected Respondent's Proposal will become part of any contract between GOSR and the Respondent. In the event that the terms of the RFP or Proposal conflict with the contract, the contract terms shall control.

### 1.11. Designated Contact Officer

Danielle Ruggiero  
Procurement Manager  
[GOSR.SmallProcurement@stormrecovery.ny.gov](mailto:GOSR.SmallProcurement@stormrecovery.ny.gov)

Proposals, questions and correspondence must be submitted by email in pdf format to:

[GOSR.SmallProcurement@stormrecovery.ny.gov](mailto:GOSR.SmallProcurement@stormrecovery.ny.gov)

**2. Proposal Timeline:** Please note that the RFP timeline includes target dates and may change.

Target Date	Event
March 18, 2020	Solicitation Released
March 27, 2020	Last Day to Submit Questions – 12:00 p.m. (Eastern)
April 1, 2020	Issuance of Answers to Questions
April 8, 2020	Submission Deadline - 3:00 p.m. (Eastern)
April 15, 2020	Target Date for Selection

**3. Scope of Services:** The Governor's Office of Storm Recovery (GOSR) seeks to procure Equipment Maintenance for eighty-four (84) pieces of equipment – sixty-one (61) laptops, 9 (nine) desktop printers and fourteen (14) multifunction printers. The direct provider will be required to provide consumables (based on page volume per month) and administration of equipment maintenance and service on selected types of equipment.

If the geographical territory is not serviced by the bidder, GOSR will approve the use of a subcontractor but will require one consolidated billing statement.

3.1. The scope of services to be provided includes but is not limited to the following:

- As-needed next day on-site service (24-hour maximum response time) – in all three (3) GOSR offices listed below:

Housing Trust Fund Corporation (HTFC)

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- Albany: 38-40 State St., 408N, Hampton Plaza, Albany, NY 12207
- Farmingdale: 500 Bi-County Boulevard, Suite 300, Farmingdale, NY 11735
- New York City: 25 Beaver Street (5<sup>th</sup> Floor), New York, New York 10004
- Scheduled and Preventative Maintenance
- Assistance monitoring all aspects of covered equipment performance, including:
  - Equipment breakdown
  - Scheduling maintenance
  - Tracking the equipment through its lifecycle
- Provide a web-based database with reporting capabilities that can be accessed over a secure website
- Provide an online reporting program allowing GOSR to review and download reports in a sortable format to all designated users 24 hours a day, seven (7) days a week, including:
  - Schedule of covered equipment (sortable by equipment # and costs by location)
  - Performance/repair history
  - Preventative maintenance summary
  - Consumable usage summary
  - Invoice lookup and processing
  - Quick Search
  - Custom reports
- At a minimum provide one (1) training session for the online reporting program

3.2. The Respondent must also allow GOSR the ability to add and delete specific equipment throughout the year with corresponding cost adjustments.

#### 4. Key Deliverables

Administration of printer and laptop equipment maintenance:

- As-needed next day on-site service (24-hour maximum response time) for service at all three (3) GOSR office locations
- Monitoring of equipment performance
- Tracking/documentation of all service calls including scheduled and preventative maintenance, repair and labor
- Tracking/documentation of consumable usage
- Online reporting program for review of maintenance, repair, consumable usage and invoicing

#### 5. Commencement of Services

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Following GOSR's approval of all contract documents, the selected respondent must be prepared to commence the required services within thirty (30) days of the issuance of a purchase order, at the direction of GOSR. GOSR reserves the right to change the date.

## 6. Selection criteria and requirements

### 6.1. Evaluation Methodology

GOSR will evaluate all Proposals based on the "Best Value" concept. This means that the Proposal which "optimizes quality, cost, and efficiency among responsive and responsible respondents" shall be selected for award (State Finance Law, Article 11, § 163). GOSR, at its sole discretion, will determine which Proposal best satisfies its requirements

## 7. Selection Criteria and Requirements

Selection Criteria	Points Available
Technical Proposal	40
Price Proposal	60
<b>TOTAL POINTS AVAILABLE</b>	<b>100</b>

### 7.1. Cover Letter (2 page maximum)

Provide a cover letter that includes an explanation of the types of services the Respondent provides that relate to this RFP. The cover letter shall also include a certification that the information submitted in and with the proposal is true and accurate, and that the person signing the cover letter is authorized to submit the submission on behalf of the Respondent.

Specify the primary contact person for the Respondent (name, title, location, telephone number, and e-mail address).

### 7.2. Technical Proposal (5 page maximum)

Provide a technical proposal with a detailed description of how the Respondent will meet the requirements documented in the Scope of Services (Section 3) and Key Deliverables (Section 4). Emphasis should be placed on completeness and clarity of the content. *Respondent must specify whether they use Original Equipment Manufacturer (OEM) or other manufacturer parts.* Respondent must demonstrate a thorough understanding of the purpose, scope, activities, requirements and responsibilities of the RFP.



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This section must include the following information:

7.2.1. Past Experience

The Respondent shall have at least three (3) years' experience administering contracts of similar size and scope to the services defined in this document. The Respondent must submit a definitive description of the resources available or other pertinent information to demonstrate the ability to perform the requested services.

This section shall include:

- List of at a minimum of three professional references
- Letters of recommendation from a minimum of two former clients
- Description of the Respondent and prospective subcontractor (if applicable) background, experience and expertise in providing printer and laptop equipment maintenance

**8. Price Proposal Form (Attachment 1 and 2) - Complete the Price Proposal Form(s) in its entirety**

Proposals may include two pricing formats which are listed below:

- (1) Flat Rate (Attachment 1- Price Proposal Form- Flat Rate Option) and/or
- (2) Meter Rate (Attachment 2 – Price Proposal Form – Metered Rate Option)

**Please be advised that proposals for printers must include a Flat Rate Option for laptops.**

- 8.1. Firm-fixed unit pricing and a Not-to-Exceed Total Proposal Price is required.
- 8.2. The price proposal shall be inclusive of all expenses, including but not limited to travel, reproduction and incidentals, unless otherwise authorized by GOSR.
- 8.3. Do not make any changes to the Price Proposal Form.
- 8.4. Rates included in the Price Proposal Form should be the Respondent's lowest rates for same or similar services provided to governmental entities.
- 8.5. The Price Proposal Form(s) must include a Total Price.
- 8.6. The Price Proposal Form should be signed by the individual who signs the Proposal cover letter.
- 8.7. The Respondent shall include the full cost of all consumables (excluding paper), maintenance, repair and labor in the price proposal for printers.



Governor's Office of  
Storm Recovery

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### **Attachments and Appendices**

Attachment 1 – Price Proposal Form- Flat Rate Option

Attachment 2 – Price Proposal Form – Metered Rate Option

Attachment 3 – RFP for Printer and Laptop Equipment Maintenance Checklist

Attachment 4 – HUD General Provisions for Purchase Orders





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## LAPTOP LIST

\*\*As stated in Section 8.3 price proposals for printers *must* include a Flat Rate Option for laptops.

SERIAL #	BRAND	LAPTOP MODEL #	PRICE
8CG52118G7	HP	Elitebook Folio 1040 G1	
CNU429BN1G	HP	Elitebook Folio 9480m	
DY9NBS1	Dell	Latitude E6420	
2CE3241FGT	HP	ProBook 4440s	
2CaE32528CB	HP	ProBook 4440s	
2CE3241FDT	HP	ProBook 4440s	
2CE3241FF0	HP	ProBook 4440s	
2CE3241FFT	HP	ProBook 4440s	
2CE3241FG4	HP	ProBook 4440s	
2CE3241FGF	HP	ProBook 4440s	
2CE3241FGR	HP	ProBook 4440s	
2CE3241FH3	HP	ProBook 4440s	
2CE3241FH9	HP	ProBook 4440s	
2CE3241FHJ	HP	ProBook 4440s	
2CE3241FHL	HP	ProBook 4440s	
2CE3241FHM	HP	ProBook 4440s	
2CE3241FHV	HP	ProBook 4440s	
2CE3241FHW	HP	ProBook 4440s	
2CE3241FJ0	HP	ProBook 4440s	
2CE3241FJ4	HP	ProBook 4440s	
2CE32527RV	HP	ProBook 4440s	
2CE32528BP	HP	ProBook 4440s	
2CE32528C4	HP	ProBook 4440s	
2CE32528D7	HP	ProBook 4440s	
2CE3241FF2	HP	ProBook 4440s	
2CE3241FFP	HP	ProBook 4440s	
2CE3241FFR	HP	ProBook 4440s	
2CE3241FHF	HP	ProBook 4440s	
2CE3241FJ1	HP	ProBook 4440s	
2CE3251T72	HP	ProBook 4440s	
2CE3241FHZ	HP	ProBook 4440s	
2CE3241FKR	HP	ProBook 4440s	
2CE3241FHK	HP	ProBook 4440s	
USH453L043	HP	ProBook 450 G2	
2CE3350GK6	HP	ProBook 4540s	



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2CE3350GN3	HP	ProBook 4540s	
2CE3350GN4	HP	ProBook 4540s	
2CE3350GQ4	HP	ProBook 4540s	
2CE3420NBR	HP	ProBook 4540s	
5CG425JL18	HP	ProBook 640 G1	
5CG425JL1T	HP	ProBook 640 G1	
5CG425JL37	HP	ProBook 640 G1	
5CG52133WL	HP	ProBook 640 G1	
5CG44917SC	HP	ProBook 640 G1	
5CG44917SF	HP	ProBook 640 G1	
5CG44917SL	HP	ProBook 640 G1	
5CG44917SW	HP	ProBook 640 G1	
5CG44917T3	HP	ProBook 640 G1	
5CG44917T7	HP	ProBook 640 G1	
5CG44917TH	HP	ProBook 640 G1	
5CG52133VL	HP	ProBook 640 G1	
5CG52133VV	HP	ProBook 640 G1	
5CG52133W5	HP	ProBook 640 G1	
5CG52133WF	HP	ProBook 640 G1	
5CG425JL11	HP	ProBook 640 G1	
5CG425JL1K	HP	ProBook 640 G1	
5CG425JL1Q	HP	ProBook 640 G1	
5CG425JL1D	HP	ProBook 640 G1	
5CG449181S	HP	ProBook 640 G1	
5CG425JL3M	HP	ProBook 640 G1	
5CG75062GY	HP	ProBook 640 G3	
<b>TOTAL PRICE (LAPTOPS)</b>			
<b>TOTAL PRICE (PRINTERS AND LAPTOPS) IF APPLICABLE</b>			

I certify that the rates proposed in the Price Proposal Form are the firm's lowest rates for same or similar services provided to governmental entities.

**Name/Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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**Attachment 2**

**Price Proposal Form – METERED RATE OPTION**

**Firm Name:** \_\_\_\_\_

Provide firm-fixed unit pricing and a Not-to-Exceed Total Proposal Price.

<b>Printer Type</b>	<b># of Printers</b>	<b>Minimum Prints per Month</b>	<b>Monthly Maintenance Plan Cost</b>
Desktop Printers	9		
Multifunction Printers	14		
<b>TOTAL PRICE</b>	23	\$	\$

I certify that the rates proposed in the Price Proposal Form are the firm's lowest rates for same or similar services provided to governmental entities.

**Name/Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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### ATTACHMENT 3

#### **RFP for Printer and Laptop Equipment Maintenance Checklist**

##### **Required Proposal Content:**

- Cover Letter
- Technical Proposal
- Price Proposal Form

Proposals may include two formats:

- Flat Rate (Attachment 1- Price Proposal Form- Flat Rate Option)  
\*\*Proposals for printers *must* include a Flat Rate Option for laptops.
- Meter Rate (Attachment 2 - Price Proposal Form – Metered Rate Option)