

GREENVILLE AREA SCHOOL DISTRICT

COPIER – REQUEST FOR PROPOSAL

I. INTRODUCTION

The Greenville Area School District is requesting proposals for the following: Copier/Printer/Scanner/Fax Equipment at various locations within the District.

Proposal forms and specifications are enclosed for your review and consideration. For proposals to be considered, they must meet or exceed all specifications herein.

Proposals must be received by April 14, 2021 at noon. Responses can be emailed to bmirizio@greenville.k12.pa.us or dropped off at the board office by appointment only.

The new systems must be installed and operating no sooner than June 7, 2021 and no later than July 31, 2021

All proposals must be submitted on the forms provided in the proposal packet and all sheets must be returned with the proposal. Proposal pricing must be provided in the same format as found on the Proposal Form to be considered. All proposals shall remain firm for a period of ninety (90) days.

The Board of Education reserves the right to accept or reject any or all proposals, either in whole or in part; to award to other than the low price contractor; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of the school district.

II. SUMMARY OF PROPOSAL

The District is interested in replacing devices as found in Exhibit B. Exhibit B shows the current 12 month volume history and requested configuration of the device replacements in addition to the proposed installation of new copiers and relocation of existing copiers.

Proposals should include several options, including but not limited to:

- Cost per copy, whereby one price per image will cover equipment parts, full maintenance and supplies, excluding paper and staples, fixed for 60 months
- Sixty (60) Month Lease with \$1 purchase option including assurance that no contract language will exist in the proposed contract that obligates the Greenville Area Local School District beyond the term 60 months and

service contract that covers equipment parts, full maintenance and supplies, excluding paper and staples, 60 months.

- Warranty that provides guaranteed replacement for any issues that are deemed un-repairable throughout the term of the agreement.

III. SCHEDULE OF EVENTS

This request for proposals will be governed by the following schedule: Vendors are to contact the Business Office of the Greenville Area School District regarding this proposal. Brandon Mirizio is the Business Manager and can be contacted with any questions at (724) 588-2502 ext. 2304 or by email at bmirizio@greenville.k12.pa.us. No other Greenville Area School District employee shall be contacted regarding this RFP. The school district reserves the right to reject the proposal of any vendor violating this provision. If any vendor finds discrepancies or omissions in this RFP, or is in doubt as to the meaning of a particular requirement, please submit notifications and questions in writing or via email for interpretation, correction or clarification.

DATE	EVENT
March 24, 2021	Release RFP
April 14, 2021	Deadline for Submitting Proposals
April 19, 2021	Selection of Vendor for Contract Award
June 7, 2021 – July 31, 2021	Removal and Installation
Not later than August 13, 2021	Training of Central Office Administrative and Clerical Staff

IV. CONTRACT TERMS AND CONDITIONS

Please include the pricing structure for all years of the contract.

The Greenville Area School District has the right to:

- Wave formalities and technicalities in any proposal.
- Reject any and/or all proposals wherein its judgment, it will be in the best interest of the school district.
- Accept the proposal that in its judgment will be in its best interest.
- Award this contract to the vendor who in the school district's opinion is most responsive and responsible, and will perform in the best interest of Greenville Area School District. Price alone may not be the sole determining factor in the contract award. Other considerations include features of the equipment; value added capability and the quality of service.
- Cancel or amend this RFP prior to the proposal due date.
- Determine whether or not a product is equal or equivalent to specifications.
- Retain proposals and all submitted documentation.

V. CONTRACT TERM AND CONDITIONS

All proposals must be valid for at least 90 days after proposal due date. The cost for developing and delivering the proposal is the sole responsibility of the vendor.

VI. CONTRACT

The vendor shall provide one execution-ready contract with both the cost per copy proposal terms and the lease proposal terms incorporated. This execution-ready contract must be consistent with all relevant terms and conditions contained in the vendor's proposal. Any vendor's proposal whose execution-ready contracts provided as part of the vendor's proposal package that do not reflect the terms and conditions of that vendor's proposal is subject to immediate disqualification by the District. Do not provide a sample contract or standard customer agreement template; proposals that do not include the execution-ready contract as described herein are subject to immediate disqualification.

There shall be no price "escalation" language contained in the contract Terms and Conditions.

There shall be no "automatic renewal" language contained in the contract Terms and Conditions.

After the award, the successful vendor shall be required to enter into discussions with the school district to resolve any contractual differences. Failure to resolve contractual differences may lead to cancellation of the award. The District will prepare and negotiate a contract with the selected Vendor and give consideration, to the extent possible, to Vendor's standard contract and agreement.

There will be no charges to return current equipment to our incumbent vendor. The awarded vendor will pick up and return machines at no cost to the school district.

The Vendor shall include with their proposal to the Greenville Area School District complete information regarding any sub-contractors that the vendor intends to use. The Vendor shall list that part of the work the sub-contractor is to furnish or perform and assumes complete responsibility for the sub-contractor's portion.

The vendor shall certify that the price(s) and amounts of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, vendor, or potential vendor. Neither the prices(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a vendor or potential vendor, and they will not be

disclosed before contract award. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complimentary proposal. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

The vendor, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any government agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract. The vendor understands that collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards.

VII. PAYMENTS, BILLING AND PRICING

Payment for any work from this contract shall be made upon receipt, inspection, and acceptance of completed work and receipt of proper itemized invoices.

The district is exempt from State sales tax. All federal and state taxes and fees that can be eliminated in sales to public school systems should not be included in the proposed price. The district will not pay property tax of any kind.

The term of this agreement will be payable in arrears. There will be no down payment required.

Cost per copy and other proposals must include all parts, labor, preventative and periodic maintenance, training, emergency service, toner, developer, drum replacements and loner/replacement machines as determined necessary. Only paper and staples may be excluded.

Copy volumes shall be invoiced monthly on a cost per copy basis.

Prices provided shall be at or below pricing levels for PA state contract pricing.

VIII. COMPANY BACKGROUND AND EXPERIENCE

The vendor will describe their background, relevant experience, and qualifications. Include the following vendor information:

- Company Name and Parent Company Name:
- Address, city, state and zip of business offices:
- Type of ownership:
- State of incorporation:

- Primary trainer contact name, title, phone, email, address, city, state and zip:
- Sales account executive contact name, title, phone, email, address, city, state and zip:
- Federal Tax ID number:
- Include the following descriptive information:
 - o State the nature and scope of the business:
 - o Brief history of the business:
 - o Length of time the company has been licensed to do business:
 - o Size of the organization, including a brief organizational chart showing the positions that will be involved with this project and detailed information of the background, certification, experience of these key personnel:
 - o State the business philosophy and mission statement:
 - o Briefly describe the three most similar contracts, preferably K-12 educational institutions in surrounding areas, or related engagements that vendor is currently engaged in or has completed within the past two years. Provide for each reference the customer name, contact name, title, telephone number and contract dates.

IX. SERVICE EXPECTATIONS

The following service expectations must be included in the contract:

- Provide detail regarding your standard service level agreement ("SLA") and break-fix repair policy, including, but not limited to: Live/remote telephonic support, Call return times, Dispatch and arrival timeframes for on-site repairs, Documentation and communication of all aspects relating to a technical support and/or service call via your company's ticketing system (for example, ticket created, technician dispatched, technician arrived on-site, and issue/ticket resolution).
- Detail your company's policy regarding the repair and replacement of machines that are defective, are routinely "down", and/or require frequent repair in order to remain operational.
- Provide information regarding response times, service team, parts inventory control, dispatch procedures, mean copies between service calls by model proposed and other information that will support your proposed placement of equipment. Also include the number of service technicians trained and certified on all proposed models.

X. TRADE IN ALLOWANCE

Proposals should include trade in allowance for 10 (ten) Xerox district owned copiers as listed on Exhibit A.

XI. REQUIREMENTS OF COPIERS

Requirements for copiers shall be equal to or better than those as specified as "required" for the listing of devices as shown on Exhibit B.

XII. OTHER REQUIREMENTS

Please describe your remote monitoring system included in the pricing if applicable.

All network functions including e-mail, network scanning and network printing must be able to work without the need for additional servers or network equipment. Outbound email must use authentication SMTP sessions over a TLS connection

Copiers must interface with existing directory services for authentication and address book.

There shall be no charges for scanning, and individual scans shall not count as clicks.

Scanning capabilities must include scan to e-mail and OCR capability.

Fax modules must have the ability to receive faxes via e-mail at no click charge

Describe compatibility with other operating systems (i.e.: imaging, MAC, PC, print drivers) and how this initiative could be applied to the District.

Describe the multifunctional features of your equipment, current and planned capabilities (fax, scanning, color scanning, color printing, etc).

Describe/provide examples of monthly/quarterly business reports you provide to your customers.

Parts and supplies shall be those of genuine original equipment manufacturer. If they are not, a guarantee that the manufacturer's warranty will be valid must be provided in the RFP.

Toner must be genuine original manufacturer equipment.

All equipment will need to be set up in accordance with district directives.

All prices must include training on the new equipment at dates and times agreed upon between the District and the awarded vendor.

Please describe any training programs that you have utilized that have been successful in the education field.

All equipment must meet or exceed the minimum specifications described in this RFP. Only new equipment shall be proposed. No remanufactured, reconditioned or previously installed equipment shall be accepted in areas identified as receiving new equipment.

The successful contractor must provide a manufacture date of the equipment prior to installation.

XIII. WARRANTY

Provide the extent of your warranty and/or Manufacturer's warranty in your response to the RFP.

PROPOSAL FORM
COPIERS

All proposals must be submitted on this form. If submitting more than one proposal, label as "Proposal 1," "Proposal 2," etc., at the top of this page. ***Also, ATTACH EQUIPMENT Cut Sheets and specific features included for each device.***

BIDDER _____
 Company Name _____
 Street _____
 City, State _____
 Telephone/Email _____
 Email _____

New Devices Location			Proposed Model	Monthly Equipment Cost	Rate per Black Usage	Rate per Color Usage
GHS	FLR1	Main Office				
GHS	FLR1	Guidance Office				
GHS	FLR2	District Office				
GHS	FLR2	Special Ed				
GHS	FLR2	Copy Room				
GES	FLR1	Main Office				
GES	FLR1	Copy Room				

Total MONTHLY Equipment Lease: _____

Pricing shall be valid for a period of 90 days, and shall include all applicable shipping/delivery, preparation, taxes, and other charges. Please write legibly. Costs not included will not be paid by the District.

Signature

Printed Signature

Date

Exhibit A

TRADE IN ALLOWANCE

Manufacturer/Model #	Serial Number	Trade in Allowance
XER/XD110CP	BG0961588	
XER/XD110CP	BG0309518	
XER/XWC7225	LX5824056	
XER/XWC7225	LX5824055	
XER/XWC5955	A2M652754	
XER/XWC5955	A2M652757	
XER/XWC5325	AE9568519	
XER/XWC5325	AE9568666	
XER/XWC7830	MX1216555	
XER/XWC5745	XEH486302	

Exhibit B

MONTHLY VOLUME

Building & Location			Unit Type		Unit Speed		Required Functions and/or Accessories	Average Monthly Volume	
			Current	Required	Current	Required		Mono	Color
GHS	FLR 1	Main Office	Mono A3	Mono A3	25	35	Print/Scan/Fax/Internal Finisher	8,129	N/A
GHS	FLR 1	Guidance Office	Color A3	Color A3	25	35	Print/Scan/Fax/Internal Finisher	10,299	4,822
GHS	FLR 2	District Office	Color A3	Color A3	30	30	Print/Scan/Office Finisher/Fax/2-3HP	5,662	2,117
GHS	FLR 2	Teacher Conf Rm	Mono A3	Eliminate	45	N/A	Print/Scan/Fax/Internal Finisher	1,796	N/A
GHS	FLR 2	Special Ed	Mono A3	Mono A3	25	30	Print/Scan/Fax/Internal Finisher	5,241	N/A
GHS	FLR 2	Copy Room	Mono Production	Mono Production	110	110	Print/Scan/Production Finisher	96,132	N/A
GHS	FLR 2	Tech Office - East	Mono A3	Eliminate	55	N/A	Print/Scan/Fax/Internal Finisher	345	N/A
GES	FLR 1	Main Office	Mono A3	Color A3	55	55	Print/Scan/Office Finisher/2-3HP	20,504	N/A
GES	FLR 1	Teacher Work Room	Color A3	Eliminate	25	N/A	Print/Scan/Fax/Internal Finisher	2,589	10,871
GES	FLR 1	Copy Room	Mono Production	Mono Production	110	125	Print/Scan/Production Booklet Finisher	136,901	N/A