

REVISED – 04/14/16

**REQUEST FOR PROPOSAL
DIGITAL COPIER EQUIPMENT AND SERVICES**

**FOR THE
ODESSA R-VII SCHOOL DISTRICT
701 SOUTH THIRD STREET
ODESSA, MO 64076**

***ALL BIDS WILL BE ACCEPTED ON OR BEFORE:
APRIL 26, 2016 (9:00 A.M. CST)***

You are invited to bid **DIGITAL COPIER EQUIPMENT AND SERVICE** for the Odessa R-VII School District per the attached district specifications.

All items are to be as specified or equal. All deviations from the exact specifications must be clearly illustrated and duly noted on the bid form. Odessa R-VII School District personnel will be the sole judge of a products quality and fitness of purpose.

Vendors may be expected to submit samples and/or arrange demonstration of products upon request.

The Request for Proposal will be **an all or none** basis. Formal approval by the Odessa R-VII Board of Education will be presented on May 17, 2016. An agreement will be executed per the specifications of this Request for Proposal between the Odessa R-VII School District and the awarded vendor. All vendors will be notified in writing of the final decision. The decision of the Board of Education is final.

RFP price is to be the unit price of the item and must be FOB Destination. **DO NOT INCLUDE SALES TAX.**

Any questions regarding the specifications and bid procedures should be directed in writing to Logan Seals, Director of Technology, 701 South Third Street, Odessa, Missouri, 64076 or by email at lseals@odessa.k12.mo.us **by 9:00 a.m. C.S.T., April 26, 2016.**

NOTE: THE ODESSA R-VII SCHOOL DISTRICT RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

Accepted bids must be received at the Central Administrative Office prior to bid due date. Results of bids will be available by contacting Logan Seals, Director of Technology, 701 South Third Street, Odessa, Missouri 64076

General Conditions:

This Request for Proposal (RFP) is not an offer to contract. Acceptance of a proposal neither commits our district to award a contract to any supplier, even if all requirements stated in this RFP are met, nor limit our right to negotiate in our best interest. We will thoroughly examine each proposal for best price, product quality, performance measures, flexibility and customer support.

Proposals are to be made in good faith, without fraud, collusion or connection of any kind with any other contractor for the same work. All vendors must complete in their own interest and in their own behalf. If you are subcontracting, any portion of this agreement must be identified by the subcontractor in your proposal and agree that all subcontractors are bound to all terms and conditions of this RFP.

The supplier will absorb all costs incurred in the preparation and presentation of the proposal.

All suppliers who submit proposals will be notified of the results of the selection process.

The Odessa R-VII School District reserves the right to reject any or all proposals, in whole or in part, with or without cause, even if all the stated requirements are met. In addition, vendor presentations may be requested before award of the contract. The Odessa R-VII School District may also request the opportunity to conduct an on-site review of the supplier's facility and/or other location where these services are provided, or a demonstration of the proposed technology.

Confidentiality:

The information contained herein is confidential and submitted to you solely to enable you to respond to this RFP. You should treat as strictly confidential and proprietary the terms of this RFP and all other information provided by us in connection with this initiative. Your receipt of this RFP constitutes your agreement not to disclose such information unless to work through arrangements with subcontractors. Without limiting the foregoing, you are not authorized, without our prior written consent, to publicize the fact that you are a potential supplier to us.

We will treat information received from your company as confidential or proprietary with the same consideration, to the extent allowed by law.

Contract Term:

For the purpose of this RFP, the contractual period will be for 60 months (July 1, 2016 through June 30, 2021). The term of the contract is for a five-year period (2016-2017; 2017-2018; 2018-2019; 2019-2020; 2020-2021) with no price increase during the five-year contract period.

Proposal Effective Period:

Suppliers should state, in writing, that all furnished information, including prices, will remain valid for 30 days from the date their proposal is received.

Evaluation Criteria:

Evaluation criteria will include; but may not be limited to, the following:

- Proven ability to implement solutions in a similar K-12 environment
- Demonstrable level of support offered by the suppliers company in our geographical area
- Demonstration of proactive and consistent management of performance metrics
- Price in relation to value of solution offered

Additional Terms and Conditions:

- Bids will be received at the Odessa R-VII School District, Attention: Logan Seals, 701 South Third Street, Odessa, Missouri, 64076 until 9:00 a.m on April 26, 2016. Bids received after said time will be null and void.
- Include a copy of the sales contract, maintenance and/or managed services contract with terms and conditions, equipment and performance guarantees from your company.
- The district will only accept new equipment. All equipment should be current model, newly manufactured and not previously installed at a customer location or demonstration floors.
- The vendor will be required to provide a "performance guarantee" for replacement of unreliable equipment at no cost to the school district. This written guarantee should be included with the proposal forms.
- All furnished information, including prices, will remain valid for 30 days from the date the proposal is opened.
- The Odessa R-VII School District reserves the right to reject any or all bids and to waive any irregularities therein, and to accept the bid most advantageous to the Odessa R-VII School District.
- All equipment shall be delivered, installed and operational in the building locations by or no later than July 01, 2016. On-site training for key users will be included in the proposal cost for the life of the agreement. (Training dates to be determined.)
- Monthly Payment (60 month term) should include equipment lease and supply inclusive of Maintenance Agreement including all parts, labor, toner supplies, and on-site service, with a guaranteed four (4) hour average response time.
- Certified, factory-trained technicians must perform all maintenance. Average time between service call and service technician arrival must be no greater than four (4) hours. Equipment must be repaired within one (1) day.
- Vendors are required to include the cost of supplies inclusive of staples, toner, etc. Paper is NOT included. Vendor will provide shipping and handling of all included consumables at no charge.
- Vendor shall, at its own expense, secure and maintain through the terms of this agreement insurance coverage, which shall be primary to and not contributory with any insurance or self-insurance maintained by the district.
- The Bid Response Form must be completed in its entirety. Complete bids will be given priority consideration over incomplete bids.
- All equipment must have the option to be networked for district needs.
- As an Option, The District would like to take advantage of a managed print and copy assessment and tracking system to monitor the print volume of all output devices. This software solution should integrate with the MFP/MFD/Copier in such a way as to provide embedded operation from within the control panel of the device. The software should track all usage by all users with no requirement to purchase user licenses. The software should be capable of allowing users to print from mobile devices without the need for driver installation using their choice of Web Print, Google Cloud Print or native iPhone/iPad printing applications. The software should support all operating systems for server deployment, i.e. Mac OS, Windows, Linux, etc. The software should allow users the ability to retrieve print jobs from any MFP/MFD/Copier in the environment without specifying a particular device at print time, i.e. "follow me, or find me print". The software solution should have the ability to generate a multitude of reports to see detailed page logs for every user or specified department.
- Vendor must provide a list of three school districts that are currently being supplied and serviced by their company. This listing must include contact information for the district and the type of equipment installed and the length of time installed at their location.
- A copy of the standard lease and maintenance agreements must be included with the proposal.
- For questions pertaining to the bid, please email Logan Seals, Director of Technology, lseals@odessa.k12.mo.us 701 South Third Street, Odessa, Missouri, 64076.

Overview of Current Products within the District:

- The Odessa R-VII School District currently has five facilities, which utilizes 18 copy machines. Included are Central Office – 2 Copy Machines; Odessa High School -7 Copy Machines; Odessa Middle School – 4 Copy Machines; Odessa Upper Elementary - 2 Copy Machines; McQuerry Elementary-3 Copy Machines
- The district currently has one color copier at the central office.
- The district has a total monthly average of 423,000 black and white copies.
- The district has a total monthly average of 7,500 color copies.
- Estimated monthly copy volume is 423,000 black and white copies and 7,500 color copies per month. Estimated monthly copy volume is no guarantee of copy volume. This is only an estimate based on past years' volumes on copiers and duplicators. The monthly maintenance billings will be only for copies actually run during the month and no minimum billings will be allowed.
- See attached equipment specifications.

Buy-Out Option:

- Payoff of current equipment under lease is required. The buy-out amount is \$1,591.79.
- All lease payments quoted must be property tax included. We will pay no additional amount for property taxes to the lease amount.
- There is currently a lease buyout of the current equipment that all vendors need to account for in proposed leasing pricing. This buy-out amount should be included into the total monthly contract lease payments and will be due to the current leasing vendor at the time of installation of new equipment.
- The awarded vendor is responsible for the costs and arrangement of returning all equipment on the current contract to the current leasing company, at the location they specify.

ODESSA R-VII SCHOOL DISTRICT

**DIGITAL COPIER EQUIPMENT AND SERVICES
VENDOR BID SUMMARY REPORT**

SIXTY (60) MONTH LEASE MONTHLY COST

(Per specifications included in RFP)

Includes Copiers, On Site Service, Parts, Labor, Toner Supplies

\$ _____

B&W COPIER/PRINTER COST PER IMAGE

\$ _____

COLOR COPIER/PRINTER COST PER IMAGE

\$ _____

MANAGED PRINTING SOFTWARE

(PaperCut MF for example, see detailed information within RFP)

\$ _____

TOTAL COST PER YEAR FOR DIGITAL COPIER SERVICES

\$ _____

SUBMITTED BY: _____

DATE: _____

COMPANY: _____

ADDRESS: _____

CITY/STATE: _____

TELEPHONE: _____

FACSIMILE: _____

SIGNATURE: _____

TITLE: _____

ADDITIONAL VENDOR INFORMATION

1. Do copiers have an embedded device that will:
 - a. Send message to service department indicating the copier is in need of service? YES/NO
 - b. Alert end users of low toner levels? YES/NO
 - c. Allows remote firmware upgrades? YES/NO
 - d. Automatically sends a message to the service provider with the current meter readings to eliminate the need for manual collection and delivery? YES/NO
2. Will all of this agreement be performed by your company YES/NO. If "No", please name subcontractor(s) _____

3. How many years has your company been in business?
4. How many employees do you have in Missouri?
5. Describe how your technical service organization functions including
 - a. Dispatching the Service Request
 - b. Responding to a Service Request
 - c. Service Call Procedure
 - d. Loaner Unit Program
6. Other important information, including what differentiates your organization from your competition?

REFERENCES

LIST THREE CURRENT CONTACTS FOR SCHOOL DISTRICTS, UNIVERSITIES OR SIMILAR ORGANIZATIONS; INCLUDE CONTACTS AND TELEPHONE NUMBERS FOR EACH REFERENCE. USE ADDITIONAL PAGES FOR ADDITIONAL CONTACTS.

1. Company Name: _____
Business Address: _____
Name/Title of Contact: _____
Phone Number: _____ E-Mail Address: _____
Contract Length: _____ Contract Value: _____

2. Company Name: _____
Business Address: _____
Name/Title of Contact: _____
Phone Number: _____ E-Mail Address: _____
Contract Length: _____ Contract Value: _____

3. Company Name: _____
Business Address: _____
Name/Title of Contact: _____
Phone Number: _____ E-Mail Address: _____
Contract Length: _____ Contract Value: _____

All contracts terminated for default within the last five years should be noted below. Termination for default is defined as notice to stop performance due to Vendor's nonperformance or poor performance. Submit full details of all terminations for default experienced. Odessa R-VII School District will evaluate the facts and may at its sole discretion reject the Vendors proposal if the facts discovered indicate that the completion of a contract resulting from this RFP may be jeopardized by selection of the Vendor. If the Vendor has experienced no such terminations for default in the past five years, so indicate.

TERMINATED CONTRACTS WITHIN THE LAST THREE YEARS:

	#1	#2	#3
COMPANY NAME			
BUSINESS ADDRESS			
NAME OF CONTACT			
TITLE OF CONTACT			
TELEPHONE			
EMAIL			
CONTRACT LENGTH			
CONTRACT VALUE			