



## **REQUEST FOR PROPOSALS**

District-Wide Copier Services

RFP Release Date: June 10th, 2019

Proposal Due Date: July 1st, 2019

## **INTRODUCTION**

Cloverdale Community Schools is a PreK-12 school district located in Cloverdale, Indiana. The school corporation is comprised of three schools; Cloverdale High School, Cloverdale Middle School, and Cloverdale Elementary School. In addition, copier services are needed at the admin office.

## **STATEMENT OF PURPOSE**

The purpose of this document is to solicit proposals for supplying networked copiers to all buildings for Cloverdale Community Schools.

Interested vendors should submit a formal proposal from their organization which addresses the costs for the procurement, implementation, and maintenance of copiers.

## **GENERAL PROPOSAL INSTRUCTIONS AND CONDITIONS**

### **Acceptance of Proposal**

- 1) Proposals will be received to the attention of Greg Linton, Superintendent, 310 East Logan Street, Cloverdale, IN 46120 until 1:25pm EDT, July 1st, 2019. Proposals shall be submitted in a sealed envelope clearly marked "District Copier Service Proposal."
- 2) All proposals, which are in order and properly signed shall be opened and reviewed. No immediate decisions shall be rendered concerning the submitted proposals.
- 3) All responses may be rejected at the discretion of the Cloverdale Community Schools. Cloverdale Schools reserves the right to choose the response that best suits the District's needs. This RFP in no way constitutes a contract or commitment to purchase or lease. If all responses are rejected, Cloverdale Schools reserves the right to publish an RFP at a later date.
- 4) All proposals shall be effective for one hundred twenty (120) days from the date of opening unless otherwise specified in special conditions of proposing, and no proposal may be withdrawn prior to that time.
- 5) Upon termination or non-renewal of any lease agreement or contract, vendor will remove their machines from the property controlled by the Cloverdale Community Schools Board of School Trustees within 14 business days. The removal must include the destruction of any and all Cloverdale Community Schools' confidential data stored on the machines. There shall be no return or shipping fees assessed or paid by the Cloverdale Community School Board of Trustees.

- 6) Please provide 3 local references (name of reference and point of contact) of those you presently serve that are utilizing similar networked multifunction equipment being proposed. The references should be from customers of like service size and needs. References from educational institutions are highly preferred but not required.
- 7) At the end of the contract, all equipment must be picked up by vendor at no cost to the Cloverdale Community School Board of Trustees.
- 8) All equipment must be 100% new and not used, remanufactured, or newly remanufactured. Vendors wishing to make a proposal must provide assurance for on-site response time to all locations in the district.
- 9) The vendor will be responsible for providing an assigned factory trained service technician, along with an assigned backup service technician.
- 10) All equipment must maintain a 95% quarterly uptime performance. Awarded vendor will be responsible for providing documentation to the district reflecting this requirement is being maintained. Up-time is defined as the percentage of time the machine is on-site, operating according to specifications and fully available for use by the customer during the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday. It does not include time that the machine is not operational because of a key operator's failure to clear simple misfeeds or to load normal supplies such as toner or paper.
- 11) Vendor shall provide assurance when a qualified technician will arrive on-site with adequate tools, parts and equipment to perform most anticipated repairs.
- 12) Vendors will provide the district details on how service calls are placed or what options are available, what geographic territory the technician assigned to Cloverdale Community Schools covers, the process for replacement of equipment that cannot be repaired, emergency calls and parts and network requirements.
- 13) Loaners must be made available should equipment be down for more than 12 business hours. If equipment is continually having service problems, vendor must exchange equipment, at its expense for a like-type device.
- 14) Vendor must guarantee absolute customer satisfaction or replace the machine upon customer's written request. Vendor is to include a copy of their written customer satisfaction guarantee.
- 15) Vendor should provide software which will capture monthly meter readings on each multi- function device unit in such a way that no end-user intervention is required. In addition, software must have the ability to print reports to show volume, by machine, including user statistics, distinguishing between print and copy, on a daily, monthly,

annual basis (fleet management report). Vendor will work with school system and using these reports will help identify over/under utilized assets. A sample of vendor's fleet management report must be included with a proposal.

- 16) Monthly billing is required. The invoices should be separated, showing equipment lease charges and usage charges per device, per location.
- 17) Vendors wishing to make a proposal understand that the Board of School Trustees must approve bills prior to payment - a process that sometimes results in payments extending past 30 days of invoice date. No late charges will be allowed.
- 18) Vendors will provide a detailed explanation of the process for ordering and shipping supplies required for quoted equipment.
- 19) Vendors must include a detailed plan for installation, training and network support. Installation, delivery, and setup of equipment will be provided at no additional cost.
- 20) Devices that include a standard user interface, functionality and driver support are required. Training will be provided to each school staff on proper use of equipment at no additional cost throughout term of agreement. Training will be provided by awarded company through a dedicated and responsible trainer.
- 21) It is to be understood that the contractor, if awarded an order or contract, agrees to protect, defend and save harmless the Board of School Trustees from any suits or demands for payment that may be brought against it for the use of any patented material, process, article or device that may enter into the manufacture, construction of or form a part of the work covered by either order or contract. Contractor further agrees to indemnify and save harmless the Board of School Trustees from suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties by or for any of the acts of the contractor, his servants, or agents.

### **Model procurement regulations**

The Model Procurement Regulations adopted by the Board of School Trustees shall be deemed incorporated by reference in these specifications as though fully quoted herein. In the event of any conflict between this invitation for proposal and the Model Procurement Regulations, the Regulations shall control.

### **Performance bond**

The Board of School Trustees reserves the right to determine the ability of any Vendors wishing to make a proposal to perform the work and any Vendors wishing to make a proposal shall, upon request, furnish such information as may be necessary to determine such ability, including performance bond, if requested.

**Penalties**

In case of default by the vendor, the Board of School Trustees may procure the articles or services from other sources and may deduct from any unpaid balance due the vendor the amount of the excess costs so paid, and the price paid shall be considered the prevailing market price at the time such purchase is made.

**Taxes**

Federal excise taxes or Indiana state sales and use taxes are not applicable to any purchases made for the Cloverdale Community Schools. Purchase exemption certificates will be furnished as required.

**Non-discrimination**

During the performance of this Contract, the Seller agrees as follows:

1. The Seller shall not discriminate against any employee, applicant, or subcontractor because of age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. The Seller shall take affirmative action to ensure that applicants are employed without regard to their age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. Such action shall include, although not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Seller agrees to post in conspicuous place notices setting forth the provisions of the Equal Opportunity clause.
2. The Seller shall in all solicitations and/or advertisements for employees placed by or on behalf of the Seller, state that all qualified applications shall receive consideration for employment without regard to age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation.
3. The Seller shall cause any subcontractor engaged to perform any services required by this Contract to include this Equal Opportunity clause in all solicitations, advertisements and employment practices it shall perform.

**RFP Questions**

Our objective is to ensure that we provide you with all of the information you need in order for you to provide the most complete response to this RFP as possible. As such, we welcome any and all questions you might have. Questions or requests for clarification must be emailed to: [CopierRFP@cloverdale.k12.in.us](mailto:CopierRFP@cloverdale.k12.in.us). These questions and the answers to the questions will be distributed to all parties participating in the RFP process. Phone discussions will not be permitted so as to provide the same information for all vendors.

## Important Dates

Date	Action
June 10, 2019	"RFP is made available through email/website."
10am EDT, June 10, 2019	Vendors may begin submitting questions through email.
4pm EDT, June 24, 2019	Question and Answer process ends.
1:25pm EDT, July 1, 2019	Completed response to RFP due. Sealed packet should be delivered to District's Admin Office (310 East Logan Street, Cloverdale, IN 46120). Packet should include one primary contact and his/her email address.
1:30pm EDT, July 1, 2019	Packets will be opened at District's Admin Office (310 East Logan). No decisions will be made at this time and no questions will be answered. Proposals will be announced and recorded.
4pm EDT, August 2, 2019 (or as agreed upon by school and selected vendor)	Equipment should be on site, installed and operational.

## SCOPE OF THE RFP

### Pricing Structure

All pricing information should reflect a five (5) year lease price based on the lowest possible rate available. The terms of the contract will be up to 60 months with an annual renewal at the end of each 12 month cycle.

### Proposal Spreadsheet

All pricing and proposal information must be entered on the [spreadsheet listed in the Appendix](#). The only information that will be considered during the proposal opening is the information included on the district's spreadsheet. Proposals that do not include information on the district's spreadsheet will be rejected.

**Hardware and Maintenance**

The copier contract should include everything but paper. All hardware costs, toner costs, staples, and maintenance costs (both preventative and repair) should be included in the contract. All proposal prices must include transportation, delivery, installation, network connectivity, and training of the equipment to the specified Cloverdale Community Schools locations.

**Place of Delivery of Equipment**

All items provided pursuant to the copier contract may be delivered to the buildings directly, listed below. Vendor will need to contact the Technology Department of Cloverdale Community Schools to coordinate delivery times. Vendors will also need to specify electrical requirements necessary for copier(s).

Cloverdale Admin Building  
310 East Logan Street  
Cloverdale, IN 46120  
Phone (765) 795-4664

Cloverdale High School  
205 East Market Street  
Cloverdale, IN 46120  
Phone (765) 795-4203

Cloverdale Middle School  
312 East Logan Street  
Cloverdale, IN 46120  
Phone (765)7905-2900

Cloverdale Elementary School  
311 East Logan Street  
Cloverdale, IN 46120  
Phone (765) 795-4339

All equipment is to be delivered at the direction of and under the supervision of the Cloverdale Community Schools Technology Department. The successful vendor must notify the Technology Department prior to equipment delivery. Any attempted deliveries without a previously scheduled appointment will be refused and any additional delivery charge will be the responsibility of the vendor.

All delivery and installation charges shall be part of the original proposal. The proposal should include up to three additional equipment relocation requests per contract year. The successful vendor will be responsible for the unloading, assembling of equipment, setting in place in each building and the removal of waste and debris to the complete satisfaction of the

Cloverdale Community Schools. In addition, initializing network services needs to be coordinated with the Technology Department.

**Protection from Damage**

The successful vendor shall be responsible for the necessary protection in shipping, handling, and delivery, and required to guarantee that all items shall be in first class condition in every respect upon installation.

**Non-Collusion Affidavit (Form 95)**

Proposals must be accompanied by a non-collusion affidavit (Form 95). Cloverdale Community Schools has the right to reject any or all proposals in whole or in part.

**Property Taxes**

All property taxes for leased equipment will be paid for by the vendor.

**Current Copier Trade-In**

All prices must reflect trade-in value of current copiers listed in the appendix.

**Modifications to RFP / Rejections**

Cloverdale Community Schools has the right to reject any or all proposals in whole or in part. Cloverdale Community Schools also reserves the right to modify the quantities ordered at time of purchase.



# APPENDIX

The quantities listed herein are not guaranteed. The Board of School Trustees reserves the right to order additional or fewer quantities as needed, and at the proposal prices or better, for the duration of the contract period. Any equipment added after the initial lease agreement will be added into the same billing as the rest of the aggregate. All added devices will also be charged the same per click price as the rest of the aggregate.

Cost per copy will be fixed for the term of the lease agreement, without any price increase. Note that the estimated monthly service cost is only an estimate used to calculate a total proposal for comparison purposes. Successful proposer will be awarded a contract to include a cost per copy for black and white copies, a cost per copy for color copies, and monthly lease pricing for specified equipment.

## **Multifunction Product Key Features (All copiers must include)**

- 60 PPM b/w minimum speed
- Copy, Print, Scan
- Chromebook Compatible Printing
- Ability to Track Print/Copy Counts per User
- Scan destinations: Network, email, Google Drive
- Scan file formats: JPEG, PNG, PDF, Searchable PDF, TIFF, multipage PDF, multipage TIFF
- Active Directory authentication
- USB Direct Scan & Print
- Color Scanning
- Duplex Scanning
- Auto Document Feeder
- Secures Data
- Energy Star Compliant
- Eco-Friendly
- Finishing Options: Stapling, Hole Punch, Collate
- Connectivity: Ethernet 10/100/1000Base-TX, Fax option available, Wireless

## **Multifunction Product Optional Features (Additional options)**

- Papercut (or similar solution)
- Restricted color printing

## **Forms**

- [Non-Collusion Affidavit \(Form 95\)](#)

**Current Copier Configuration (for Potential Trade-In)**

Location	Quantity	Model
Cloverdale High School	1	X954
	4	XM7155
	1	x658de
Cloverdale Middle School	1	X954
	4	XM7155
Cloverdale Elementary School	1	X954
	4	XM7155
Administration Building	1	X954
<b>Total</b>	<b>17</b>	