



**CITY OF HOUSTON  
ADMINISTRATION & REGULATORY AFFAIRS  
DEPARTMENT  
S30-23664  
NOTICE OF INFORMAL REQUEST FOR PROPOSALS**

**STRATEGIC  
PURCHASING DIVISION**  
901 Bagby Street, Concourse  
Level  
Houston, Texas 77002  
(832) 393-8724  
(832) 393-8759 Fax

**GENERAL TERMS & INSTRUCTIONS**

The Houston Public Library (HPL) is soliciting proposals from qualified professional firms (Concessionaires) to install and maintain a coin and debit card driven system of photocopiers, identical debit card activation devices, City-owned computer printers, and debit card vending machines to issue cards which activate these machines (the "devices") in HPL (the "Library").

The Scope of Work/Services for this project is outlined below. If you should have additional questions regarding this Informal Request for Proposal (IRFP) or believe that your company/organization meets the minimum requirements as outlined in the Scope of Work/Services of this IRFP, please submit your response to Richard Morris, Sr. Procurement Specialist, via one of the following methods listed below by: **Friday, May 14, 2010 at 2:30 p.m. CST:**

**Pre-Proposal Conference:** There will be no pre-proposal conference. Prospective proposers needing additional information/clarification to this request for proposal (RFP) are requested to e-mail questions to Richard Morris at [richard.morris@cityofhouston.net](mailto:richard.morris@cityofhouston.net). The deadline for submitting questions is **Thursday, May 6, 2010 at 1:00 p.m. CST. No questions will be accepted after May 6, 2010.** All relevant questions will be answered via letter of clarification to this RFP and posted on the City's e-bidding website and automatically e-mailed to all who registered to receive this RFP.

e-mail (preferred method): [richard.morris@cityofhouston.net](mailto:richard.morris@cityofhouston.net)

Fax Number: (832) 393-8759

Mail: City of Houston  
Strategic Purchasing Division (Suite B500)  
901 Bagby Street  
Houston, Texas 77002

**GENERAL TERMS & CONDITIONS**

**1.0 CONCESSION AGREEMENT TERM:**

1.1 The Concession Agreement shall become effective on the Countersignature Date and expire one year (1) after the date specified in the Notice-to-Proceed. The Concessionaire shall have the option to renew this agreement for four (4) consecutive one-year terms on the same terms and conditions as provided herein. To exercise this option, the Concessionaire must submit a written request to the City Purchasing Agent, Director of HPLS or Designee not less than ninety (90) calendar days before the termination of this agreement. The City retains the right to accept or deny the request as to some of the devices or all of the devices listed in Exhibit A. If the renewal request is not granted for all of the devices listed in Exhibit A, Concessionaire must remove those devices for which renewal was not granted.



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**SCOPE OF WORK/SERVICES**

**The selected Contractor (Concessionaire) will be required to:**

**1.0 SCOPE OF SERVICES:**

- 1.1 The Concessionaire shall furnish all supervision, labor, materials, supplies, tools, permits, fees, transportation and equipment necessary to install and maintain a coin and/or debit card driven system of photocopiers and identical debit card activation devices for City-owned computer printers, and debit card vending machines to issue cards which activate these machines (the "devices") at the Library locations listed in Exhibit A, Library Print/Copy Summary.
- 1.2 The Contractor shall not change the physical location of any device in any manner from the specific locations designated and approved in Exhibit A, without written approval from the Director/designee of the HPLS.
- 1.3 Photocopiers will have both a debit card receptor and a coin operated device which accepts nickels, dimes, quarters and one-dollar bills on at least one unit at each branch library. Copiers will charge ten cents each for debit card transaction and fifteen cents each for coin and currency transactions. The City will have the ability to bypass the ending operation to allow the City to make free (no charge) administrative copies.
- 1.4 Value-added debit cards will be dispensed from Concessionaire operated and maintained vending machines, from which the City will receive a payment: At least one vending machine for dispensing debit cards and one added-value station to issue debit cards will be installed in each of the branch libraries or one machine with both functions. Individual cards will have a one-time cost of fifty cents (\$.50) in addition to value added, and must be able to be encoded at least one hundred (100) times. Cards will be usable at all branch locations regardless of the branch from which they were purchased. Added-value stations will be able to accept one dollar, five dollar, ten dollar and twenty dollar bills. The debit card vending system must be compatible with the City's software systems, currently LIBRARY COMPUTER PRINTING MANAGEMENT SOFTWARE (brand name: I-Team).
- 1.5 During the term of the agreement, Concessionaire, as owner, shall supply all paper, toner, staples, repair parts and labor, related supplies and workmanship necessary to maintain and operate the photocopier at its optimum quality and service capability. Library personnel will install supplies and handle typical user maintenance (i.e. clearing jams, removing smudges' from glass, etc.) on site as much as is practical. Photocopiers supplied under this contract may be either new or remanufactured based upon the definition given herein. No other equipment condition is acceptable. "New" is defined as equipment which has never been used prior to installation and has been shipped directly from the manufacturer, via normal distribution points, to the users. "Remanufactured" is defined as equipment restored to like new condition. Remanufactured equipment must have been disassembled to the extent that each moving part was examined and tested for wear and replaced as required. All parts of all assemblies must have been thoroughly cleaned, lubricated, refinished and adjusted, and all appropriate retrofits installed. The reassembled unit must be thoroughly inspected and tested, in whole and in part, to ensure the unit functions according to manufacturer's specifications.



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- 1.6 Concessionaire shall supply maintenance services for photocopiers and debit card vending machines, either through its own organization, or through a third party, to handle maintenance and repairs above and beyond that supplied by Library personnel. Service shall be provided six (6) days a week, Monday through Saturday, between 9:00 a.m. and 5:00 p.m. and Sunday between 1:00 PM and 5:00 PM. Maintenance party shall also make periodic, but regularly scheduled, preventative maintenance checks as part of the maintenance program at each location. All maintenance shall be supplied within a response time not to exceed four (4) business hours from the time a service call is made. Concessionaire agrees to replace any unit which requires a service call six (6) or more times within any eight week period.
- 1.7 Concessionaire will be responsible for any changes in electrical connections required to support the devices. This will include, but is not limited to, plugs, wires, cover plates, installation and any other cost related to the proper installation of these devices.
- 1.8 Concessionaire shall prominently display instructions and Concessionaire's telephone numbers for user refunds for bad/unusable copies, computer prints, or debit card no longer required by public users, in the event of termination of this contract. Concessionaire will promptly and courteously refund any money lost by the public in devices operated by Concessionaire. The City will not be responsible for any refunds.
- 1.9 All supplied equipment including, but not limited to, copiers, debit card vending machines, and value-added stations, must be compatible with present copy cards.
- 1.10 Concessionaire will not be obligated to pay utility costs for electricity incurred by Concessionaire in the operation of the vending machines. Except for such utilities, Concessionaire will be responsible for all other costs connected with the operation of all equipment.
- 1.11 At any time that the Concessionaire is required to remove the devices, the removal shall be done at the expense of Concessionaire. Should Concessionaire not remove the devices promptly as required herein, within five (5) business days of notice to remove, the Director or designee shall have the option to remove the devices and hold the devices in storage until claimed by Concessionaire. In the case of removal by the Director or designee, the City, its officers and employees shall not be liable for damages to the devices nor to the contents thereof. If the Director or designee removes the devices, a reasonable storage charge, as determined by the Director or designee, must be paid before Concessionaire can reclaim the devices. Devices held in storage by the City must be claimed within six (6) months of storage. Devices not claimed and removed from storage within six months shall be declared abandoned and sold at auction as provided by law.
- 1.12 The City will have no liability to Concessionaire for damage to equipment by third parties and Concessionaire will not make any claim against or seek to recover from the City any loss or damage to equipment.

**Required Documents:**

The documents listed below must be provided with the proposal:



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- Proposed percentage of gross receipts from all devices placed within any City building by Concessionaire during the term of the agreement. (Must be submitted in a separate sealed envelop marked “**Percentage of gross receipt.**”)
- Required forms identified in the table below.

<b>TABLE 1 - REQUIRED FORMS</b>
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc
Drug Forms

**Evaluation of each proposal shall be done in the following order:**

- Expertise/Experience/Qualifications – 65%
- Proposed percentage of gross receipts from all devices placed within any City building - 35%

Required forms attachments can be found at the following link below:

[http://purchasing.houstontx.gov/solicitation\\_forms.htm](http://purchasing.houstontx.gov/solicitation_forms.htm)

**Attachment:** Exhibit A - Library Print/Copy Summary



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EXHIBIT A  
 Library Print/Copy Summary

<b>Houston Public Library Copy/Print Summary</b>	<b>Volume for: 16-Apr- 2009 to 15-Apr-2010</b>	<b>Desired # Copiers</b>	<b>Desired Release to Network Printer</b>	<b>Desired Color Copiers</b>	<b>Desired Card Dispensers</b>	<b>Transfer Value Device</b>
<b>Acres</b> 8501 West Montgomery Houston, Texas 77088	Copy 7,969 Print 19,426 27,395	1	1		1	1
<b>Bracewell</b> 9002 Kingspoint Dr. Houston, Texas 77089	Copy 6,204 Print 10,472 16,676 *	1			1	1
<b>Carnegie</b> 1050 Quitman Houston, Texas 77009	Copy 11,907 Print 11,156 23,063	1	1		1	1
<b>Clayton</b> 5300 Caroline Houston, Texas 77004	Copy 98,880 Print 12,391 111,271	4			2	1
<b>Collier</b> 6200 Pinemont Houston, Texas 77092	Copy 19,412 Print 38,738 58,150	1	1		1	1
<b>Central</b> 500 McKinney Houston, Texas 77002	MFP 41,017 Copy MFP 13,853 Print HP Print 51,528	4	2	2	4	2
Color Central	Copy 1,143 Print 3,187 4,330					
<b>Dixon</b> 8002 Hirsch Houston, Texas 77016	Copy 4,028 Print 5,005 9,033 *	1			1	1
<b>Flores</b> 110 North Milby Houston, Texas 77003	Copy 5,396 Print 5,934 11,330	1			1	1



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<b>Frank</b> 10103 Fondren, Brays Oaks Towers Building Houston, Texas 77096	Copy	6,945	1			1	1
	Print	12,418					
		19,363					
<b>Freed-Montrose</b> 4100 Montrose Houston, Texas 77006	Copy	6,205	1	2		1	1
	Print	10,704					
		16,909					
<b>Gregory_School</b> 1300 Victor Street Houston, Texas 77019	Copy	32,333	1			1	1
	Print	8,220					
		40,553					
<b>Heights</b> 1302 Heights Blvd Houston, Texas 77008	Copy	10,278	1	1		1	1
	Print	19,546					
		29,824					
<b>Henington-Alief</b> 7979 South Kirkwood Houston, Texas 77072	Copy	22,884	1			1	1
	Print	50,670					
		73,554					
<b>Hillendahl</b> 2436 Gessner Rd Houston, Texas 77080	Copy	8,325	1	1		1	1
	Print	18,227					
		26,552					
<b>Johnson</b> 3517 Reed Rd Houston, Texas 77051	Copy	13,262	1	1		1	1
	Print	22,493					
		35,755					
<b>Jungman</b> 5830 Westheimer Rd. Houston, Texas 77057	Copy	7,806	1			1	1
	Print	16,920					
		24,726					
<b>Kendall</b> 609 N. Eldridge Houston, Texas 77079	Copy	4,547 *	2			2	2
	Print	8,703					
		13,250					
<b>Lakewood</b> 8815 Feland Street Houston, Texas 77028	Copy	4,585	1			1	1
	Print	12,878					
		17,463					
<b>Looscan</b> 2510 Willowick Houston, Texas 77027	Copy	9,585	1	1		1	1
	Print	27,877					
		37,462					
<b>Mancuso</b> 6767 Bellfort Houston, Texas 77087	Copy	8,667	1	1		1	1
	Print	15,266					
		23,933					



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<b>McCrane-Kashmere</b> 5411 Pardee St. Houston, Texas 77026	Copy Print	7,962 12,747	1	1		1	1
		20,709					
<b>Melcher</b> 7200 Keller Houston, Texas 77012	Copy Print	1,767 1,988	1			1	1
		3,755 *					
<b>Meyer</b> 5005 West Bellfort Houston, Texas 77035	Copy Print	8,824 19,073	1			1	1
		27,897					
<b>Moody</b> 9525 Irvington Houston, Texas 77076	Copy Print	6,033 14,519	1	1		1	1
		20,552					
<b>Oak Forest</b> 1349 West 43rd Street Houston, Texas 77018		**	1			1	1
<b>Park-Place</b> 8145 Park Place Houston, Texas 77017	Copy Print	17,853 44,729	1	1		1	1
		62,582					
<b>Pleasantville-MFP</b> 1520 Gellhorn Houston, Texas 77029	Copy Print	3,985 7,522	1			1	1
		11,507					
<b>Ring</b> 8835 Long Point Houston, Texas 77055	Copy Print	2,015 ** 3,822	1			1	1
		5,837					
<b>Robinson</b> 3223 Wilcrest Houston, Texas 77042	Copy Print	12,922 31,732	1			1	1
		44,654					
<b>Scenic-Woods</b> 10677 Homestead Rd Houston, Texas 77016	Copy Print	12,540 43,090	1	1		1	1
		55,630					
<b>Smith</b> 3624 Scott St. Houston, Texas 77004	Copy Print	11,720 17,004	1	1		1	1
		28,724					
<b>Stanaker</b> 611 S-Sgt. Macario Garcia Houston, Texas 77011	Copy Print	9,715 13,757	1			1	1
		23,472					
<b>Stella Link</b> 7405 Stella Link Houston, Texas 77025	Copy Print	9,202 30,315	1	1		1	1
		39,517					



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<b>Stimley-Blue-Ridge</b> 7007 W. Fuqua Houston, Texas 77489	Copy Print	21,505 19,216 40,721	1	1		1	1
<b>SW Express</b> 6400 High Star Houston, Texas 77074	Copy Print	1,821 10,422 12,243	1			1	1
<b>Texasroom</b> 500 McKinney Houston, Texas 77002	Copy Print	7,538 * 224 7,762	2			1	1
<b>Tuttle</b> 702 Kress Houston, Texas 77020	Copy Print	7,139 13,090 20,229	1	1		1	1
<b>Vinson</b> 3810 W. Fuqua Houston, Texas 77047	Copy Print	15,631 * 26,116 41,747	1	1		1	1
<b>Walter</b> 7660 Clarewood Houston, Texas 77036	Copy Print	6,878 20,828 27,706	1	1		1	1
<b>Young</b> 5260 Griggs Rd, Palm Center Houston, Texas 77021	Copy Print	13,462 17,992 31,454	1	1		1	1
<b>1,253,688</b>			<b>48</b>	<b>23</b>	<b>2</b>	<b>45</b>	<b>42</b>

\* Closed for part of the year

\*\* Currently Closed for renovation