



DIGITAL COPIER PROPOSAL REQUEST

For

Perry County School District #32

March 2024

PROPOSALS
MUST BE MAILED TO:

Dan Query
Director of Technology
ATTN: Copier RFP
326 College Street
Perryville, MO 63775

GENERAL INFORMATION & CONDITIONS OF THE PROPOSAL

1. Perry County School District #32 (PCSD#32) is accepting bids for the lease purchase of copy equipment to include maintenance and supplies (including staples but excluding paper). Sealed proposals will be accepted only until: 12 p.m. on Thursday, April 4, 2024 at which time bids will be publicly opened and read aloud at our Board Office.
2. To qualify as a possible supplier of equipment and services, the bidder must be an authorized dealer or distributor for the manufacturer and provide a notarized letter from the manufacturer.
3. All proposals will be deemed final, conclusive and irrevocable, and shall not be subject to correction or amendment.
4. All proposals shall remain in effect for 90 days after opening to allow the district adequate time for evaluation and approval processes.
5. Equipment bid must be new and not remanufactured. The vendor must maintain an inventory of parts for all equipment during the contract period.
6. The district anticipates the need for approximately 20 black/white and 5 full color digital copiers, but reserves the right to increase or decrease the quantity of any item in the proposal. The district also has other copiers and printers that are serviced by our current vendor. See the Current Equipment list below for a complete list of the items to bid. Additionally, all of our copiers need the ability to staple.
7. Current contract ends in June 2024
8. Cost should be based on annual volume averaging roughly 4.3 million copies (B/W) and 350,000 color copies.
9. Contract cost to be based on a five (5) year agreement. (July 1, 2024 through June 30, 2029).
10. In proposed bid, do not include Federal Excise Tax or Sales Tax in the price of the bid as PCSD#32 is tax exempt. A tax exemption letter will be furnished upon request.
11. PCSD#32 supports PC, Macintosh, and Chrome systems.
12. Reporting/meter readings completed via electronic capture system or Web.
- ~~13. PCSD#32 requires a free thirty day trial to evaluate vendors and copiers. If PCSD#32 is not satisfied with performance of trial, the vendor must remove the equipment at no cost to PCSD#32 and the district will not award the bid as previously stated.~~
14. Successful vendor must be able to deliver and install all equipment in June 2024. Following board approval of contract on April 10, 2024. Vendor agrees to furnish and make delivery to

specified locations free of freight and other excess charges. Vendor also agrees to coordinate with the district the delivery schedule and removal of existing copiers. Additionally, the vendor is responsible for returning the old equipment (retiring copiers) to the correct disposal location listed in our current contract. The term "Deliver" includes but is not limited to, delivery to the proper building, location within the building, assembly and installation, and removing and disposing (off site) of all packaging and waste associated with the delivery. Installation of each individual copier should be completed and network ready within 24 hours of delivery. The vendor will be held accountable for any damages made to the building during and through the delivery and installation process.

15. The vendor agrees to train PCSD#32 employees at individual sites upon installation and on an as needed basis. Upon installation, all equipment must have instructions (card or sticker) attached to the exterior of the machine. This must include all pertinent information necessary to service machine (serial #, supply and service phone #'s, etc). In addition, training will include but is not limited to: all functions of the copier, how to use it on the network, daily maintenance requirements, troubleshooting, how to place a service call and how to order supplies. Additional training will be provided free of charge as needed for the life of the contract.

16. The vendor will guarantee that a call will be made back to the location requesting service within one (1) hour, acknowledging the need for service and an expected arrival time of the technician. If actual repair time exceeds 24 hours, the vendor must provide a replacement machine of like quality.

17. The vendor will provide one (1) invoice per quarter. The quarterly invoice will include the cost of the copier equipment, maintenance, and supplies (including staples but excluding paper). The invoice will list the cost for each individual machine and the total monthly cost. Vendors will be responsible for monthly meter readings. Please provide a sample report and sample invoice in bid.

18. Each bidder should submit a standard contract along with the bid. The district may or may not have suggested revisions. If mutually acceptable terms and contract language cannot be worked out with the bidder, the district will consider a different bidder's proposal.

~~19. If PCSD#32 must close a school, the selected vendor will remove equipment in the closed school free of charge. The contract will then be amended to remove the cost of the removed equipment from the lease. No penalties or fees will be incurred.~~

20. If PCSD#32 opens a new facility or school, the selected vendor will move equipment from one location to the new location free of charge.

21. Any questions must be submitted via email or mail to the attention of Dan Querry, Director of Technology. No verbal communications will be allowed. No claims of misinterpretation or lack of understanding of any information relating to this proposal will be accepted after closing date and time.

22. If at any time during the contract period the district is not satisfied with a piece of equipment because of consistent poor performance, the vendor will replace it without charge with an identical model or one with comparable features. The replacement equipment will not change the cost or the length of the existing Contract.

23. The district expects to evaluate the selected vendor for the first year of the program to determine if it has in fact met the needs of the district. If the results are unfavorable, then the district reserves the right to terminate **the maintenance agreement with the vendor**, without penalties or fees of any type.

24. It should be understood that the district reserves the right to reject any and all proposals submitted and/or to request additional information. The contract will be issued to the company the district feels is best qualified. PCSD#32 will provide an equal opportunity to all bidders that comply with the requirements in this proposal.

25. All machines should allow for ~~proximity card authorization access~~, PIN code, and/or AD credentials to prevent unauthorized and/or unaccounted copying and printing.

26. The machine should only allow for printing and copying after the user has been identified.

27. All machines should allow for “follow me” printing job release where the print job submitted to a device should be retrievable from any of the devices on site. Software licenses and configuration (if needed) should be included in the proposal.

28. The district needs the ability to track, monitor, and limit print jobs using software such as Papercut or PrinterLogic.

29. Please specify how you handle property tax.

30. PCSD#32 requires the maintenance agreement pricing presented for each year. Vendors should use the below Pricing template list below when submitting pricing. Please indicate how much we will spend per page per year. Additionally, please note how much of a percent increase we will see each year.

31. Vendors shall provide pricing based on lease with fair market value (FMV) option at lease termination.

32. The monthly equipment lease payment shall be structured as a base equipment lease payment with no additional cost for prints.

33. The District does not guarantee any specific monthly print volumes/copies for the length of the lease.

34. Maintenance agreement pricing shall include all maintenance, repairs, parts and consumable supplies (excluding paper).

VENDOR PROFILE

Please provide answers to the following questions:

1. Identify the manufacturer for which your company is an authorized distributor and service provider.
2. Will your company provide the maintenance of the equipment or will services be subcontracted out?
3. Explain company processes and responsibilities when equipment is networked. Are networking issues resolved by vendor personnel as part of contract without additional fees?
4. How many years has your company been in existence? Please provide a complete Profit & Loss Statement for the most recent year available of the bidding company, not the manufacturer.
5. Identify the number of local employees within your company.
6. What is the technician to machine ratio?
7. What are the average years of experience of your technicians?
8. Is your company authorized and trained on the equipment proposed?
9. Describe the manufacturer's performance guarantee.
10. Describe your company's performance guarantee.
11. Include your company's statistics on the performance level of each piece of equipment your company is recommending.
12. Upon installation of proposed equipment, what type of training is provided? What type of training is provided throughout the length of the contract?
13. Upon installation of proposed equipment, what type on monthly performance reports will your company provide? Please include sample reports.
14. List all school districts within 50 miles of Perryville, MO where you have provided networked copiers. Include district contact names and phone numbers.
15. Please include three references of companies to whom you have provided the

exact equipment and service bid. Include a contact name and phone number.

PRICING TEMPLATE

	B/W Price per Page	Color Price per Page	Increase per Year
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			

CURRENT EQUIPMENT

Copier / Printer	Quantity	Lease / Own	Lease Expires	To Bid	Vendor Maintains
Sharp MX-B355W	3	Lease	Jun-24	Yes	Yes
Sharp MX-M6070	7	Lease	Jun-24	Yes	Yes
Sharp MX-4071	5	Lease	Jun-24	Yes	Yes
Sharp MX-M3070	6	Lease	Jun-24	Yes	Yes
Sharp MX-M6570	4	Lease	Jun-24	Yes	Yes
Hp 4350 dtn Printer	3	Lease	Jun-24	Yes	Yes
Ricoh IM C300F	2	Own	N/A	No	Yes
HPM750DN COLOR PRINTER	1	Own	N/A	Optional	Yes
Sharp MX-4071	1	Lease	Jul-26	Optional	Yes
Sharp BP-70M31	1	Lease	Jul-28	Optional	Yes
Hp 4350 dtn Printer	3	Own	N/A	Yes	Yes

Amendment 1:**Copier / Printer Information**

1. PCSD#32 expects the following equipment to be equipment with the same capacity (trays, inner finisher, cabinets, etc) as listed below.

Library	Hp 4350 dtn Printer	
storage	HP 4350N BW Printer	
storage	Hp 4350 Dttm Printer	
Middle School - Upstairs Workroom	Sharp B/W MX-M6570	65 ppm/2 tray/LCT/IN FN
PHS Downstairs	Sharp B/W MX-M3070	30 ppm/2 tray/IN FN
Primary Center 1st Workroom	Sharp B/W MX-M6070	60 ppm/2 tray/LCT/IN FN
Tech Depart.	Sharp B/W MX-M3070	30 ppm/2 tray
Middle School Downstairs Workroom	Sharp B/W MX-M3070	30 ppm/2 tray/IN FN
PALS Barn	Sharp MX-B355W	35 ppm/1 tray/cab
Middle School Bank	Sharp MX-B355W	35 ppm/1 tray/cab
Primary Center 2nd Workroom	Sharp MX-M6070	60 ppm/2 tray/LCT/IN FN
Elementary Pod A	Sharp MX-M6070	60 ppm/2 tray/LCT/IN FN
Career Center Workroom	Sharp MX-M6070	60 ppm/2 tray/LCT/IN FN
Primary Center Office	Sharp MX-M6070	60 ppm/2 tray/LCT/IN FN
Senior High Office	Sharp MX-4071	40 ppm/2 tray/LCT/IN FN
Elementary Workroom - Long Hallway	Sharp MX-M6070	60 ppm/2 tray/LCT/IN FN
Primary Center Lounge	Sharp MX-4071	40 ppm/2 tray/LCT/IN FN
Maintenance	Sharp MX-M3070	30 ppm/2 tray
Transportation	Sharp MX-B355W	35 ppm/1 tray/cab
Elementary Office	Sharp MX-4071	40 ppm/2 tray/LCT/IN FN
Elementary Pod B	Sharp MX-M3070	30 ppm/2 tray/IN FN
Career Center Office	Sharp MX-M3070	30 ppm/2 tray
Senior High Lounge	Sharp MX-M6070	60 ppm/2 tray/LCT/IN FN
Elementary 4th	Sharp MX-M6570	65 ppm/2 tray/LCT/IN FN
Kindergarten	Sharp MX-M6570	65 ppm/2 tray/LCT/IN FN
Senior High School Library	Sharp MX-M6570	65 ppm/2 tray/LCT/IN FN
Exec Admin Office	Sharp MX-4071	40 ppm/Fax/2 tray/LCT/IN FN
Middle Office	Sharp MX-4071	40 ppm/2 tray/LCT/IN FN
LCT - Large Capacity Tray		
IN FN - inner finisher/stapler		
cab - cabinet		
2 tray - typically standard/regular paper trays		

Amendment 2:

Number 13 removed

Number 19 removed

Number 23 changed (see above)

Number 25 changed (see above)