

Belding Area Schools
Request for Proposal – Copiers/Printers
5/14/08

Submission of Bid

Bids shall be submitted in accordance with Instructions to Bidders. **Sealed bids clearly labeled “2008 Copier Bid” will be received by Belding Area Schools until June 6th, 2008 at 2:00pm.** Bids are to be delivered to the attention of Raymond K Meyer, Belding Area Schools, 321 Wilson Street Belding, MI 48809. Bids received after this time will not be accepted.

Your bid will be considered firm for 120 days from the date of postmark.

Right to Reject Bid

Belding Area Schools reserves the right to waive irregularities and to accept and/or reject any or all Bids.

Award

It is the intent of Belding Area Schools to award the Bid on July 1nd, 2008 at the Board of Education Organizational meeting. It is highly desirous for all equipment to be installed and operational ASAP. All equipment is to be installed, operational, and on site personnel trained no later than August 15, 2008. Note: Some training will take place during July/August for the summer staff. Additional training will have to take place for Instructional staff at a time agreed upon by the building Administrators and the Bidder.

Submission of a bid will be construed as a conclusive presumption that the bidder is thoroughly familiar with the Instructions to Bidders and that bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.

The following criterion shall be considered in making an award:

- (a) Cost of equipment lease and maintenance/service agreement.
- (b) Conformity to listed specifications.
- (c) Delivery of the copiers within the required time schedule.
- (d) Service and warranty provided.
- (e) References.

Instructions to Bidders

1. Bidder shall complete a site survey of existing copier equipment for each building. The buildings are the Central Office, High School, Middle School, Woodview Elementary, Ellis Elementary, Washington, Transportation, Maintenance and Technology. Some buildings have multiple Departments with copier equipment in them. The Bidder shall schedule a meeting with the Building Administrator and/or his or her designee to determine copier needs desired features etc. The Bidder shall include in this bid a list of existing copier equipment and what the Bidder proposes to replace existing equipment with. This list is to be broken down by building and must show the locations where equipment will be installed. Additionally a color copier option shall be included in the bid for each buildings "main" unit. See Appendix A for building contacts.
2. Bidder must clearly state in the bid any exceptions to the enclosed specifications. The listing of exceptions, if any, is mandatory. Any exceptions found in review not listed, could be a basis for rejection of the bid. In addition to providing the brand name, bidder must include the model number and manufacturer's number.
3. Bidders must clearly indicate extent of warranties, guaranteed response time and ability to provide parts and services for the equipment on which they are bidding. Bidders must provide written confirmation from the original equipment manufacturer that the manufacturer will provide full maintenance should the bidder be unable to do so over the life of the contract.
4. The equipment is to be furnished in accordance with the specifications and deliveries are to be made only upon purchase order issued by Belding Area Schools. The copiers are to be delivered to the individual schools in the location(s), and in the time frame(s) determined by the District.
5. It is understood that the Belding Area Schools is a governmental unit, and as such, is exempt from the payment of all State and Federal Taxes applying to the products specified in this document. Therefore, the prices quoted by the Bidder should not include any allocation for taxes.
6. The following items must be included in your bid price:
 - (a) The machines and devices offered including brand name, model number and market introduction date.
 - (b) Delivery and installation of the machine.
 - (c) Instructions and in-services to individual school building personnel concerning operation of equipment on a mutually acceptable date as agreed to between the building administrator and Bidder.

- (d) Maintenance of all machines in good working condition, including but not limited to all necessary inspections, repairs and adjustments, including replacement of anything necessary to keep the machine in good working condition.
 - (e) **Bidders must indicate annual cost of maintenance and supplies (all consumables except paper) on a cost per copy basis for duration of contract.**
 - (f) Removal of existing machines to a specified location within the District.
7. Machines shall be kept in good working order so that work delays and copy problems will be minimized. The School District reserves the right to request a new replacement copier at the Bidder's expense in the event that a recurring problem cannot be corrected to the satisfaction of the School District or in the event that the copier is unable to meet the total volume requirements. The conclusion that a copier is experiencing a recurring problem or unable to meet the total volume requirement, therefore requiring replacement, is at the sole discretion of the District.
8. The proposal should be for a 60 month ownership dollar out lease with the initial payment beginning 30 days after the equipment is installed. The lease document should state that the equipment is titled to Belding Area Schools. A copy of the bidder's lease agreement should be included with the bid proposal.
9. The Bidder must submit the names of three (3) school districts that have an equal or larger amount of equivalent copier equipment and have had the equipment for at least three years. Please provide district name, contact name, address, phone number, and number of years the Bidder has serviced the district.
10. The attached bid proposal sheet must be completed and enclosed as part of the bid proposal.

Equipment Specifications

Copiers furnished must be "digital" and include all new parts of standard first grade quality, constructed of 100 % new components.

Copiers furnished must produce readable, useful, plain paper prints/copies of such typical originals as handwritten and typewritten pages, copies of copies, halftones, carbon-less forms, books and colored stock determined by the School District. Under normal office use and storage conditions, copiers shall be resistant to smudging and shall have readability and file life in excess of seven (7) years.

Copier noise level, when in stand-by mode, shall not produce a noise level from fans or other devices which exceeds the normal office background noise level as determined by the District.

All equipment shall meet or exceed the requirements of Underwriters Laboratory (U.L.). Each machine shall have the U.L. label affixed in a conspicuous place. The School

District will furnish suitable electric current to operate the equipment with properly grounded receptacles.

Minimum copier equipment specifications are:

- #4 bond to 25% cotton paper
- Recycled paper
- Heavy stock paper from 28-110 lb. through all paper sources
- Copy from bound volumes
- Clean legible copies from all colored original stocks
- Copy onto transparencies
- Copy pressure sensitive labels
- Produce dry copies
- Copy up to 11" x 17"
- Stop copy button
- Automatic Document Feeder up to 50 originals
- Stapling up to 50 sheets (corner, double left side, double top side)
- Reduction/enlargement
- Automatic stackless duplexing
- Toner cartridge
- 600 DPI minimum
- Built in finisher with offset stacking capability
- Job Interrupt
- Two copies of an operator manual
- Fax capability if needed
- Fully integrated network functionality
- Email capability if needed
- PDF conversion and network storage capability

Minimum Laser Printer equipment specifications are:

- Fully integrated network capability
- 30 PPM minimum
- 250 – 500 page sheet feeder/tray
- Black/White only

Copier Equipment Needed:

Note that a color copier as well as a black/white option should be included in the bid for the “main” copier in each building. See also item #1 in instructions to bidders.

Printing Equipment Needed:

We do not currently have a need in this area. We expect that as our current networked laser printers in labs and elsewhere begin to fail that the Bidder would replace said unit/s with one of equal or greater capability and include said units into the maintenance agreement. The bid needs to reflect the costs of this option in the same way as the costs are defined for copiers.

Meter Reading and Copy Allowance

The Bidder shall provide a system for collecting copier meter readings monthly and shall report this information to the Belding Area Schools Business Office. The report should include: location, contact person, copier model, model accessories, number of copies made per month, and monthly average volume. Network management and monitoring software should be provided to the district.

Installation and Site Preparation

The sites should not require any modification or preparation. Most already have office equipment in use. Any proposed modifications are subject to Belding Area Schools approval prior to the placement of any office equipment at any location. The Bidder shall provide Belding Area Schools with written requirements for the installation of their equipment if different than existing. It is the responsibility of the Bidder to profile the requirements of the site. It is Belding Area Schools responsibility to provide the electrical and site preparation. Surge protectors, if required, shall be provided by the Bidder.

Maintenance

In addition to the supply of the equipment, the successful vendor will be required to perform all maintenance and repairs necessary to maintain the copier office equipment.

Equipment maintenance and repairs shall be performed by qualified maintenance personnel during regular office hours. Regular office hours vary at each school location, but are generally 8:00am – 4:00pm, Monday through Friday. The vendor is required to provide services at other times as required.

Maintenance and repair calls must be performed within four (4) hours of request for service. The maximum allowable downtime for any one piece of equipment is 48 hours. A "loaner" copier machine must be placed in the building for any equipment that cannot be repaired and restored to normal operating service within 48 hours. Excluded from the requirements are delays resulting from acts of God, accidents, extreme weather conditions, strikes or similar causes. The intention is that necessary repairs be made in a timely fashion.

Preventive maintenance will be performed according to manufacturer's recommendations. It is the Bidders responsibility to schedule preventive maintenance that meets those manufacturer's recommendations. Belding Area Schools require advance notice for preventive maintenance. Bidders shall give the individual site location 24 hour advanced notice of the Bidders intent of performing preventive maintenance. The Bidder's service technician shall check in and out with the appointed building contact. Each machine should have a permanent record of machine maintenance kept with the machine.

Special considerations

The current contract does not expire until 8/8/08. The Bidder must provide a solution for settling the remainder of the existing contract.

BID PROPOSAL SHEET

Belding Area Schools REQUEST FOR PROPOSAL – COPIERS/PRINTERS

NAME OF BIDDER: _____

ADDRESS: _____

PHONE: _____

FAX: _____

CONTACT NAME: _____

60 MONTH LEASE FOR EQUIPMENT:

MONTHLY PAYMENT: _____

TOTAL PAYMENTS: _____

MAINTENANCE AND SUPPLIES (INCLUDING ALL CONSUMABLES):

COST PER COPY: _____

TOTAL COST BASED ON TOTAL VOLUME REQUIRED: _____

TOTAL COST OF PROPOSAL: _____

I AGREE TO ABIDE BY ALL OF THE TERMS OF THIS REQUEST FOR PROPOSAL
UNLESS OTHERWISE STATED IN MY BID PROPOSAL.

Authorized Signature

Date

Print Name, Title

**Appendix A
Building Contacts for Copier Needs**

Central Office

Deborah Rogers	794-4703	Central Office
Mary Skivington	794-4731	Central Office-Pre-K
Mary Beth Cluley	794-4707	Central Office-Business Office
Kathi Senita	794-4724	Central Office-Special ED

High School

Aaron West	794-4900
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Middle School

John Deiter	794-4400
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Woodview Elementary

Mike Burde	794-4750
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Ellis Elementary

Christine Mickelson	794-4100
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Washington

Ann VanDusen	794-4602
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Transportation

Richard Brondsema	794-4970
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Maintenance

Bill Helmer	794-4500
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Technology

Sandy Samsel	794-4553
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