

Lebanon Public Schools  
891 Exeter Road  
Lebanon, CT 06249

Request For Proposal

**COPIERS/SERVICE/& SUPPLIES**

Proposals for the above will be accepted until 3:00pm  
Friday, April 6, 2018 and will be opened in the Central Office at 891 Exeter Road,  
Lebanon, CT 06249

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## **SECTION 1**

### **1.0 PROPOSAL OVERVIEW/INFORMATION**

The Lebanon Public Schools Board of Education is seeking proposals for the upgrade of copiers, maintenance, service, and supplies.

It is the desire to match the appropriate unit(s) for each site based on the unit's location, volume, speed, location work needs, and accessories.

The information provided herein is intended to assist vendors in the preparation of proposals necessary to properly respond to this RFP. It is not intended to limit a proposal's content; rather it is designed to provide interested vendors with sufficient information to understand the current operation of the Lebanon Public School District. Vendors responding to this RFP are encouraged to provide equipment that establishes the most effective copier services operation. Our objective is to contract with a vendor that provides the equipment using creative methods to lower costs and improve efficiency while making use of the most recently developed technology including such features as faxing, scanning, and mobile device printing capabilities.

It is mandatory that all vendors submitting a proposal conduct a site visit and prepare an assessment of the Lebanon Public School's current use of copy equipment and current technology in order to identify opportunities to reduce cost and improve efficiencies and effectiveness. Site visits can be arranged by contacting the Business Manager, Bob Sirpenski, at 860-642-3555. Site visits must be conducted prior to April 2, 2018. Site visits will be conducted on Mondays through Friday between the hours of 8:00 am and 4:00 pm.

**Facsimile Technology** - Submission of this RFP or any portion of this RFP and/or any documents relating to this RFP by means of Facsimile Transmission (fax machine) is unacceptable and will not be considered in the process.

The successful vendor shall provide any/all additionally required non-collusion affidavits, affirmative action statements, fair employment plans and non-discrimination programs and statements as might be required by the Board of Education.

In connection with the execution of this RFP, subsequent purchase orders and/or contracts, the seller shall not discriminate against any employee or applicant for employment because of age, race, religion, color, sex or national origin.

In compliance with Toxic Substance Contract Act (PL 94-469), seller warrants that each and every chemical substance constituting or contained in the products sold or otherwise transferred to the Lebanon Public Schools under this RFP and subsequent purchase orders is not on the list of prohibited chemical substances compiled and published by the Administrator of the RFP Environmental Protection Agency pursuant to the Toxic Substance Control Act (PL 94-469) (and all amendments thereto) and are otherwise in compliance with said Act.

1. Vendors hereby agree that any award resulting from this RFP will be extended to any and all departments and agencies of the Town of Lebanon and the successful vendor shall invoice the Town agency separately from the Board of Education.

The vendor shall be and have been regularly and actively engaged in copier equipment services and must have performed the type of work described herein.

The vendor shall submit a list of three (3) clients, preferably school systems. The list shall include the name of the school, address, contact person, telephone number and a brief description of the work performed and the size of the contract.

The vendor shall submit a list of all employees that will make up a Service Team used to maintain and service the equipment, as well as trained employees in operating the equipment supplies.

## **2. PRICING**

All prices quoted in this proposal shall be firm for five (5) years in Option 1.

3. The vendor shall be responsible for the maintenance, service and all OEM (Original Equipment Manufactured) parts for all copiers to assure peak operating performance of each copier.
4. The vendor shall be responsible for providing all replacement parts including but not limited to toner, drums, labor and service calls excluding paper and staples etc. to all locations. The Board of Education expects the vendor to supply adequate inventories on the premises to meet normal production levels when requested/ needed.
5. The vendor shall provide detailed information and reports on copier monthly usage by machine, and/or department. The quarterly report will provide detailed information of all related copier activities.
6. The vendor shall submit a monthly invoice that includes equipment, service, and supplies to the Board of Education.
7. The vendor shall submit a quarterly activity report to the Board of Education Business Manager.
8. The vendor shall provide operator manuals specific to each machine, adequate training for all new equipment and additional training upon request without charge.
9. Once an award is made, vendor will prepare a transition plan for implementation of contracted services and installation of equipment, including estimated delivery time and any venting and additional electrical requirements. It is desirous that all equipment be in place and functioning by April 30, 2018. The successful vendor must coordinate delivery and installation with each department/facility. The vendor is responsible for all costs associated with delivery for equipment to be installed. The Board of Education will be responsible for costs associated with venting and/or electrical.
10. The Board of Education will provide multi-use copier paper.
11. All proposals must include description of repair service (i.e., number of technicians available, qualifications, etc.), location of repair personnel, estimated turn around time for repairs and name of firm providing these services.
12. In the event that any piece of equipment has been out-of-service due to needed repairs for more than 24 hours, the Board of Education reserves the right to require the equipment be replaced with a suitable loaner unit.
13. Material Safety Data Sheets (MSDS) are required for all supplies.
14. All equipment placed in service with the exception of loaners on a temporary basis, must be NEW. Remanufactured and/or discontinued models will not be accepted.

15. It is the responsibility of the vendor to provide all information on the equipment that is necessary for an evaluation. The Board's decision of approval or disapproval of equipment is final.
16. The vendor is required to provide one single point of contact for all purposes, i.e., repairs, service problems, complaints, supplies, equipment modification and/or exchange, etc. This contact will be the same for all under this proposal.
17. The successful vendor must be responsible for removal and/or return or disposal (and all cost associated with) of copier equipment utilized and leased by the Board of Education during this contract period without a termination charge at the end of the lease.
18. The Board of Education is continuing to build a technology infrastructure. It is expected as new needs are established for digital technology that the successful vendor will be able to assist and offer information and solutions based on the state-of-the-art technology in conjunction with all printing devices.

## **1.1 CURRENT OPERATIONS**

The Board of Education presently leases their copy machines. The District has two vendors with two different leases. One lease expires at the end of March 2018 while the second lease expires in October of 2020. The Board of Education desires to have one vendor for all of its copier needs. A list of all copiers can be found in Attachment A.

## **1.2 CONTRACT TERMS – RFP OPTIONS**

Option 1 – This option is to provide all related copier services to meet the District's needs related to the lease that expires on March 27, 2018. The equipment related to this lease can be found in Attachment A.

Option 2 – This option is to provide all related copier services to meet the District's needs, including the equipment on the lease that expires in October of 2020. The equipment related to this option can be found in Attachment A.

Term of contract shall be for Option 1 shall be for five (5) years with the right of either party to terminate the contract, with or without cause, at any time, upon not less than sixty (60) days prior to written notice to the other party.

Term for Option 2 shall be for the most effective time that allows the blending of the District's copier services into a single contract, with the right of either party to terminate the contract, with or without cause, at any time, upon not less than sixty (60) days prior to written notice to the other party.

## **1.3 EXISTING EQUIPMENT**

An inventory of the existing equipment is provided as **Attachment 1** in this RFP.

#### **1.4 TECHNICAL/BACKUP SUPPORT**

Proposals should describe in detail, the types of services and (other) equipment that will be available to the Board of Education.

#### **1.5 CONFIDENTIALITY**

The vendor recognizes that it must conduct its activities in a manner designed to protect any information concerning the Board of Education from improper use or disclosure.

#### **1.6 PROPOSAL PREPARATION COSTS**

All costs incurred by the supplier in the preparation and presentation of the proposal shall be absorbed entirely by the supplier. All supporting documentation submitted with this proposal shall become the property of the Board of Education unless otherwise requested, in writing, by the vendor at the time of submission.

#### **1.7 COPIER SERVICES**

Vendor Qualifications- section 2.3

#### **1.8 INSURANCE**

Insurance certificates, performance bonds and/or payment bonds, when required, are to be submitted by the successful bidders prior to commencement of work.

**Proof of Insurance** The contractor shall take out and maintain during the life of this contract, adequate Workmen's Compensation Insurance for all the employees employed on said work. In case any class of employees engaged in hazardous work under the contract at the site of the work is not protected under the Workmen's Compensation statute, the contractor shall provide Workmen's Compensation Insurance for the protection of his employees not protected otherwise.

**Liability Insurance** Take out and maintain during the life of the contract, adequate public liability insurance insuring against liability to persons not employed by him in an amount of not less than \$500,000.00 for injuries, wrongful death to any one person and subject to the same limit for each person in an amount of not less than \$1,000,000.00 on an amount of one accident and property damage insurance in an amount of not less than \$500,000.00.

#### **1.9 SPECIFICS**

##### **Copiers**

Vendors are to supply information on the copiers proposed for each site and location on the sheets provided.

Vendors are to provide costs for entering into a five (5) year lease for the units proposed and the buy –out of the existing lease if that option is selected.

Prices listed shall include network of units as indicated and their product specifications.

**Training**

Vendor is to provide his proposal for training of staff, i.e. initial only, ongoing as requested.

**Service Agreement**

Vendors are to provide information as to technician availability, i.e. service call response time, how many technicians will be assigned to Lebanon Public Schools. A fixed annual cost, to be paid monthly, will be established for the five (5) year period. This cost shall include all parts and labor and supplies (except paper and staples).

**Supplies**

All supplies (except per) shall be included in an annual cost to be paid monthly.

**2.1 PROPOSAL FORM**

**Bid Format**

**Option 1 - COPIER SERVICES – Replacement of lease expiring in March of 2018**

**60 Month FMV (fair market value) Lease**

Cost per copy (CPC) - to include:  
equipment, service, supplies (excluding papers and staples), property etc. \$ \_\_\_\_\_

Total Monthly Lease Payment and (CPC) \$ \_\_\_\_\_

Months X 12/mo.

Annual Contract Amount \$ \_\_\_\_\_

Years X 5/yr

TOTAL COST OF CONTRACT OVER TERM OF LEASE \$ \_\_\_\_\_

Guarantee minimum of \_\_\_\_\_ copies/prints annually

Overage rate per copy \$ \_\_\_\_\_

Cost per copy for color copies \$ \_\_\_\_\_

**Option 2 - COPIER SERVICES –Replacement of both existing leases**

**FMV (fair market value )Lease**

Cost per copy (CPC) - to include:  
equipment, service, supplies (excluding papers and staples), property etc. \$ \_\_\_\_\_

Buyout of current contract  
(approx. \$121,921.92 exact buyout TBD subsequently) \$ \_\_\_\_\_

Total Monthly Lease Payment and (CPC) \$ \_\_\_\_\_

Months X \_\_\_\_\_

Annual Contract Amount \$ \_\_\_\_\_

Years X \_\_\_\_\_

TOTAL COST OF CONTRACT OVER TERM OF LEASE \$ \_\_\_\_\_

Guarantee minimum of \_\_\_\_\_ copies/prints annually

Overage rate per copy \$ 0.xx



**2.2 PRICING RESPONSE FORMS**

Vendor Name	
Address	
Phone	Email
Manager	Fed ID#

The undersigned hereby declares that he has or they have carefully examined the plans, specifications and project site and has satisfied himself as to all the quantities and conditions and understands that in signing this proposal he waives all right to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services and other items of whatever nature and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the Lebanon Board of Education.

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the Board of Education.

**2.3 STATEMENT OF QUALIFICATIONS**

Please answer the following questions regarding your company's past performance. Failure to reply to this instruction may be regarded as justification for rejecting your proposal

1. Number of years in business - \_\_\_\_\_
2. Number of personnel employed part time \_\_\_\_\_ full time \_\_\_\_\_
3. List three (3) contracts of this type/size your firm has completed within the last three years:

Project	Date	Contact Person	Phone Number

4. Organizational chart of vendor - check which applies:

general partnership	
limited partnership	
limited liability corporation	
limited liability partnership	
corporation doing business under a trade name	
individual doing business under a trade name	
other - specify	

5. Status of the business and its current standing the Secretary of State's Office; e.g. are all required filings current and in good standing or has the entity been withdrawn or canceled

Connecticut Corporations - will the Secretary of State be able to issue a Certificate of Good Standing or has the entity been withdrawn or Canceled	Yes	No
Out of State Corporations - do you have a valid license to do business in the State of Evidence in the form of a Certificate of from the Connecticut Secretary of State will be <u>required within 30 days of the RFP</u>	Yes	No

6. Is your local organization an affiliate of a parent company? If so, indicate the principal place of business of your company and the name of the agent for service if different from what has been indicated on the response form.

Name of Business	
Address	
City/State/Zip	
Name of Agent	

## SECTION 3

### GENERAL INFORMATION

#### 3.1 BUDGET

#### 3.2 CRITERIA FOR EVALUATING PROPOSALS

The Lebanon Board of Education will be responsible for reviewing the proposals received and will evaluate them using the following criteria. The Lebanon Board of Education reserves its rights to examine any other criteria and take the same under consideration and to reject any firm or proposal despite its compliance with these criteria if it determines that to do so would be in the best interest of the Lebanon Board of Education.

- vendor's proposed fee structure regarding equipment, services and supplies offered
- quality and reliability of the equipment and services offered
- quality of vendor's implementation and transition plans

- experience and expertise of the proposed personnel
- vendor's prior experience in the successful implementation of similar work
- proposal contract terms meet requirements of the CPC (Cost per copy) proposal
- vendor's interest in a "buy out" of the existing lease

After review of all factors, terms and conditions, including price, the Superintendent and Business Manager will make a recommendation to the Lebanon Board of Education which reserves the right to reject any and all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Board of Education.

### 3.3 BID SHEET

By submitting this RFP, vendor agrees to all of the provisions and conditions contained herein pages 1 through 8.

The Lebanon Board of Education reserves the option to extend any contract or award developed under this RFP, under the same terms and conditions, for a period not to exceed the length of the original award, if agreeable to both parties.

#### NON COLLUSIVE STATEMENT

The undersigned bidder, having fully informed himself regarding the accuracy of the statements made herein, certifies that:

1. The prices has been arrived at by the vendor independently and have been submitted without collusion with and without any agreement, understanding or planned common course of action with any other vendor of materials, supplies, equipment or services described designed to limit independent competition, and
2. The contents of the offering has not been communicated by the vendor or its employees or agents to any person not an employee or agent of the vendor or its surety on any bond furnished with the document and will not be communicated to any such person prior to the official opening.

The undersigned vendor further certifies that this statement is executed for the purpose of inducing the Board of Education to consider the RFP and make an award in accordance therewith.

Legal Name of Business	
Business Address	street
	city
	state/zip
Phone	Fax
Person Authorized to Sign for Company	
Signature of Authorized Person	
Date	

## **Attachment 1**

### **A) Equipment List - - Lease expires at the end of March 2018**

- 1) Total of ten (10) machines
- 2) Four – (4) RICOH Model #MPC 3502  
Four – (4) RICOH Model #6002SP  
Two – (2) RICOH Model#MP301SPF

### **B) Equipment List – Lease expires in October of 2020**

- 1) Total of seven (7) machines
- 2) Two (2) Xerox Model #5330  
Two (2) Xerox Model #7835  
One (1) Xerox Model #D95  
One (1) Xerox Model #5945  
One (1) Xerox Model#5335