

# REQUEST FOR PROPOSALS:

District Lease: Copiers / Printers

FOR:

Peach County School District

## **INTRODUCTION**

### **Statement of Purpose**

The purpose of this Request for Proposal (RFP) is to define the Peach County School District's (hereafter known as "District") minimum requirements, solicit proposals, and gain adequate information by which the school district may evaluate the services and products offered by Prospective Vendors.

The District intends to secure a contract for the lease and installation multifunction printers and copiers. Price will be an overriding factor in determining what type of devices may be deployed throughout the school system.

### **Contract Duration**

The District intends to enter into a contract with an effective period of 12 months with the option to renew up to 48 additional months.

### **Proposal Deadline and Delivery**

Proposals shall be submitted no later than 11:00 a.m. Eastern Standard Time on February 9, 2015. Prospective Vendors shall respond to the written RFP and any exhibits, attachments, or amendments. A Prospective Vendor's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified. Prospective Vendors assume the risk of the method of dispatch chosen. The District assumes no responsibility for delays caused by any delivery service. Late proposals shall not be accepted nor shall additional time be granted to any Prospective Vendor.

Bids must be as brief as possible, do not include generic marketing materials, data sheets, etc. Electronic soft copies are required, and shall be emailed to Jacob Gresham, Peach County Schools, at [jgresham@peachschools.org](mailto:jgresham@peachschools.org). **Physical paper copies will not be considered.**

### **Nondiscrimination**

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the District's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or Georgia State constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the District or in the employment practices of the District's contractors. Accordingly, all vendors entering into contracts with the District shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

### **Proposal Submittal**

Prospective Vendors shall respond to this RFP with a Technical Proposal and a Cost Proposal.

Please include:

**Vendor Name**

**Name and Title of Vendor Main Contact**

**Address, Telephone Number, E-mail address and Facsimile Number of Vendor Main Contact**

**Signed Statement of Proposal**

### **Proposal Preparation Costs**

The District shall not pay any costs associated with the preparation, submittal, or presentation of any proposal.

### **Proposal Withdrawal**

To withdraw a proposal, the vendor must submit a written request, signed by an authorized representative, to the RFP Coordinator. After withdrawing a previously submitted proposal, the vendor may submit another proposal at any time up to the deadline for submitting proposals.

### **Proposal Amendment**

The District shall not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the District.

### **Proposal Errors**

Prospective Vendors are liable for all errors or omissions contained in their proposals. Prospective Vendors shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

### **Incorrect Proposal Information**

If the District determines that a Prospective Vendor has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the Prospective Vendor knew or should have known was materially incorrect, that proposal shall be determined non-responsive, and the proposal shall be rejected.

### **Assignment and Subcontracting**

The Contractor may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the District. Each subcontractor must be approved in writing by the Technology Director. The substitution of one subcontractor for another may be made only at the discretion of the District and with prior, written approval from the Technology Director. Notwithstanding the use of approved subcontractors, the Proposer, if awarded a contract under this RFP, shall be the prime contractor and shall be responsible for all work performed.

**Right to Refuse Personnel**

The District reserves the right to refuse, upon proper notice, any subcontractors or any personnel provided by the prime contractor or its subcontractors.

**RFP Amendment and Cancellation**

The District reserves the unilateral right to amend this RFP in writing at any time. The District also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued it shall be provided to all vendors. Prospective Vendors shall respond to the final written RFP and any exhibits, attachments, and amendments.

**Right of Rejection**

The District reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in part or in its entirety. Any proposal received that does not meet the requirements of this RFP may be considered to be nonresponsive, and the proposal may be rejected. Prospective Vendors must comply with all of the terms of this RFP and all applicable State laws and regulations. The District may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP. Prospective Vendors may not restrict the rights of the District or otherwise qualify their proposals. If a Proposer does so, the District may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected. The District reserves the right, at its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the District. Where the District waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the Prospective Vendor from full compliance with the RFP. Notwithstanding any minor variance, the District may hold any Proposer to strict compliance with the RFP.

**Vendor Selection**

District personnel will review each bid meeting the Proposal requirements and a vendor will be selected on the basis of cost-effectiveness to the district. The following criteria and the corresponding weight of each criterion are detailed below. The district reserves the right to negotiate further with any and all prospective vendors after receipt of the bids. The district further reserves the right to not select any vendor or to award the contract to multiple vendors. Decision Criteria:

Criteria	Points Possible
Price	50
Reliability (SLA)	15
Local Preference	15
Management Capability	10
Personnel Qualifications	10
Total	100

## **Questions and Clarifications**

Questions and/or clarifications concerning any part of this RFP must be submitted via email to Jacob Gresham at [jgresham@peachschools.org](mailto:jgresham@peachschools.org). Both questions and answers will be shared with all Prospective Vendors who have submitted their contact email address to [jgresham@peachschools.org](mailto:jgresham@peachschools.org)

## **Disclosure of Proposal Contents**

All proposals and other materials submitted in response to this RFP procurement process become the property of the District. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, shall be held in confidence during the evaluation process. Upon the completion of the evaluation of proposals, the proposals and associated materials shall be open for review by the public. By submitting a proposal, the Proposer acknowledges and accepts that the full contents of the proposal and associated documents shall become open to public inspection.

## **Severability**

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and, the rights and obligations of the District and Prospective Vendors shall be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

## **PROPOSAL FORMAT AND CONTENT**

### **General Proposal Requirements**

The District discourages lengthy and costly proposals. Proposals should be prepared simply and economically and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Prospective Vendors must follow all formats and address all portions of the RFP set forth herein providing all information requested. Prospective Vendors may retype or duplicate any portion of this RFP for use in responding to the RFP, provided that the proposal clearly addresses all of the District's information requirements.

### **Proposal Sections**

The Proposal shall be divided into the following:

- I. Proposal Transmittal Letter
- II. Mandatory Proposer Qualifications
- III. General Proposer Qualifications and Experience
- IV. Technical Approach
- V. Contract Sample
- VI. Cost Proposal

If a proposal fails to detail and address each of the requirements detailed herein, the District may determine the proposal to be nonresponsive and reject it.

### **Proposal Transmittal Letter (one page limit)**

The Technical Proposal must provide a written transmittal and offer of the proposal in the form of a standard business letter. The Proposal Transmittal Letter shall reference and respond to the following subsections in sequence and attach corresponding documentation

as required. The requirements of the Proposal Transmittal Letter section of the proposal are mandatory. Any proposal which does not meet the requirements and provide all required documentation may be considered nonresponsive, and the proposal may be rejected. The letter shall be signed by a company officer empowered to bind the proposing vendor to the provisions of this RFP and any contract awarded pursuant to it; if said individual is not the company president, the letter shall attach evidence showing authority to bind the company. The letter shall state that the proposal remains valid one year. The letter shall provide the complete name and Social Security Number of the individual or the legal entity name and Vendor Tax Identification Number of the firm making the proposal. The letter shall provide the name, mailing address, e-mail address, and telephone number of the person the District should contact regarding the proposal. The letter shall state whether the Proposer intends to use subcontractors. If so, clearly identify the names of the subcontractors along with the complete mailing addresses and the scope and portions of the work the subcontractors shall perform. (Note: The Contractor must obtain written approval from the District prior to the use of any subcontractors.) The letter shall state whether the Proposer or any individual who shall perform work under the contract has a possible conflict of interest (*e.g.*, employment by District) and, if so, the nature of that conflict. The District reserves the right to cancel an award if any interest disclosed from any source could either give the appearance of a conflict of interest or cause speculation as to the objectivity of the offer. Such determination regarding any questions of conflict of interest shall be solely within the discretion of the District.

### **Mandatory Proposer Qualifications (one page limit)**

Technical Proposals shall provide responses and documentation that indicate that the Proposer has met the Mandatory Proposer Qualifications requirements. Any Proposal which does not meet the mandatory requirements and provide all required documentation may be considered nonresponsive, and the proposal may be rejected. Technical Proposals shall provide the following information (referencing the subsections in sequence):

- Written confirmation that the Proposer shall comply with all of the provisions in this RFP. (Note: If the Proposal fails to provide said confirmation without exception or qualification, the District, at its sole discretion, may determine the proposal to be a nonresponsive offer, and the proposal may be rejected.)
- written certification and assurance of the Proposer's compliance with:
  - a. the laws of the State of Georgia;
  - b. Title VI of the Civil Rights Act of 1964 and the regulations issued there under by the federal government;
  - c. the Equal Employment Opportunity Act and the regulations issued there under by the federal government;
  - d. the Americans with Disabilities Act of 1990 and the regulations issued there under by the federal government;
  - e. the condition that the submitted proposal was independently arrived at, without collusion, under penalty of perjury; and,
  - f. the condition that no amount shall be paid directly or indirectly to an employee or official of the District as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the procurement under this RFP.

## **General Proposer Qualifications and Experience (one page limit)**

Technical Proposals shall provide the following information (referencing the subsections in sequence) to evidence the Proposer's experience in delivering services similar to those required by this RFP:

- a brief, descriptive statement indicating the Proposer's credentials to deliver the services sought under this RFP.
- a brief description of the Proposer's background and organizational history.
- number of years in business.
- a brief statement of how the Proposer has been performing the services required by this RFP.
- location of offices.
- a description of the Proposer organization's number of employees, longevity, and client base.
- a statement as to whether the Proposer or any of the Proposer's employees, agents, independent contractors, or subcontractors have been convicted of, pled guilty to, or pled *nolo contendere* to any felony; and if so, an explanation providing relevant details.
- a statement as to whether there is any pending litigation against the Proposer; and if such litigation exists, attach an opinion of counsel as to whether the pending litigation will impair the Proposer's performance in a contract under this RFP.
- a statement as to whether, in the last ten years, the Proposer has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors; and if so, an explanation providing relevant details.

## **Technical Approach**

District is seeking bids for the items that meet the conditions contained in Attachment A and Attachment B

## **Contract Sample**

The vendor shall furnish a complete sample contract that will be the actual proposed contract between the District and the Vendor should the Vendor be awarded the contract.

## **Cost Proposal**

The Cost Proposed shall incorporate all costs for the proposed scope of services for the total contract period. The Cost Proposal shall record only the proposed cost as required, and shall not record any other rates, amounts, or information. Any rate, amount, or information that is an alternative to the proposed scope of service and the justification and their benefits may be included. It shall not record any text that could be construed as a qualification of the cost amounts proposed. If the Proposer fails to specify the Cost Proposal as required, the District shall determine the proposal to be nonresponsive and reject it. The Proposer must sign and date the Cost Proposal. Prices should include shipping and all taxes applicable. Vendor must accept purchase orders.

The maintenance agreements should be based on the payment of usage charges determined by the number of copies made - reconciled on an annual basis. Any other method of determining the ongoing maintenance costs must be explained in detail.

Quoted price shall consist of a single monthly or quarterly fee to include an annual volume and a cost per copy for overage. Vendor shall quote one price for the machine rental, service, and supplies. Costs must be fixed for the duration of the agreement. The maintenance charges shall pay for all parts and supplies except paper needed by the copier, and for all labor, travel, and related expenses needed to perform all maintenance.



## **ATTACHMENT A**

Vendor will provide information on each model offered showing duplexing capabilities, paper sizes handling, reduction/enlargement capabilities, networking capabilities and other features.

Ensure that the following questions are addressed in the proposal.

1. Do you provide remote vendor diagnosis of machines?
2. What is the target service time for repairs?
3. How many technicians do you have in this service area? (Define the area)
4. How are technicians dispatched when a repair is needed?
5. What is your performance guarantee?
6. What are your criteria for putting in a temporary replacement unit?
7. How are defective copies (and copies run during service calls) credited?
8. How do you ensure that supplies are available for each machine?

Models proposed by Vendor are required to include the following features.

1. Remote Monitoring and reporting of Copier usage.
2. Centralized user management of copier fleet.
2. Ability to scan documents to email.
3. Must support and include pricing for licensing of Papercut-MF software. More information may be found on their website (<http://www.papercut-mf.com>).
4. Color copiers must support faxing

Attachment B

Color MFP	QTY	Meter Name	Current Model Speed	Current Monthly volumes
Byron Elementary	1	Black&White	44 ppm	15,755
		Color	44 ppm	151
Byron Middle	1	Black And White	44 ppm	22,123
		Color	44 ppm	347
Fort Valley Middle	1	Black and White	44 ppm	11,262
		Color	44 ppm	271
Hunt Elementary	1	Black and White	44 ppm	10,158
		Color	44 ppm	483
Kay Road Elementary	1	Black and White	44 ppm	2,898
		Color	44 ppm	150
PCHS Principal Office	1	Black and White	44 ppm	211
		Color	44 ppm	109
PCHS Front Office	1	Black and White	44 ppm	25,154
		Color	44 ppm	174
BoE Front Office	1	Black and white	44 ppm	3,654
		Color	44 ppm	809
BoE Maintenance	1	Black and white	44 ppm	83
		Color	44 ppm	58
Number of Copiers	9			
Monthly Black and White Totals:				91,299
Monthly Color Totals:				2,551

Black and White MFP	QTY	Meter Name	Current Model Speed	Current Monthly volumes
Byron Elementary	1	Black&White	60 ppm	14,015
Byron Middle	1	Black And White	60 ppm	19,909
Fort Valley Middle	1	Black and White	60 ppm	24,155
Hunt Elementary	1	Black and White	60 ppm	30,341
Kay Road Elementary	1	Black and White	60 ppm	16,460
PCHS Bld A	1	Black and White	60 ppm	32,750
PCHS Bld B	1	Black and White	60 ppm	8,617
PCHS Bld C	1	Black and White	60 ppm	19,389
9 <sup>th</sup> Grade Academy	1	Black and White	60 ppm	33,914
BoE Special Education	1	Black and white	60 ppm	3,509
BoE C&I	1	Black and White	60 ppm	5,747
BoE Finance	1	Black and White	60 ppm	2,262
BoE Operations	1	Black and White	60 ppm	1,083
BoE HR	1	Black and White	60 ppm	2,638
Number of Copiers	14			
Monthly Black and White Total				214,788