



## INTRODUCTION

Echols County Schools is a PreK-12 school district located approximately 15 miles east of Valdosta, GA. We serve approximately 861 students with a staff of 133 employees. The District includes one elementary/middle school and one high school and one central office.

We have been involved in a copier contract; this contract will expire June 30, 2020. We are interested in continuing a district-wide copier lease on a fiscal year schedule for a term of three (3 years) beginning July 1, 2020.

## STATEMENT OF PURPOSE

The purpose of this document is to solicit proposals for supplying networked copiers to all buildings in the Echols County School District.

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

Proposals will be received to the attention of Kelly Wicks, Technology Director, Box 207, 190 GA Hwy 94 East, Statenville, GA 31648, until 4:00 p.m., Friday, March 20. Proposals shall be submitted in a sealed envelope clearly marked "District Copier Service Bid." An officer of the firm who is authorized to legally bind the firm must sign the bid form.

All proposals which are in order and properly signed shall be opened and reviewed. No immediate decisions shall be rendered concerning the submitted proposals. All responses may be rejected at the discretion of the Echols County Schools. The Echols County 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, the Echols County Schools reserves the right to publish an RFP at a later date. All proposals shall be effective for thirty (30) days from date of opening unless otherwise specified in special conditions of bidding, and no bid may be withdrawn prior to that time. Upon termination or non-renewal of any lease agreement or contract, vendor will remove their machines from the property controlled by the Echols County Board of Education within 14 business days. The removal must include the destruction of any and all Echols County Schools' confidential data stored on the machines. A certificate will be given to the Technology Director to guarantee and verify that all data stored on machines is permanently deleted from the machines. There shall be no return or shipping fees assessed or paid by the Echols County Board of Education.

- 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.
- At the end of the contract, all equipment must be picked up by vendor at no cost to the Echols County Board of Education.
- All equipment must be 100% new and not used, remanufactured, or newly remanufactured.
- Bidders must provide assurance for on-site response time to all locations in the district.
- The vendor will be responsible for providing an assigned factory trained service technician, along with an assigned back up service technician.

- 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 8:00 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.
- Vendor shall provide assurance when a qualified technician will arrive on-site with adequate tools, parts and equipment to perform most anticipated repairs.
- Vendors will provide the district details on how service calls are placed or what options are available, what geographic territory the technician assigned to Echols County Schools covers, the process for replacement of equipment that cannot be repaired, emergency calls and parts and network requirements.
- 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.
- 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.
- 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, 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 bid response.
- Vendor should offer remote web support to the desktop to provide end-user assistance with printing problems and to allow remote troubleshooting of machine or print problems via the internet.
- Monthly billing is required. The invoices should be separated, showing equipment lease charges and usage charges per device, per location.
- Bidders understand that the Board of Education 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.
- Vendors will provide detailed explanation of the process for ordering and shipping supplies required for quoted equipment.
- All toner cartridges, drums, rolls, belts and any hardware required for the machines during the contracted period will be included in the contract at no additional cost to the district.
- Vendor will provide a system check and cleaning on all copiers in the month of July prior to the start of the school year.
- Provide a detailed plan for installation, training and network support. Installation, delivery, and set-up of equipment will be provided at no additional cost.
- 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.

It is to be understood that the contractor, if awarded an order or contract, agrees to protect, defend and save harmless the Board of Education 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 Education 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 contractors, his servants, or agents.

### **Model procurement regulations**

Any Regulations adopted by the Board of Education 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 Regulations, the Regulations shall control.

### **Performance bond**

The Board of Education reserves the right to determine the ability of any bidder to perform the work and any bidder 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 Education 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 Georgia state sales and use taxes are not applicable to any purchase made for the Echols County 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 with 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 which you might have. Questions or requests for clarification must be emailed to:

[kelly.wicks@echols.k12.ga.us](mailto:kelly.wicks@echols.k12.ga.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

10am EDT, January 17, 2020

10am EDT, January 17, 2020

10am EDT, January 17, 2020

4pm EDT, February 17, 2020

4pm EDT, March 20, 2020

10am EDT, March 23, 2020

As soon as possible after the April 14,  
2020 Board of Education Meeting  
6 pm EDT

July 1, 2020

#### Action

RFP is made available through email/website/local newspaper.

Vendors may begin submitting questions through email.

Vendors can begin requesting a site visit

Question and Answer process ends.

Completed response to RFP due.

Sealed packet should be delivered to District's Central Office (216 US Highway 129 N Statenville, GA 31648).

Packet should include one primary contact and his/her email address.

Packets will be opened at District's Central Office (216 US Highway 129 N Statenville, GA 31648).

No decisions will be made at this time and no questions will be answered. Bids will be announced and recorded on an official Bid Tabulation Sheet.

District will announce RFP recipient.

Equipment should be on site, installed and operational.

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

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 bid. The bid should include up to three additional equipment relocation requests per contract year. The successful vendor will be responsible for the unloading (the district does not have an unloading dock), assembling of equipment, setting in place in each building and the removal of waste and debris to the complete satisfaction of the Echols

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

**Protection from Damage**

The successful bidder 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.

**Property Taxes (PPT)**

Property taxes are to be absorbed by vendor in the lease.

**Prohibition against conflict of interest, gratuities and kickbacks**

State law prohibits conflicts of interest, gratuities, and kickbacks to employees of Echols County Schools in connection with contracts for supplies or services, whether such gratuities or kickbacks are direct or indirect.

Any employee or any official of the board of education of Echols County Schools, Statenville, GA, elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money, or other things of value, as in inducement or intended inducement, in the procurement of business, or the giving of business, for or to, or from, any person, partnership, firm or corporation, offering bidding for, or in open market seeking to make sales to the board of education of Echols County Schools, Statenville, GA, shall be deemed guilty of a felony and upon conviction such person or persons shall be punished by a fine not to exceed five thousand dollars (\$5000) or by imprisonment in the penitentiary for not less than one (1) year nor more than ten (10) years, or both so fined and imprisoned in the discretion of the jury.

Note: it is a misdemeanor not to have this prohibition on every solicitation or contract

## **APPENDIX**

The quantities listed herein are not guaranteed; however, the District anticipates leasing the minimum quantities listed. The Board of Education reserves the right to order additional 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 term of lease agreement, without any price increase. Note that the estimated monthly service cost is only an estimate used to calculate a total bid for comparison purposes. Successful bidder 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**

- Copy, Print, Scan, Fax
- Scan destinations: Network, email
- Scan file formats: JPEG, PDF, Searchable PDF, TIFF, multipage PDF, multipage TIFF
- USB Direct Scan & Print
- Color Scanning
- Duplex Scanning
- Auto Document Feeder
- Secures Data
- Energy Star Compliant
- Eco-Friendly
- Finishing Options: Stapling, Saddle Stitch Finisher, Hole Punch
- Connectivity: Ethernet 10/100/1000Base-TX, Fax option available
- All school-based devices require print management

Echols County Schools  
 Proposal Spreadsheet  
 District-Wide Copier Services  
 December 2019

All devices should be networked, copy, print and scan/email, fax

	Spe ed	Color/B W or BW only	Fa x	Stap le	Sadd le Stapl e	Hole Pun ch	Bookl et Fold	Large Capaci ty Tray	Est # of devic es	Mont hly Lease price	Service cost(clic ks) Color	Service Cost(clic ks) BW
A	35 ppm	BW		X					2			
B	40 ppm	BW		x		x		x	3			
C	65 ppm	Color/B W	x	x	x	x	x	x	3			
TOTAL MONTHLY LEASING PRICE												
ESTIMATED MONTHLY SERVICE COST BASED ON CLICK PRICING FROM ABOVE												

A: Media Center (EMS), SPED (HS)

B: 2 EMS workrooms, 1 HS workroom

C: BOE, HS Office, EMS Office

The undersigned declares that his request for proposal is in all respects fair and without collusion of fraud, that no member of this board of education of the Echols County School District, or other office of said school district, is directly or indirectly interested in this request for proposal or any profits thereof.

Firm \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_