

Request for Bids

Crown Point Community School Corporation

Solicitation for:

Multi-Function Copiers

Section One General Information

Section 1.1 DUE DATE FOR BIDS

All bids must be submitted electronically to erate@cps.k12.in.us until 10:00 a.m., prevailing, on Wednesday, the 6th day of October, 2021. Emails containing bids shall be plainly marked "Bids: 2021 Copier Refresh". Any proposal received after the due date and time will not be considered.

Section 1.2 MODIFICATIONS OR WITHDRAWAL OF OFFERS

Responses to the bid may be modified or withdrawn in writing or by fax notice received prior to the exact hour and date specified for receipt of bids. Bids may not be withdrawn after the proposal due date and time has passed.

Section 1.3 TYPE AND TERMS OF CONTRACT EXPECTED

Crown Point Community School Corporation intends to sign a lease agreement with one respondent to provide the complete set of products and services listed in the bid. Please refer to section three for the lease requirements and section four for the equipment specifications. It is Crown Point Community School Corporation's intentions to award one sole vendor.

Section 1.4 AWARDING OF CONTRACT

The proposals will be considered and awarded not solely on price, but also in conjunction with specifications and evaluation of references. Point Community School Corporation reserves the right to reject any and all bids received. The contract shall be deemed to have been awarded when a purchase order for the designated services has been issued by the school corporation official who is authorized to issue orders.

Section 1.5 REPLACEMENT OF MACHINES

In the event Crown Point Community School Corporation determines a machine is requiring excessive service and experiencing undo down-time, Crown Point Community School Corporation has the right to request a replacement of that particular machine by the vendor at no additional cost.

Section 1.6 VENDOR INFORMATION

- Number of technicians covering a 60 mile radius from Crown Point Community School Corporation and average tenure for these technicians
- Loaner Policies
- Green Initiatives
- 3 customer references
- General information on vendor background

Section 1.7 EXPECTED TIMELINE OF BID PROCESS

| <u>Activity</u> | <u>Completion Date</u> |
|--|------------------------|
| Newspaper: Bid Posting 1 | September 10, 2021 |
| Newspaper: Bid Posting 2 | September 24, 2021 |
| RFP Submission | October 6, 2021 |
| RFP Approved by Board of Trustees | October 25, 2021 |
| Award of Contract to successful respondent | October 25, 2021 |
| Delivery and Acceptance of Equipment | December 20, 2021 |
| Complete Implementation of Copiers | January 3, 2022 |

Section Two Proposal Procedures

Section 2.1 PRE-BID MEETING

There will be no pre-bid meeting for this project.

Section 2.2 INQUIRIES ON THE RFP

All inquiries and requests for information pertaining to this RFP must be directed to Mr. Bryan Gill at:

Crown Point Community School Corporation
1151 E. Summit Street

Crown Point, IN 46307
Phone: 219.662.5659
Email: erate@cps.k12.in.us

Section 2.3 SITE VISITS

No site visits will be provided for the purposes of this bid.

Section 2.4 BID SUBMISSION

Crown Point Community School Corporation must at minimum 1 copy of the bid(s) on or before the due date and time. Unnecessary or elaborate brochures and presentations, beyond a complete and effective bid, are not desired.

Please note that this bid specification includes multiple scenarios. Failure to submit a bid for a scenario will disqualify you for consideration for that particular bid specification, not for all bid specifications. Bids will be considered in total within each scenario. Bid proposals can only be considered for the specific bid for which the bid proposal applies.

The school district reserves the right to reject each and every bid, and to waive informalities, irregularities, and errors in the bidding to the extent permitted by law. This includes the right to extend the date and time for receipt of bids. In the event that a responsible bid is not received or if it is determined that the low bid received is too high, the bid received will be rejected and the project will be cancelled or re-bid.

Section 2.5 IMPLEMENTATION PLAN AND TIMELINE

The bid must include a thorough implementation plan and timeline for not only delivery and installation but also training, account reviews, and continued efforts to monitor and improve on cost savings throughout the term of the lease.

Section Three

Lease Requirements and Vendor Expectations

Section 3.1 CONTRACT TERM

The term of the contract to be executed between the awarded vendor and Crown Point Community School Corporation is to be 84 months. All equipment leased by Crown Point Community School Corporation will be entered into agreement with one sole provider. Leased equipment includes but is not limited to the copier fleet and production room equipment.

Section 3.2 INVOICES

All equipment must be invoiced quarterly, by location of the equipment. Reconciliation of the minimum volumes will be on an annual basis as an aggregate for all equipment. Please provide examples of multiple invoicing options if available.

Section 3.3 CONTRACT REQUIREMENTS

- Lease pricing must include property taxes for all equipment
- Selected vendor must cover all shipping and return fees that are the responsibility of Crown Point Community School Corporation under the obligations of current contracts
- Contract must include a non-appropriation of funds clause
- Contract must include removal & disposal of existing equipment
- Contract must not be subject to penalty fees for invoices paid after due date
- Service contract must include all parts, labor, toner, and staples for copiers / printers
- Service contract must have a guaranteed response time of 2-4 hours and an overall fleet up-time guarantee of 95%. A 2-hour service response time must be guaranteed for all production equipment and a 4-hour service response time for all walk-up equipment.

Section 3.4 VENDOR EXPECTATIONS

- Proposing vendors must be able to provide a recycling program for empty and used toner cartridges
- Vendors must be certified suppliers of equipment being proposed
- All equipment proposed must be brand new and the manufacturers most current model
- Vendor must have internal leasing support and must be employed by leasing company for customer service issues
- Vendor must be able to supply Crown Point Community School Corporation with a monthly up-time performance document that is subject to productivity review. Please attach a sample of this document to the RFP for review.
- Vendor must have internal analyst support. Analyst support cannot be from a third party vendor and must be Microsoft Certified.
- Vendor must have Customer Relationship Management Software that is used to provide on-going account maintenance/support for multi-device and location fleets of equipment. Software used to manage the printing, to include secure printing, is to be PaperCut. The equipment must have the ability to utilize pin numbers or FOB's for authorized printing and the ability to generate detailed reports for system users.

Section Four Equipment Specifications

Section 4.1 COPIER FLEET

Bid Proposal #1

- Forty-eight (48) black and white copy, scan, print machines
- Thirteen of the 48 to include faxing capabilities
- Ability to print ninety (90) pages per minute
- 1200x1200 DPI max print resolution
- Main drawer paper capacity of at least three thousand (3,000) pages
- Ability to scan in color or black and white
- Ability to staple and 3-hole punch for copy or print
- Must contain at least three (3) drawers for paper and a bypass tray
- Digital display
- PaperCut software and licenses for 1,200 users

The RFP calls for eight (48) 90 page per minute or higher multi-functional devices that have the ability to print, scan, and copy. Thirteen of the 48 must include the capability to fax. All equipment is desired to be monochrome only. All 48 multi-functional products must have a minimum of 3 document output trays with complete finishing capabilities. All multi-functional devices must include a minimum of four paper drawers. All multi-functional devices must have the ability to staple and collate. Every multi-functional device must include a power filter and all equipment must be NEW, not remanufactured or certified pre-owned. Multi-Functional devices must have the capability to send automatic email notifications and alerts for service productivity. Equipment must be able to submit automatic meter reads to eliminate unnecessary time being spent collecting meter counts leading to higher productivity within the school system. All multi-functional devices must be networked and vendor must be able to automatically update Firmware remotely.

Bid Proposal #2

- Forty-eight (35) black and white copy, scan, print machines (90 pages per minute)
- Thirteen (13) color copy, scan, fax, print machines (80 pages per minute)
- 1200x1200 DPI max print resolution
- Main drawer paper capacity of at least three thousand (3,000) pages
- Ability to scan in color or black and white
- Ability to staple and 3-hole punch for copy or print
- Must contain at least three (3) drawers for paper and a bypass tray
- Digital display

- PaperCut software and licenses for 1,200 users

The RFP calls for eight (8) 90 page per minute or higher black and white multi-functional devices that have the ability to print, scan, and copy. Thirteen (13) copiers at 80 pages per minute or higher color multi-functional device that have the ability to print, scan, copy and fax. All 48 multi-functional products must have a minimum of 3 document output trays with complete finishing capabilities. All multi-functional devices must include a minimum of four paper drawers. All multi-functional devices must have the ability to staple and collate. Every multi-functional device must include a power filter and all equipment must be NEW, not remanufactured or certified pre-owned. Multi-Functional devices must have the capability to send automatic email notifications and alerts for service productivity. Equipment must be able to submit automatic meter reads to eliminate unnecessary time being spent collecting meter counts leading to higher productivity within the school system. All multi-functional devices must be networked and vendor must be able to automatically update Firmware remotely.