



# SHERIDAN SCHOOL DISTRICT

## DISTRICT ADMINISTRATION

400 NORTH ROCK STREET | SHERIDAN, AR 72150 | 870.942.3135 | WWW.SHERIDANSCHOOLS.ORG

## COPIER SERVICES RFP

The purpose of this RFP is to acquire the services of a vendor to provide lease arrangements and maintenance services for copiers for Sheridan School District.

### General Proposal Guidelines

The proposal will be a sealed bid process with a public opening at 1:30 p.m. on March 29, 2024, at 400 N Rock St. Sheridan, AR 72150.

Please submit your company's proposal via mail to:

Dr. Leann Pinkerton  
Technology Department  
Sheridan School District  
400 N Rock St  
Sheridan, AR 72120

Inquiries regarding the RFP should be directed to Michael Arnold via e-mail at [michaelarnold@sheridanschools.org](mailto:michaelarnold@sheridanschools.org). Failure to respond by the time and date specified or failure to comply with the procedures specified constitutes cause for rejection of the proposal.

A voluntary district walkthrough will be available for interested vendors at 8:00 a.m. on March 14, 2024. Meet at the technology building at 400 N. Rock St, Sheridan, AR, 72150.

### SPECS

#### 12 Copiers That Need to be Replaced

(8) 65+ PPM B/W machines with 2 500-550 sheet trays, Dual 1,500 Sheet Drawers, 2/3 Hole Punch & Staple Finisher, 50 sheet staple finisher- Staple Free Stapling, convenience stapler, card readers needed Faxing is not required

(4) 85+ PPM B/W machines with 2 1,500 Sheet Drawers, (2) 500-550 Sheet Trays 2/3 Hole Punch, Inner Finisher, 50 sheet staple finisher-Staple Free Stapling, convenience stapler, card readers needed.

The ability to fax is not required in the 12 new copiers.

The vendor will also need to provide remote training to each individual user within their applications.

### **Maintenance and Repair Only**

**31** existing machines needs preventative maintenance and repair coverage

Models include Kyocera taskalfa 3552ci, 3553ci, 4002i, 7002i, 9002i, ECOSYS P6235cdn, and Ecosys M3660

PaperCut Software Licensing for the duration of the lease

Licensed users Unlimited

Licensed devices & connectors 42

Licensed release stations 1

Licensed User Clients for Advanced Account Selection Unlimited

Licensed site servers Unlimited

Advanced print enablement pack to enable 2 or more print zones

License to be renewed on or before Sep 22, 2024

Licensed modules

Print Control Module

Paper-Less Widget

1,000,000

Card Readers and supporting licensing per device quoted as part of the software we will need it to cover. Will be using Proxcard for authentication.

There are 9 remote sites.

We will require 10,500,000 B/W images annually to be included inside of the lease with B/W overages listed as well as a color cost per copy.

We are requesting a 36 month lease term which will need to include a 100 day satisfaction guarantee of all hardware. This means we will need IN WRITING that we will have the ability to cancel the agreement without penalty if not completely satisfied with the current hardware performance. In addition, the Vendor will need to

1. Provide Preventive Maintenance every 6 months on all hardware devices & Account Reviews Quarterly
2. Provide a loaner free of charge if the current equipment does not perform to manufacturer standards
3. Replace equipment at no charge should your office not be able to maintain the equipment in good working order

Vendors applying MUST

1. Warehouse parts & supplies locally
2. Stock one or more backup toner onsite for all equipment (new and existing) being proposed with auto toner replenishment.
3. Have certified technicians working on any equipment
4. Provide a guaranteed four hour response time

Upon delivery, the vendor will need to provide network installation and training. Meter retrieval software must retrieve meter readings automatically.

### **Regarding this RFP**

Any communications regarding this BID shall be in writing by email to the person indicated above. Phone calls for information concerning this BID will not be accepted.

The Sheridan School District reserves the right to reject any or all bids.

Failure to respond by the time and date specified or failure to comply with the procedures specified constitutes cause for rejection of the proposal. Vendor submitting a proposal certifies that the proposal is made in good faith, without fraud, or connection of any kind with any other agency for the same work, and that the agency is competing solely on its own behalf without connecting with, or obligation to, any undisclosed person or firm.

Ownership of all data, material, and documentation originated and prepared for the Sheridan School District pursuant to the RFP shall belong exclusively to the District. All costs pertaining to the RFP are entirely the responsibility of the Vendor and may not be chargeable in any manner to the Sheridan School District. RFP should be prepared simply and economically, providing a straightforward, concise description of the Vendor's capabilities to satisfy the requirements of the emphasis should be on completeness and clarity of content.

In the event that it becomes necessary to revise any part of this RFP prior to the assigned return date, the IT Department will provide revisions to all vendors. Sheridan School District will be the sole determinant of whether any revisions/addenda should be issued as result of any questions or other matters and will extend the proposal deadline, if such information significantly amends this solicitation or makes compliance with the original proposed due date less practical.

The School reserves the right to reject any and all proposals received as a response to this RFP. The School may conduct negotiations with one or more of the vendors that meet the evaluation criteria. This is an option of the school. Therefore, proposals should be complete upon submission. The selected Vendor(s) will be chosen on the basis of the greatest benefit to the School. In the event that no response meets all the requirements of the RFP, the School may select the best proposal, a combination of proposals or a portion of the proposal.

By accepting this RFP, the Vendor expressly acknowledges that the school's business procedures, plans, ideas, inventions, financial and patient data, content of RFP and any other School information are the sole and exclusive property of the School. The Vendor agrees that it will safeguard such information to the same extent as it safeguards its own confidential and proprietary information.

Sheridan School District reserves the right to terminate this Agreement or any subsequent lease agreement created as a result of this RFP in whole or in part, without cause, penalty, and prejudice to any rights that Sheridan School District may have against Vendor. Terminations hereunder shall be effective upon thirty (30) days written notice to Vendor specifying the date of termination and the extent to which the agreement is terminated. Sheridan School District's responsibility hereunder shall be limited to payment for goods ordered and/or services performed prior to the effective date of termination. School reserves the right to cancel the Agreement on an immediate basis, without penalty, in the event patient/employee security is jeopardized. Under no circumstances shall the Vendor be compensated or entitled to payment for anticipated profits, unabsorbed overhead, or interest on borrowing.