

REQUEST FOR PROPOSAL

You are hereby invited to submit a proposal in accordance with the requirements of this RFP for a *District Copier Program* for the School District of Newberry County.

The purpose of the *District Copier Program* is to provide copiers employing the latest technology, a partnership with a vendor that can provide the District with digital copier capabilities at the best possible cost. The *District Copier Program* will have one vendor providing equipment for a specific period of time (five years) to all District schools and departments through a "cost-per-copy." The "cost-per-copy" will cover maintenance, toner, and all other supplies, exclusive of paper.

All proposals must be submitted NOT LATER THAN 2:00P.M., October 29, 2010. Proposals may be mailed or delivered to:

Susan Dowd
Chief Financial Officer
The School District of Newberry County
1539 Martin Street
P.O. Box 718

Please provide five (5) copies of your proposal.

The School District of Newberry County reserves the right to accept or reject, any or all, responses as a result of this solicitation, to negotiate with all qualified vendors, or to cancel in part or in its entirety this solicitation if it is in the best interest of the District.

The selected vendor will be engaged for a five-year period, January 1, 2011 – December 31, 2016, with the option to renew for a period of up to five additional years, at the District's determination with Board approval.

This solicitation does not commit the school district to award a contract, to pay any costs incurred in preparation of a proposal, nor to procure any services that may be offered.

RFP OBJECTIVES

While specific requirements are provided within the respective sections of this document, the school district's overall objectives for this RFP are to:

1. Select a company that can provide multi-functional copier equipment with copy, print, scan and fax capabilities.
2. Choose a company that will provide financing for the existing copiers to allow for total equipment replacement under one company.
3. Establish optimal pricing on a cost per copy basis for the copier equipment.
4. Utilize technology which will improve efficiency and enhance control.

SECTION I

A. Scope of Work

1. The purpose of this proposal is to acquire copier and/or duplicator services for the locations listed. The contractor will be required to furnish all equipment, supplies (excluding paper) and maintenance.
2. All equipment furnished must be new and digital.
3. All charges, including delivery & installation, must be included in the cost per copy rate.
4. Equipment must have the capability to be networked into the school district computer system.
5. The contractor shall provide training on the use and upkeep of the equipment to personnel at each location.
6. All equipment must fit the space currently used at each location for copiers/duplicators unless other arrangements can be made and are acceptable. The District will not be liable for providing dedicated electrical outlets unless already in place. Extensions or additional cords will not be added to the standard commercial length of the machine cord.
7. Copiers and/or duplicators used in this contract shall be considered to be the Contractor's property. Any property taxes will be the responsibility of the contractor.
8. It will be the responsibility of each contractor to contact each school for specific information as needed. Contact information is provided and each site should be contacted prior to a site visit.
9. The District will not be billed for copies made by the contractor when servicing or adjusting the machine.
10. The vendor will provide supplies to locations during normal business hours of the location. The contractor will be required to provide manufacturer's supplies only. Supplies will be shipped or delivered directly by the vendor to the specific location at the expense of the vendor. Supplies must be received by the requesting location within twenty-four (24) hours of the request being made.

11. The contractor must provide a consolidated meter reading report monthly for all locations to include but not limited to the following:
 - ❑ Contract number
 - ❑ Location
 - ❑ Model & serial number of equipment
 - ❑ Date of meter reading
 - ❑ Present meter reading
 - ❑ Previous meter reading
 - ❑ Monthly volume for each unit by location
 - ❑ Number of service calls/credited copiesTotal copies – by machine & location (does not include servicing copiers)
12. If a copier/duplicator must be relocated, the contractor will move the machine within three (3) working days at no additional cost to the District.
13. If the District determines that the equipment furnished is not in good operating condition, the contractor will replace same within forty-eight (48) hours.
14. The District reserves the right to add or delete equipment should the need arise. Additions will be made at the cost-per-copy rate. Deletions must be removed from the premises within seven (7) working days after notification.

B. Time Considerations

1. All proposals must be submitted to the District no later than 2:00 PM October 29, 2010.
2. A committee may wish to schedule a presentation by the top proposers.

C. Contractual Agreement

The contract shall be for a term commencing January 1, 2011 and ending December 31, 2016. However, payments due under the contract in a given fiscal year, i.e. from July 1 of a year to June 30 of the following year, will be subject to annual appropriation by the Board of Trustees of the School District. In the event that no funds or insufficient funds are appropriated and budgeted in any fiscal year for payments due under the contract, the School District will immediately notify the Contractor and the contract will terminate on the last day of the fiscal year for which funds were appropriated and budgeted, all without penalty or expense to the School District.

D. Termination

This contract may be terminated by either party for non-performance of the criteria stated in this contract with thirty-(30) day's notice.

SECTION II

The following outline suggests how the proposal should be organized to include all information called for in the Request For Proposal.

A. Title Page

Show the RFP subject, name of firm, address, telephone number, name of contact person and the date.

B. Profile of Proposer

Provide a vendor profile that includes, but is not limited to, the following:

1. Provide a brief description and history of your company.
2. Discuss the ownership and organizational structure of your company and its support staff. Provide the location of each within the structure.
3. Provide an organizational chart for the team that would be assigned to this account and a paragraph about each, discussing his/her qualifications and experience as pertains to the requirements of this account.
4. Provide information to demonstrate that your firm has the technical or specialized expertise to assist the District in developing a comprehensive document management program, particularly in terms of multi-functional digital technology.
5. Provide at least two major account references, with a minimum of 5 connected units, including company name, contact name, position or title, telephone number, fax number and email address. Accounts must be comparable in size and scope to the School District of Newberry.
6. Manufacturer's Letter: Dealers who offer a proposal as a manufacturer's representative must include a letter from the manufacturer that includes the following:
 - Certification that the Vendor is a factory authorized dealer and service provider for the specific equipment offered;
 - A guarantee that should the Vendor fail to satisfactorily fulfill any obligations established in any contract awarded from a district RFP, the manufacturer will either assume and discharge such obligations or provide for the competent assumption by one or more factory authorized local dealers/service providers, accepted by the district, for the balance of the contract period.
7. Quality Assurance Plan: Vendor shall propose a quality assurance plan which details the methods by which it will guarantee ordering, delivery and general supply of equipment and parts in a correct and timely manner. This should include details of manufacturer's lead times and inventory with loaner provisions for supply of equipment that is backordered.
8. Needs Assessments: Describe your proposed method for conducting on-going, site- by-site needs assessments (at the district's discretion) which will:
 - Provide the District with short- and long-term recommendations to each site for technology migration/consolidation and cost containment solutions.
 - Ability to support the district via e-commerce, web-based services.

9. Reports: Discuss your ability to provide the District with inventory reports that track machine usage, downtime, service response time and costs on a regular basis. **Please provide a sample report.**
10. Invoicing Options: The district bears the cost for cost per copy or any maintenance agreements it establishes. With this in mind, proposals should offer the District invoicing options that will serve to minimize the number of invoices the District's Accounts Payable Department will be required to handle.
11. User Training: Describe your proposed training approach, the proposed timing of training, and provisions for on-site, on-going, and on-request training. Give name of customer service representative & his/her job description.
12. Technical Support: Vendor shall provide the following:
 - Outline your technical support services, including the establishment of direct lines of communication between the District's technical staff and the manufacturer of the equipment offered.
 - Where is your help desk located?
 - Who operates the help desk and what is their job description?
13. Maintenance: Describe your proposed maintenance program. At a minimum, address the following:
 - Available hours for placing service calls: _____
 - Normal service hours: _____
 - Emergency service hours (after-hours and weekends): _____
 - Will there be a dedicated technician(s) assigned to the School District?
Yes _____ No _____
 - Response time when parts are available:
 - Procedures for securing parts not normally stocked and the normal delivery time:
 - Process to be followed to secure consumable supplies:
 - Preventative maintenance program:
14. Where do you warehouse parts; how much inventory do you keep on hand at all times?
15. What is your policy concerning loaner equipment, and what processes do you have in place to provide equipment in the event of extended downtime?

C. Scope

Clearly describe the scope of required services to be provided.

D. Compensation

List the cost-per-copy at each location using the estimated yearly usage provided as a base charge. All excess copies will be billed annually by location at the agreed upon cost-per-copy rate. In addition, the District will be issued a check for all unused copies under the contracted amount on an annual basis.

SECTION III

A. Evaluation (Maximum score is 50 points)

Evaluation of proposals submitted in response to the solicitation will be conducted by a committee of officials in the School District of Newberry County. In the process of evaluation, the TOTAL vendors proposal will be considered. However, particular attention will be paid to those criteria/evaluation factors listed below. Each response will be assigned a numeric score rating by each evaluator, and the award made by the School District of Newberry County will be predicated upon the composite ratings of officials referenced above with total cost of the program considered.

1. Cost - although a significant factor, may not be the dominant factor unless all other evaluation criteria are relatively equal. (15 points)
2. Responsiveness of the proposal in clearly stating the understanding of the services to be provided. (10 points)
3. Ability to begin the services in a timely manner. (5 points)
4. Experience (10 points)
5. Proven record of satisfactory service. (10 points)

B. General Proposal Conditions

- A. RFP shall be submitted in a sealed envelope with the outside of the envelope clearly marked "District Copier Program," on the envelope and the name and address of the vendor on the envelope.
- B. If a firm is bidding on copiers and duplicators, proposals must be submitted separately.
- C. RFP's must be submitted no later than 2:00P.M., October 29, at the District Office, 1539 Martin Street, Newberry, SC, 29108. Any RFP received after 2:00 P .M., whether presented in person or received by U.S. Mail or by UPS, etc. will not be accepted. No consideration of RFP award will be made at the opening. The RFP evaluation and award will be made no later than Nov. 9.
- D. RFP should be mailed or delivered to:
Mrs. Susan Dowd, Chief Financial Officer
The School District of Newberry County
P.O. Box 718 – 1539 Martin Street
Newberry, SC 29108
- E. Faxed responses will not be accepted by the District.
- F. The district reserves the right to consider and purchase from current South Carolina State Contracts if doing so serves the best interest of the district.
- G. The District may request a vendor to make an oral presentation of their RFP to the District after the responses are opened.
- H. RFP's are to be submitted on the "RFP Submittal form" contained in this solicitation.

- I. Questions related to this RFP are to be directed to Susan Dowd, Director of Finance, (803) 321-2600.
- J. All proposers will be notified in writing of the results of the selection process.
- K. The District reserves the right to reject any and all proposals submitted and to request additional information from proposers. The proposal should be good for 90 days.

PROPOSAL SUBMITTAL FORM

Copier Brand	
60 Month Fixed Rate Cost per Copy	
Company Submitting Proposal	
Address	
Telephone	
Signature of Representative	
Date	

ESTIMATED VOLUME

<u>SCHOOL</u>	<u>PRINCIPAL</u>	<u>PRINCIPAL'S SECRETARY</u>	<u>PHONE</u>	<u>Estimated Volume</u>
ALA-Newberry (Accelerated Learning Academy) 540 Brantley Street, Newberry, SC 29108	Charles Wright cwright@newberry.k12.sc.us	Judy McGee	(803) 321-2683	75,000.00
Adult Education Center 591 McSwain Street, Newberry, SC 29108	David Green dgreen@newberry.k12.sc.us	Linda Branham	(803) 321-2112	36,000.00
Boundary Elementary 1406 Boundary Street, Newberry, SC 29108	Tim Hunter thunter@newberry.k12.sc.us	Jaime Merchant	(803) 321-2616	736,000.00
Gallman Elementary 255 Hawkins Road, Newberry, SC 29108	Beth Griffith bgriffith@newberry.k12.sc.us	Meridith Wilson	(803) 321-2655	740,800.00
Little Mountain Elementary 692 Mill Street, Little Mountain, SC 29075	Rudie Tarver rtarver@newberry.k12.sc.us	Stacy Folk	(803) 945-7721	592,000.00
Mid-Carolina High 377 Cy Schumpert Rd, Prosperity, SC 29127	Lynn Cary lcary@newberry.k12.sc.us	Sissy Delesandro	(803) 364-2134	1,168,000.00
Mid-Carolina Middle 6794 US Hwy 76, Prosperity, SC 29127	Deedee Westwood awestwood@newberry.k12.sc.us	Margaret Chaplin	(803) 364-3634	948,800.00
Newberry County Career Center 3413 Main Street, Newberry, SC 29108	Buddy Livingston blivingston@newberry.k12.sc.us	Brandy Brooks	(803) 321-2674	195,000.00
Newberry Elementary 1829 Nance Street, Newberry, SC 29108	Leila Caldwell lcaldwell@newberry.k12.sc.us	Dana Taylor	(803) 321-2670	628,800.00
Newberry High 3113 Main Street, Newberry, SC 29018	Barry Rosenberg brosenberg@newberry.k12.sc.us	Mem Davis	(803) 321-2621	1,169,600.00
Newberry Middle 125 O'Neal Street, Newberry, SC 29108	Katrina Singletary ksingletary@newberry.k12.sc.us	Debbie Yandle	(803) 321-2640	1,075,200.00
Pomaria-Garmany Elementary 7288 US Hwy 176, Pomaria, SC 29126	Beth Shelton-Brooks bethbrooks@newberry.k12.sc.us	Cindy Long	(803) 321-2651	622,400.00
Prosperity-Rikard Elementary 381 S. Wheeler Ave., Prosperity, SC 29127	Tim Lyden tlyden@newberry.k12.sc.us	Sherry Bedenbaugh	(803) 364-2321	590,400.00
Reuben Elementary 3605 Spearman Rd., Newberry, SC 29108	Mike Stroud mstroud@newberry.k12.sc.us	Cheryl Wilson	(803) 321-2664	291,200.00
Whitmire Community School 2597 SC Hwy 66, Whitmire, SC 29178	Joey Haney jhaney@newberry.k12.sc.us	Jennifer Hix	(803) 694-2320 (803) 694.3400	798,400.00

Learning Center-Student Services 3321 Main St., Newberry, SC 29108	Dr. George Suggs gsuggs@newberry.k12.sc.us		(803) 321-1363	100,000.00
NEWBERRY COUNTY DISTRICT OFFICE 1539 Martin Street - P.O. Box 718 Newberry, SC 29108	Susan Dowd sdowd@newberry.k12.sc.us	Mary Helen Stuhr	(803) 321-2600 Ext 20105	550,000.00
District Maintenance 1903 Nance Street Newberry, SC 29108	Tim Milstead tmilstead@newberry.k12.sc.us	Paula Couch	(803) 321-2645	25,000.00
Child Nutrition (MCMS campus) 6794 US Hwy. 76 Prosperity, SC 29127	Ann McConnell AMcConnell@newberry.k12.sc.us	Vicki Livingston	(803) 321-2612	25,000.00
Psychological Services (MCMS campus) 6794 US Hwy. 76 Prosperity, SC 29127	Paula Hamm (at District Office) (803) 321-2600 Ext 20117 phamm@newberry.k12.sc.us	Marcia Long (at MCMS campus)	(803) 321-2611	70,000.00
Transportation (NMS campus) 125 O'Neal Street Newberry, SC 29108 Newberry, SC 29108	Penney Nichols - Trans. Dir. pnichols@newberry.k12.sc.us		(803) 321-1002	17,000.00
Career Center Annex (adjacent to Career Center) 3415 Main Street Newberry SC 29108	Emily Crump-Saddler esaddler@newberry.k12.sc.us		321-2613	26,000.00
				10,480,600.00 TOTAL