

Piqua City Schools

2015 - Request for Proposal (RFP)

Multifunction Copiers/Printers

1.0 INTRODUCTION

1.1 Background

Piqua City School District is a school district in the State of Ohio serving Miami County's City of Piqua. The district serves approximately 3700 students. Stated within this Request for Proposal (RFP) are the instructions for submitting a quote, the procedures and criteria by which a vendor will be selected and the contractual terms by which the district proposes to govern the relationship between it and the selected vendor.

The purpose of this competitive procurement process is to assist the district in selecting a vendor that will best meet the needs of the district. The RFP provides all interested vendors a means to present their services and abilities for an objective review. The District appreciates your consideration of this RFP and looks forward to receiving your quote. Piqua City Schools provides equal access to its programs and services for all people without regard to race, creed, color, religion, national origin, age, gender, sexual orientation, marital status or disability. If you require this information in an alternative format, contact Erich Heidenreich at (937) 773-4321 ext. 0312

A mandatory pre-bid meeting date and time will be announced once the RFP is released. Failure to be present will result in none acceptance of any response to this RFP.

1.2 Purpose

The purpose of this REQUEST FOR PROPOSAL (RFP) is to select a vendor to provide multifunction copiers/printers and the related maintenance and support services. See "Additional Information" for a list of current copier types and locations.

1.3 Delegated Authority

The District will delegate the process of managing copiers/printers, copier/printer repair and toner provisioning to the vendor selected from this RFP.

1.4 Acknowledged Constraints

Piqua City Schools is a state agency, most of its records can be considered public information but student records are not public information. The vendor should be aware that student records are protected by the Family Educational Rights and Privacy Act. The confidentiality of student records must be strictly preserved.

1.5 Minimum Vendor Qualifications

The vendor must be licensed to do business within the State of Ohio.

2.0 GENERAL INFORMATION

2.1 RFP Coordinator

From the date of receipt of this RFP by each vendor until a binding contractual agreement exists with the selected Vendor, or when the District rejects all the quotes, the only communication shall be between the vendor and Erich Heidenreich.

Requests for information related to this RFP from a vendor to any department of the District or questions from any department or employee of the District to the vendor regarding this procurement other than the contacts specified will cease.

The Server Application Specialist is the sole source of contact for the District for this procurement. All communication between the vendor and the District upon receipt of this RFP shall be with Erich Heidenreich.

RFP Coordinator: Erich Heidenreich
Mailing Address: Piqua City Schools
719 East Ash Street
Piqua, Ohio 45356
E-Mail: heidenreiche@piqua.org

Any other communication will be considered unofficial and non-binding on the District. Vendors are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the vendor.

2.2 Procurement Schedule

- RFP packets available: April 27, 2015
- RFP Due in Technology Operations Office: May 15, 2015
- RFP Evaluation Results: Pending BOE Approval
- Final Award: June 2, 2015

2.3 Revisions to the RFP

The District also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.4 Response Method

Vendors are required to submit an original copy with an original signature. For a RFP to be accepted it must have an original signature. The envelope should be clearly marked to the attention of the Erich Heidenreich referencing RFP for Multifunction Copiers/Printers 2015. Vendors mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by Piqua City Schools. Piqua City Schools has mail delivered once a day (Monday through Friday). Vendors assume the risk for the method of delivery chosen. The District assumes no responsibility for delays caused by any delivery service.

Late quotes will not be accepted and will be automatically disqualified from further consideration. All quotes and any accompanying documentation become the property of the District and will not be returned.

2.5 Unacceptable Response Methods

Delivery of the RFP by telephone, telegraph, fax, or any other means other than an original document is Not acceptable.

2.6 Proprietary Information and Public Disclosure

All RFP's submitted become the property of the District and are a matter of Public Record after a contract is signed. RFP's containing information of a proprietary or sensitive nature should identify that information as PROPRIETARY or TRADE SECRET. The District is required by law to disclose requested documents in response to a public request. To allow the vendor to obtain legal guidance, the District will make an effort to notify the vendor that a request has been received that seeks proprietary or sensitive information.

2.7 Acceptance Period

Due to the compressed time frame of this RFP the proposals must be provided on the designed date, May 15, 2015.

2.8 Responsiveness

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Vendor is specifically notified that failure to comply with any part of the RFP may result in rejection of the quote as non-responsive. The RFP must have an original signature of a vendor officer or employee authorized to commit the vendor to provide the items and service as described in the submitted RFP. The District also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2.9 Contract and General Terms and Conditions

The apparent successful Vendor will be expected to enter into a contract, which is and shall address the general terms and conditions outlined in the RFP.

2.10 Costs to Propose

The District will not be liable for any costs incurred by the Vendor in preparation of a quote submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.11 No Obligation to Contract

This RFP does not obligate the District to contract for items and service specified herein.

2.12 Rejection of Proposals

The District reserves the right at its sole discretion to reject any and all quotes received without penalty and not to issue a contract as a result of this RFP.

2.13 Commitment of Funds

The Treasurer of the District is the only individual who may legally commit the District to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.14 Insurance Coverage

The District may require some or all of the listed insurance for this project. Where needed the Contractor will furnish to the District before supplying the proposed product or service a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage, which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to the District within fifteen (15) days of the contract effective date.

2.14.1 Liability Insurance

Commercial General Liability Insurance: Contractor shall maintain general liability (CGL) insurance and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 per each occurrence. If CGL insurance contains aggregate limits, the General Aggregate limit shall be at least twice the "each occurrence" limit. CGL insurance shall have products-completed operations aggregate limit of at least two times the "each occurrence" limit. CGL insurance shall be written on ISO occurrence from CG 00 01 (or a substitute form providing equivalent coverage). All insurance shall cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation of insured's (cross liability) condition. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts. Business Auto Policy: As applicable, the Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of "Any Auto." Business auto coverage shall be written on ISO form CA 00 01, 1990 or later edition, or substitute liability form providing equivalent coverage. Employers Liability ("Stop Gap") Insurance: In addition, the Contractor shall buy employers liability insurance and, if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

2.14.2 Additional Provisions

Worker's Compensation Coverage. The Contractor will at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The District will not be held responsive in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract.

2.15 Errors in the RFP

If a vendor submitting a proposal discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the vendor should immediately provide the District with written notice of the problem and request that the RFP be clarified or modified

2.16 Withdrawal and Resubmission/Modification of Proposals

A vendor may withdraw its proposal at any time prior to the deadline for submitting proposals by notifying the District in writing of its withdrawal. Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed after the evaluation process begins.

2.17 News Releases

News releases pertaining to the award of a contract may not be made without the prior written approval of the District.

2.18 Requirement to Buy-Out Existing Contract

All prospective vendors will be required to buy out the remainder of the current vendor's contract. This contract matures on approximately August 20, 2015. The equipment lease payment is approximately \$2777.00 per month.

2.19 Requirement to return existing multifunction systems to lease holder

All prospective vendors will be required to return the existing equipment for the district to the lease holder/owner of the equipment. This return will need to meet the return requirements of the current lease holder.

3.0 GENERAL AND TECHNICAL REQUIREMENTS FOR MULTIFUNCTION MACHINES

3.1 Minimum Requirements for All Multifunction Copiers/Printers

- a) All digital copiers/printers shall be newly manufactured with no used or refurbished parts and include the capability for scanning, printing and copying. Business needs will determine the final equipment configuration of each copier/printer.
- b) All digital copiers/printers shall be capable of producing double- sided prints/copies.
- c) All digital copiers/printers shall possess an automated document feeder, with a minimum capacity of 500 sheets of 20 lb. bond paper.
- d) All digital copiers/printers shall have a bypass tray for the purpose of printing on specialized stock.
- e) All digital copiers/printers shall be capable of enlarging documents in preset increments to a minimum of 200%.
- f) All digital copiers/printers shall be capable of reducing documents in preset increments to a minimum of 64%.
- g) All digital copiers/printers shall have zoom capabilities from 64% to 200%.
- h) All digital copiers/printers shall have the capability to be managed fully by a software package for the purpose of user authentication and print/copy management. The software plug-in for copiers must also have the ability to be upgraded. All software licensure will be provided by the vendor for all copiers with 4,500 users for the term of this contract.
- i) All digital copiers/printers shall have the capability to utilize a secure form of what is typically know as "follow me printing". This would be for both district staff and student populations.
- j) All digital copiers shall be capable of scanning. Scanning would include the capability to send to an e-mail address, network folder or Google Docs/Drive. The vendor will assume all setup/maintenance of staff address books or network share points for these services. File formats should include XLSX, DOCX, PDF, JPG, TIFF, and MTIFF. The scanning feature must be capable of scanning color even if the machine itself does not produce color documents. Scanner must be TWAIN compliant. Identify other scanning options like the ability to directly scan to a document solution like ONBASE. Scanner should have embedded OCR support.
- k) Address Book, Authentication to be managed by district LDAP/Active Directory; All MDF's to support the use of pin codes and fobs for authentication.
- l) All digital copiers/printers shall have the ability for a network connection using Ethernet TCP/IP protocol with the capability for TCP/IP filtering.
- m) All digital copiers/printers shall have 32bit and 64bit drivers of the same version that are fully compatible with *Microsoft Windows* client/servers (*Window 7, Windows 2003R2* through current and future versions of Windows and Windows Server)

- n) Each networked digital copier/printer shall allow printing from any Windows desktop PC, Laptop or Google Chromebook through *Windows Server 2008R2 or newer*.
- o) All existing electrical requirements “Additional Information” and are attached to are noted under this RFP.
- p) Certain digital copier/printers shall be capable of faxing. Identify whether or not faxing is an optional feature and delineate all functions of this feature, including a description of its operation (i.e. fax board, fax driver, etc.). If optional, identify all costs (i.e. equipment, software, installation, etc.) and technical requirements necessary to the operation of this feature.
- q) The Vendor shall provide specification sheets listing all accessories, features, functions and technical requirements of each model copier/printer.
- r) The Vendor shall provide support for all configurations changes.
- s) Toner provisioning on all networked copiers/printers will be shipped and properly labeled to copier/printer locations with ZERO human interaction.
- t) All copy machines designated as location as “office” must support printing to #10 envelope stock at a minimum.

3.2 Requirements for Large Volume Multifunction Copiers/Printers

- a) All large volume digital copiers/printers shall have full offset stacking and finishing and stapling capabilities.
- b) All large volume digital copiers/printers shall have the following paper capacity, using standard 20 lb. copy paper: 8 ½ x 11 paper supply - minimum of 1000 sheets. 8 ½ x 14 paper supply - minimum of 500 sheets. 11 x 17 paper supply - minimum of 250 sheets (may be an adjustable tray).
- c) All large volume digital copiers/printers rated at a speed of 50 prints per minute (ppm) or faster are required to have the capability of printing on stock ranging from 20 lb. Bond to 110 lb. index, on sizes letter (8 ½ x 11), legal (8 ½ x 14) and ledger (11 x 17).

3.3 Requirement for all Student multifunction Copiers/Printers

- a) All multifunction copiers/printer designated as student printers are to be bid as an alternate option. To be taken in whole, in part or not at all at the discretion of the district.
- b) All student devices will allow for authentication either by PIN code or FOB to support the districts desire for “follow me printing” and accounting.
- a) The requirements and placement of the systems is detailed in the copy machine matrix. The units will need to support a desktop placement and will need to have the ability at a minimum to support printing functions.

4.0 CUSTOMER SERVICE AND MAINTENANCE REQUIREMENTS FOR SELECTED VENDOR(S)

4.1 General Requirements

- a) Vendor shall provide a parts and labor warranty for a minimum of 90 days. Vendor shall identify their warranty period.
- b) The vendor shall bear all material and labor costs for repair of equipment and defects and failure accruing within the warranty period.
- c) If a copier/printer does not perform to manufacturer's specifications during the warranty period, the Vendor shall replace the unit(s) with a new copier/printer of the same model.
- d) The maintenance/service agreement shall commence upon expiration of the warranty period.
- e) Vendor shall provide telephone support number for placing service calls, which will be available Monday through Friday, 7:30 a.m. to 5:00 p.m. EST., excluding legal holidays.

- f) The vendor shall maintain a minimum average rate of 98% uptime per copier/printer per calendar quarter. The average uptime rate is based upon the number of business days per calendar quarter, excluding Piqua City Schools recognized holidays.
- g) The Vendor must provide on-site diagnosis of copiers/printers within 4 hours of receipt of maintenance request. A work day is defined a 7:00 am to 4:00 pm EST, Monday – Friday.
- h) Poor performing and/or problematic copier/printer units will be replaced with new similar equipment repaired to manufacturer's specifications and/or repaired to the Piqua City School District's satisfaction.
- i) Initial training of Piqua City School District personnel shall be conducted upon equipment installation and at no cost to the District.
- j) Yearly training for new staff shall be conducted upon request by the District
- k) The Vendor must provide a toll free telephone contact for support diagnosis and/or reporting of emergency issues for immediate dispatch of on-site support.
- l) The vendor must provide Dedicated Service Representatives (DSR) available for on-site diagnosis and repair of copier/printers at any given time. Each DSR must be able to travel independently within the district and will be required to pass an FBI background check at the expense of the Vendor prior to assignment to the District.
- m) Vendor will supply all equipment, tools, supplies, offices, personnel, instrumentalities, transportation, support services and insurance required to deliver and install digital copiers/printers under the Agreement.
- n) The Vendor must provide one (1) annual cleaning to all copiers/printers within the District during specified times agreed to by the District and the Vendor

4.2 Requirements for Contract Implementation and Future Evaluation of Contract Effectiveness

- a) The District wants to complete the deployment of the machines beginning on July 1, 2015 within two weeks. Please describe your ability and project plan to meet these timelines.
- b) The District will require the Vendor assume expenses for license/implementation of software, staff training, process documentation or other changes to current processes affecting the operations of the current printer service process.
Please provide an implementation project plan detailing implementation by building and confirm this against District processes before enacting this plan.
- c) The vendor shall provide support for all configurations changes.
- d) The vendor will maintain hardware firmware to ensure compatibility with District operations.
- e) Vendor will provide a central point of contact for operations and technology needs/coordination.
- f) The Technology Department must be provided with a quarterly report detailing the activity for each machine.

5.0 EVALUATION OF PROPOSALS

5.1 Rejection of Proposals

The District reserves the right to reject any or all submissions in whole or in part for any reason without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet a material requirement in the Request for Proposal, or is incomplete or contains irregularities, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with the requirements in the RFP.

5.2 Evaluation Process and "Scoring" of Proposals

PCSD may consider the following in determining contract awards to the selected vendor:

- The lease/purchase price
- The per copy/print over usage charges
- Software cost
- Functionality of software provided
- The reputation of the vendor and of the vendor's goods and services
- The quality of the vendor's goods or services
- The extent to which the goods or services meet the district's needs
- The vendor's past relationship with the district
- The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses
- The total long-term cost to the district to acquire the vendor's goods or services
- Any other relevant factor specifically listed in the request for proposal that may exceed the minimum specifications.

Evaluation of the proposals received in compliance of the RFP instructions will be performed for the purpose of selecting a vendor that best meets the needs of the District. The District will be awarding this bid on cost, as well as service. The District may award this RFP to other than the low-bidder. In an effort to be as objective as possible the District will award points for service, and costs. Vendors may be called for an interview based on the initial evaluation of proposals submitted. District representatives will conduct this interview. Vendors not providing an acceptable solution to a mandatory requirement will not be considered for the final award.

The specifications listed in this document are the minimum levels of service or product quality that will be accepted. It is the SCOPE and INTENT that the services to be performed by the contractor under this specification shall consist of furnishing multifunction copiers and/or printers and the related software, maintenance and support services. Technical merit is how well the solution performs the desired and mandatory functions. Service merit is how the contractor demonstrates the ability to service the account and keep operations functioning at a high level. Though cost is a factor that will be used when awarding the contract, it may not be the only factor considered. The District may also consider awarding the contract based on technical merit, service merit, and experience in K-12 education. Proposals may be submitted on the provided forms or on eight and one-half by eleven (8 ½" x 11") inch paper. Charts and foldouts of a size other than 8 ½"x 11" may be attached to the RFP. Proposals must provide information in the same order as presented in this document with the same headings.

This will not only be helpful to the evaluators of the quote, but should assist the Vendor in preparing a thorough response. The District will provide the text of this RFP in Microsoft Word format posted off the front page of the districts web sites, www.piqua.org.

6.0 CONTRACT TERMS AND CONDITIONS

The District intends to use the following terms and conditions in addition to those that are generated from the responses to sections 3.0, 4.0 and 5.0 in the RFP. Vendors, who want to use different terms or

additional terms, may list them with their RFP. The District and the selected Vendor will negotiate the final contract terms.

6.1 Contract Period

The contract period is to begin July 1, 2015 and will continue to June 30th based on the term selected by the district of either 36, 48 or 60 months. A contract extension for additional years or machines is to be determined based on vendor performance.

6.2 Non Discrimination, Affirmative Action and Sexual Harassment

- a) The Vendor agrees to provide equal educational and employment opportunities without regard to race or ethnicity, creed, color, sex, national origin, age, marital status, religious preference, life threatening illness, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation, status as a disabled or Vietnam era veteran or political opinions or affiliations in fulfilling the terms of this contract.
- b) State and Federal laws and Piqua City Schools Affirmative Action/Equal Opportunity Guidelines prohibit sexual harassment and define it as sex discrimination. Acts of sexual harassment by the Vendor's representatives may result in actions by the District to terminate the Agreement until such time as acts are remedied as provided by State and Federal laws.

6.3 Conflict of Interest

Neither the Vendor nor any employee or agent of the Vendor shall participate in the performance of any duty in whole nor in part pursuant to this agreement to the extent that participation prohibited by law in the State of Ohio State.

6.4 Assignment

Neither party to this Agreement shall have the right to assign this Agreement in whole or in part without prior written consent of the other.

6.5 Amendments

No amendment of this Agreement shall be effective unless it is in writing and executed by the District's Treasure.

6.6 Notices

All notices provided relevant to this contract shall be delivered and addressed to parties as follows:

To the District:

Piqua City Schools
C/O Technology Department
Attn: Erich Heidenreich
719 East Ash Street
Piqua, Ohio 45356

To the Vendor:

Vendor Contact Name
Vendor Contact Title
Company Name DBA
Vendor Address
Vendor City, State Zip

6.7 Liability

Each party to this Agreement shall be responsible for claims for damages to persons or property resulting from acts or omissions or negligence on the part of itself, its employees, its agents, or its officers. Neither party shall be construed to be the officer, agent or employee of the other party. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this agreement. In the event of litigation in this matter, each party shall bear its

own costs and attorney fees. The venue of any litigation arising out of this Agreement shall be Miami County, Ohio.

6.8 Governing Law

This contract is subject to the law and statutes of the State of Ohio, with venue set in the Common Pleas Court of Miami County.

6.9 Termination for Cause

The District or Vendor may terminate this Agreement if either the District or the Vendor fails to provide services as stipulated in this Agreement. If upon written notice that deficiency exists and the deficiency is not corrected within a reasonable period of time (not to exceed thirty (30) calendar days unless otherwise agreed to by both parties), this Agreement may be terminated for cause by giving written notification to the other party.

6.10 Termination for Convenience

This lease will automatically terminate at the end of the lease term (36, 48 or 60 months) without cause unless the district requests an extension of the lease in writing at least 90 days prior to the end of the lease term. Any extension of the lease will be subject to acceptance by the lease holder and will be for a mutually agreed time period.

6.11 Interpretation of Contract

In the event of an inconsistency in this contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- a) Applicable Federal and State of Ohio statutes and regulations.
- b) District's Request for Proposal
- c) Vendor's response to the RFP
- d) Any other provision, term or material incorporated herein by reference or otherwise incorporated in this contract

6.12 Entire Agreement

This contract including referenced Addenda represents all the terms and conditions agreed upon by the parties. No other interpretation or representation, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.

6.13 Conformance

If any provision of this contract violates any statute or rule of law of the State of Ohio, it is considered modified to conform to that statute or rule of law.

6.14 Approval

This contract shall be subject to the written approval of the District's authorized representative as specified in Section 5.6 Notices, and shall not be binding until so approved. The contract may be altered, amended, or waived only by a written amendment executed by both parties.

6.15 Waiver

The District's acceptance of nonconforming goods or services shall not constitute a waiver of any performance or obligation of the vendor still outstanding.

6.16 Non Endorsement

The selection of the Vendor to supply services to the District is neither an endorsement nor a suggestion that the Vendor is the best or only solution. The Vendor agrees to make no reference to the District in any literature, promotional material, brochures, sales presentation or the like without express written consent of the District.

6.17 Appropriation of Funds

If the term of this contract extends into fiscal years subsequent to that in which it is approved, such continuation of the contract is subject to the appropriation of funds for such purpose by the Legislature. If sufficient funds are not so authorized, the parties mutually agree that the contract may be terminated or amended as appropriate in response to the reduction in funding. If the contract is terminated, Vendor agrees to take-back any affected equipment, products, software, or hardware furnished under this contract, terminate any services supplied to the District under this contract, and relieve the District of any further obligation therefore.

The District agrees that if subdivision above is invoked, equipment will be returned to Vendor in substantially the same condition in which it was delivered to the District, subject to normal wear and tear. The District further agrees to pay for packing, crating, transportation to Vendor's nearest facility and for reimbursement to Vendor for expenses incurred for their assistance in such packing and crating.

6.18 Assignment/Subcontracting

Vendor will clearly describe the reason for using any subcontractors, if applicable. Regardless of approval of any subcontractor by the District or any provision in the agreement to the contrary, Vendor will at all times remain solely and exclusively responsible for the performance of all obligations under this Agreement.

6.19 Force Majeure

Neither party will be deemed in default of the Agreement or any provision hereunder to the extent that any delay or failure in the performance of the obligations of such party (other than the payment of money) results from any significant and material causes beyond its reasonable control and without fault or negligence by such party. Examples of such causes include, but are not limited to, (1) acts of God or public enemy, (2) acts of the government in sovereign or contractual capacity, (3) fires, (4) floods, (5) Epidemics, (6) quarantine restrictions, (7) embargoes, and (8) earthquakes.

7.0 GENERAL AND TECHNICAL REQUIREMENTS FOR SOFTWARE

The district is requesting software with capabilities including, authentication, follow-me printing, accountability and reporting. This software solution must be integrated with the copy machines that the vendor is providing. This integration will need to include the ability for students and teachers to enter their identification codes either by fob (district provided Kantech ioProx) or by keypad. Software that may meet these requirements, if properly configured, includes Papercut MF, Equitrac print management software and Canon uniFLOW.

7.1) Demonstration

The vendor will provide a demonstration of their software capability to meet the district's requirements as part of the RFP evaluation process before any contracts will be awarded.

7.2 Supported platforms for software

The software provided must support all requested functions including, authentication, follow-me printing, accountability and reporting on the following platforms: ChromeOS (Chromebook), Windows (7, 8.1 and 10), and Android. Support for these platforms must be ongoing (supporting future versions)

7.3 Cost

Software cost to implement any of the requirements of this RFP shall be quoted separately from the cost of the lease and per copy/print charges for multifunction device machines. Any ongoing maintenance or support for software will be provided for the entire term of the contract.

7.4 Requirements for Software Services

Software services being proposed to the district must provide documentation of their support of the manufacturer on all quoted copy/print platforms provided as part of their response to this RFP.

8.0 Optional services, software and equipment

The district is requesting pricing on the following optional services:

a)Fax server. The district will considering a faxing solution that would replace the requested fax boards that were requested as part of the office copy machines. The optional price should include all software and hardware and provide a credit for the removal of the fax boards.

9.0 SIGNATURE

The signature of the authorized representative is required on the submitted response document to the District's RFP. The signature and response document constitutes a valid offer to provide service in response to the terms and conditions as specified in the RFP, or as modified by the vendor's offer.

PIQUA CITY SCHOOL DISTRICT
RFP- Copiers- 2015
Building Addresses and Key Contacts

10.0 Information

For information regarding this Request for Proposals please contact:

Erich Heidenreich, Director of Technology
Piqua City Schools
719 East Ash Street
Piqua, OH 45356
(937) 773-4321
heidenreiche@piqua.org

Board of Education
719 East Ash Street
Piqua, OH 45356
(937) 773-4321

All appointments, visits, phone calls, vendor contacts, and demonstrations must be by the permission of Erich Heidenreich and coordinated by him.

Piqua High School
1 Indian Trail
Piqua, OH 45356
(937) 773-6314
Tony Lyons, Principal

Piqua Junior High School
1 Tomahawk Trail
Piqua, OH 45356
(937) 778-2997
Jeff Clark, Principal

Central Intermediate School
807 Nicklin Ave.
Piqua, OH 45356
(937) 773-4321 x0311
James Conley, Network/Construction Project Manager

Washington Primary School
800 N. Sunset Drive
Piqua, OH 45356
(937) 773-8472
Mindy Gearhart, Principal

Springcreek Primary School
145 E. U.S. Route 36
Piqua, Ohio 45356
(937) 773-4678
Teresa, Anderson, Principal

PIQUA CITY SCHOOL DISTRICT

RFP –Copiers- 2015

Copier Locations, minimum copier speeds, additional options, current volume

Building	Room Location	Min. Copy Speed	Additional Options	Current Annual Volume
Board of Education	Office/Kitchen Upstairs Hallway	50 50	Sort,Staple,Print,Scan,Punch Sort,Staple,Print,Scan	175,526 59,100
Piqua High School	300,400,500 Wing 2nd Floor Workroom 1st Floor Workroom Front Office	50 80 80 30	Sort,Staple,Print,Scan Sort,Staple, Print,Scan Sort,Staple,Print,Scan Sort,Staple,Print,Scan,Fax,Color	(new location) 1,019,818 749,988 116,314
Piqua Junior High School	2nd Floor Workroom 1st Floor Workroom Office	80 80 30	Sort,Staple,Print,Scan Sort,Staple,Print,Scan Sort,Staple,Print,Scan,Fax,Color	654,602 510,742 23,766
Central Intermediate	3rd Floor Workroom 2nd Floor Workroom 1st Floor Workroom Office (Space Limited)	50 50 50 30	Sort,Staple,Print,Scan Sort,Staple,Print,Scan Sort,Staple,Print,Scan Sort,Staple,Print,Scan,Fax,Color	600,000 600,000 400,000 400,000
Washington Primary	2nd Floor Workroom 1st Floor Workroom Office (Space Limited)	50 50 30	Sort,Staple,Print,Scan Sort,Staple,Print,Scan,Booklet Sort,Staple,Print,Scan,Fax,Color	500,000 500,000 400,000
Springcreek Primary	2nd Floor Workroom 1st Floor Workroom Office (Space Limited)	50 50 30	Sort,Staple,Print,Scan Sort,Staple,Print,Scan,Booklet Sort,Staple,Print,Scan,Fax,Color	500,000 500,000 400,000
Student Printing PHS (Alternative bid)	2nd Floor Lab 1st Floor Library	30 30	Print w/user authentication Print w/user authentication	(new location) (new location)
Student Printing JH (Alternative bid)	2nd Floor Lab 1st Floor Library	30 30	Print w/user authentication Print w/user authentication	(new location) (new location)
Student Printing CI (Alternative bid)	3 rd Floor Library 2nd Floor Library 1st Floor Library	30 30 30	Print w/user authentication Print w/user authentication	(new location) (new location) (new location)
Student Printing SC (Alternative bid)	2nd Floor Library	30	Print w/user authentication	(new location)
Student Printing WA (Alternative bid)	2nd Floor Library	30	Print w/user authentication	(new location)

PIQUA CITY SCHOOL DISTRICT
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Additional Information:

- a) Central Intermediate current annual volumes were derived from combining existing intermediate volumes.
- b) Washington Primary and Springcreek Primary current annual volumes were derived from existing staff volumes and then splitting volumes from Favorite Hill and Nicklin.
- c) Staff 2014-15 annual volume on current MFD devices is 7,675,230 pages.
- d) Staff and student estimated 2014-15 annual volume on district owned printers is 703,557 pages.
- e) Electrical requirements:

Building	Room Location	Current Electrical	Current Model
Board of Education	Kitchen Upstairs Hallway	120v/20 120v/20	Lanier LD050 Lanier LD433
Piqua High School	300,400,500 Wing 2nd Floor Workroom 1st Floor Workroom Front Office	New 240v/30 240v/30 120v/20	New Lanier LD380 Lanier LD380 Lanier LD433
Piqua Junior High School	2nd Floor Workroom 1st Floor Workroom Office	240v/30 240v/30 120v/20	Lanier LD380 Lanier LD380 Lanier LD433
Central Intermediate	3rd Floor Workroom 2nd Floor Workroom 1st Floor Workroom Office	120v/20 120v/20 120v/20 120v/20	Lanier LD050 Lanier LD050 Lanier LD050 Lanier LD433
Washington Primary	2nd Floor Workroom 1st Floor Workroom Office	120v/20 120v/20 120v/20	Lanier LD050 Lanier LD050 Lanier LD433
Springcreek Primary	2nd Floor Workroom 1st Floor Workroom Office	120v/20 120v/20 120v/20	Lanier LD050 Lanier LD050 Lanier LD433
All Student Printing	Library	120v/20	New

**PIQUA CITY SCHOOL DISTRICT
RFP –Copiers- 2015
Building Maps**

[Please visit webpage www.piqua.org/copierrfp2015.aspx for electronic copies of building layouts.]

**PIQUA CITY SCHOOL DISTRICT
RFP- Copiers- 2015**

FORM OF PROPOSAL – Bid #1 (As outlined by District)

The following equipment is proposed for a 36-Month Lease:

- A. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)
- B. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)
- C. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)
- D. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)
- E. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)
- F. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

Total Monthly Equipment Lease: \$_____

Attach Amortization Schedule and indicate interest rate: _____%

Price per copy/print for over usage or under usage to be reconciled annually: \$_____

Relocation of Equipment Hourly Rate: \$_____

Cost of and descriptions of optional services for a 36 month lease:

“Follow-me printing” and print accounting software:

Student printing:

Fax server:

The following equipment is proposed for a 48-Month Lease:

- A. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)
- B. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)
- C. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)
- D. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)
- E. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)
- F. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

Total Monthly Equipment Lease: \$_____

Attach Amortization Schedule and indicate interest rate: _____%

Price per copy/print for over usage or under usage to be reconciled annually: \$_____

Relocation of Equipment Hourly Rate: \$_____

Cost of and descriptions of optional services for a 48 month lease:

“Follow-me printing” and print accounting software:

Student printing:

Fax server:

The following equipment is proposed for a 60-Month Lease:

A. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

B. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

C. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

D. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

E. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

F. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

Total Monthly Equipment Lease: \$_____

Attach Amortization Schedule and indicate interest rate: _____%

Price per copy/print for over usage or under usage to be reconciled annually: \$_____

Relocation of Equipment Hourly Rate: \$_____

Cost of and descriptions of optional services for a 60 month lease:

“Follow-me printing” and print accounting software:

Student printing:

Fax server:

**PIQUA CITY SCHOOL DISTRICT
RFP- Copiers- 2015**

FORM OF PROPOSAL – Alternate Bid #2 (Your Own Recommendation)

The following equipment is proposed for a 36-Month Lease:

- A. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)
- B. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)
- C. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)
- D. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)
- E. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)
- F. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

Total Monthly Equipment Lease: \$_____

Attach Amortization Schedule and indicate interest rate: _____%

Price per copy/print for over usage or under usage to be reconciled annually: \$_____

Relocation of Equipment Hourly Rate: \$_____

Cost of and descriptions of optional services for a 36 month lease:

“Follow-me printing” and print accounting software:

Student printing:

Fax server:

The following equipment is proposed for a 48-Month Lease:

A. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

B. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

C. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

D. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

E. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

F. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

Total Monthly Equipment Lease: \$_____

Attach Amortization Schedule and indicate interest rate: _____%

Price per copy/print for over usage or under usage to be reconciled annually: \$_____

Relocation of Equipment Hourly Rate: \$_____

Cost of and descriptions of optional services for a 48 month lease:

“Follow-me printing” and print accounting software:

Student printing:

Fax server:

The following equipment is proposed for a 60-Month Lease:

A. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

B. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

C. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

D. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

E. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

F. _____ of _____ units @ \$_____ per mo. Total: \$_____
(Number) (Brand & Model)

Total Monthly Equipment Lease: \$_____

Attach Amortization Schedule and indicate interest rate: _____%

Price per copy/print for over usage or under usage to be reconciled annually: \$_____

Relocation of Equipment Hourly Rate: \$_____

Cost of and descriptions of optional services for a 60 month lease:

“Follow-me printing” and print accounting software:

Student printing:

Fax server:

Company Name _____

Address: _____

Phone #: _____ Fax # _____

Contact Person: _____

Position/Title: _____

(Signature)

(Date)