



**NORTHSHORE SCHOOL DISTRICT No. 417  
Bothell, Washington**

**REQUEST FOR PROPOSALS**

**Copy Machine Leases and Maintenance  
for  
Northshore School District**

Proposals Due: April 3, 2019 at 3:00 PM PST

# REQUEST FOR PROPOSALS

## COPY MACHINE LEASES AND MAINTENANCE

Notice is hereby given that sealed proposals will be received by the Northshore School District No. 417, Bothell, WA, from qualified Bidders for Copy Machine Leases and Maintenance. Proposals are due at 3:00 P.M., April 3, 2019. District is requesting proposals for new lease and maintenance agreements for approximately 76 Multi-Function Devices and equipment for the Graphics Department including two black and white digital copiers and a color digital copier. Additional services needed include installation, training, and ongoing maintenance. District intends to execute a five-year lease and maintenance agreement. District is also requesting software or web-based solutions that may be added to this five-year agreement at the sole discretion of the District. Request for Proposal Documents are available at <http://www.nsd.org/business>.

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**COPY MACHINE LEASES AND MAINTENANCE****PART 1 – INSTRUCTIONS TO BIDDERS****1.01 GENERAL INSTRUCTIONS TO BIDDERS:**

- A. District is requesting proposals for new lease and maintenance agreements for approximately 76+ Multi-Functional Devices (MFDs) in 34 schools and departments with a yearly average of 30 million copies, and equipment for the Graphics Department including two black and white digital copiers and a color digital copier. Additional services needed include installation, training, and ongoing maintenance. District intends to execute a five-year lease and maintenance agreement with an estimated value of \$2,250,000.00. District is also requesting software or web-based solutions that may be added to this five-year agreement at the sole discretion of the District.
- B. Bidder shall submit one (1) clearly marked original, four (4) full paper copies, and (1) electronic copy of the proposal in PDF format with Cost Proposal Form in MS Excel format, on a flash drive or CD-ROM. Proposals are to be submitted in a sealed envelope/box addressed to Ashley Clericus, Contracts and Procurement Manager, Northshore School District, 3330 Monte Villa Parkway, Bothell, WA 98021. The envelope/box shall contain the following information on its face: the name of the Bidder, Bidder's address, and the title "COPY MACHINE LEASES AND MAINTENANCE RFP." It is the sole responsibility of the Bidder to see that its proposal is received at the designated location by the designated time. Proposals shall be hand-delivered or sent via certified mail to ensure that they are received by the due date and time. Electronically transmitted or faxed proposals will not be accepted.
- C. District intends to award a contract to the responsive, most responsible Bidder whose proposal offers the best overall price to the District. Additional information about scoring of proposals can be found in Section 3 below.
- D. The term of this contract will run from July 1, 2019 through June 30, 2024. Bidder must certify that all of the products and services proposed are readily available and that the District will not incur any additional costs in excess of Bidder's cost proposal during the contract period.
- E. Distribution of this RFP or receipt of any proposal shall not constitute a commitment by the District to any Bidders. If it is determined that the submitted proposals are not economically beneficial to the District or for other business

reasons, the District may, at its sole discretion, reject all proposals or waive informalities in the request for proposal process.

F. The following is a draft schedule of activities related to this RFP:

<u>Date</u>	<u>Activity</u>
3/12/2019	Date of First Advertisement
3/18/2019	Pre-Proposal Conference at District Administrative Office-Boardroom at 1:00PM PST
3/19/2019	Date of Second Advertisement
3/28/2019	Last Day to Submit Questions or Requests for Clarifications
4/3/2019 at 3:00PM	Proposal Due Date, Public Bid Opening at District Administrative Office- Room 202 at 3:05 PM
4/22/2019	Bidders Notified of Interview Selections
4/30/2019	Interviews
4/23/2019-5/6/2019	Product Testing Period
5/8/2019	Notice of Intent to Award (All Bidders Notified)
5/21/2019	Contract Awarded
6/28/2019	Installation Period Begins

G. Bidders are strongly encouraged to attend an optional Pre-Proposal Conference on March 18, 2019 in the Boardroom at the District Administrative Office, 3330 Monte Villa Parkway, Bothell, WA 98021. The Pre-Proposal Conference is for informational purposes only and communications will not be binding requirements for this RFP. A copy of the sign-in sheet and Conference presentation will be made available on the District website (<http://www.nsd.org/business>) within one business day of the Conference.

## 1.02 PREPARATION OF PROPOSAL FORM

A. Bidder must fill in all spaces provided on the proposal forms. All costs in submitting a proposal, responding to inquiries, and demonstration of products and services shall be borne in full by the Bidder.

### 1.03 SIGNATURES

- A. The proposal cover letter and all required forms must be signed in the name of the Bidder and must bear the title and signature of the person duly authorized to sign the proposal. The copy of the proposal designated as the original shall contain original signatures.

### 1.04 WITHDRAWAL OF PROPOSAL

- A. Any Bidder may withdraw its proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals.

### 1.05 EXAMINATION OF RFP REQUIREMENTS, QUESTIONS

- A. Bidders shall thoroughly examine and be familiar with all instructions, conditions, and/or specifications. The failure of a Bidder to receive or examine any form, attachment, clarification, addendum or other document, or visit to the site when required in order to acquaint the Bidder with existing conditions, shall in no way relieve the Bidder from obligations concerning the proposal or the contract. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.
- B. If any person contemplating submitting a proposal for the proposed contract is in doubt as to the true meaning of any part of the proposal request, or finds discrepancies in, or omissions from the specifications, they may submit to District a written request for an interpretation or correction thereof. The Bidder submitting the request will be responsible for its prompt delivery and it must be received by District at least four business days prior to the date proposals are due. Questions or requests for interpretation of specifications must be emailed to Ashley Clericus, Contracts and Procurement Manager, at [aclericus@nsd.org](mailto:aclericus@nsd.org), referencing the title of this RFP in the subject line. Interpretations and answers to questions shall be communicated by a formal Clarification document that will be made available to all Bidders. Any Addendum or Clarification issued will be posted to the District website ([www.nsd.org/business](http://www.nsd.org/business)). It is the responsibility of the Bidder to check the District website regularly for updates. No oral interpretation of any provision in the proposal documents will be made to any Bidder.
- C. During the time period that this RFP is active beginning with the date of first advertisement and ending with the date of contract award, no Bidder shall have any communication with any employee or contractor of District about this RFP except for Ashley Clericus, Contracts and Procurement Manager. Violations of this requirement may result in disqualification of Bidder.

## 1.06 CONTRACT

- A. Bidder shall review the attached Sample Contract (Attachment G). Bidder shall be prepared to execute this document if selected. If Bidder would like to request revisions to the Sample Contract terms, Bidder shall submit a statement in the Appendix of its proposal indicating any terms that it would like to negotiate. These terms should be clearly identified by reference to the Section number of the Sample Contract where the terms can be found. Bidder shall clearly indicate the suggested revisions to terms. District reserves the right to negotiate these contract terms with the selected Bidder.

## 1.07 SAFETY CONDITIONS

- A. All items and equipment furnished will be required to satisfy any applicable requirements of the Occupational Safety and Health Act and/or the Washington Industrial Safety and Health Act in effect at the time of delivery. It shall be the responsibility of the Bidder to comply with this requirement insofar as compliance is within his/her control.

## 1.08 DELIVERY

- A. Delivery of products and services must occur during District-agreed upon hours.

## 1.09 TAXES

- A. Proposals shall include sales tax. Based on the location, the tax rate will be either 7.7%, 8.6%, 10%, or 10.3%. Tax rates by location are included on the Cost Proposal Form (Attachment E).

## 1.10 PUBLIC INFORMATION/CONFIDENTIALITY

- A. The District understands that Bidders may include within their proposal information that which is deemed confidential in the opinion of the Bidder. The Bidder must understand that the District is subject to clear legislation governing open records and public information requests within the State of Washington. Bidders must clearly mark portions of their proposal that they feel are exempt from disclosure pursuant to RCW 42.56 or any other state and federal statute and include an explanation as to why they believe the indicated documents are exempt. The District will not be bound by any blanket confidentiality agreements, and the District makes no assurances that confidential materials will be held in confidence if they are not deemed qualified for exemption.
- B. Bidder acknowledges the obligations for maintaining the confidentiality of any student records and access to the parents and students of such records in accordance with the Family Education Rights and Privacy Act (FERPA).

## COPY MACHINE LEASES AND MAINTENANCE

### PART 2 – SPECIFICATIONS AND SCOPE OF WORK

#### 2.01 OVERVIEW

The District currently utilizes Copy Machines/Multifunctional Devices (MFDs) for the following purposes:

- A. Administration and School-Based Convenience MFDs: These networked copy, print and scan devices are for staff and internal District usage located in schools and other District-related offices.
- B. Graphics Center Digital Copiers: These networked copy, print, and scan devices are located in the District Graphics Center.

District is seeking an experienced, knowledgeable Bidder who can provide the District with efficient and user-friendly service as well as cost-effective and well-maintained equipment and software/services.

Bidder shall provide the following required products and services:

1. 76+ Administration and School-Based Convenience MFDs that meet or exceed the specifications listed below.
2. 3 Graphics Center Digital Copiers that meet or exceed the specifications listed below.
3. Delivery, installation and on-site training using a phased approach. The awarded bidder will be required to work out a schedule for delivery with District that will minimize downtime for District schools and offices. Manuals for each location that contain instructional materials on scanning, copying and print functions, including double and single-sided printing, collating, stapling, color scanning and other functional use for each model to be deployed within the location. Manuals must include a digital version either in PDF format or as an online service.
4. Maintenance of MFDs and Digital Copiers. This service shall include but is not limited to hardware repairs, technical support in coordination with District's Technology Department, and toner cartridge and staple supply.

Bidder may provide the following optional products and services at the request of the District:

1. Hardware and/or software to allow staff to log in to the MFD using the District's current proximity access control cards.
2. A software solution to centrally manage proximity card accounts/logins.
3. A web-based job submission tool for the Graphics Center systems.
4. A software solution for management of print jobs sent to District printers and MFDs.

## DRAFT PROJECT SCHEDULE

<u>Date</u>	<u>Activity</u>
June 4, 2019	Bidder to deliver one MFD 1 and any software to be used with the MFD or other solutions proposed by the Bidder to the District Technology Department. Technology staff will also require tech support to assist with installation and configuration and to answer questions about specific features or configurations, as well as all information needed to deploy and configure the software or to use any online services required for the solutions proposed by the Bidder.
June 26, 2019	Bidder to begin delivery, installation, networking, and testing of the Graphics Center Machines and associated software, services, and manuals.
June 28, 2019	Bidder to begin delivery, installation, networking, and testing of the Administration and School-Based Convenience MFDs.  Bidder to begin onsite training for Graphics Center.
July 1, 2019- June 30, 2024	Bidder to provide leases and ongoing Maintenance of MFDs and Digital Copiers.
July 8, 2019	Bidder to begin on-site training Middle/High Schools.
July 11, 2019	Bidder should complete all installations.
After August 5, 2019	Bidder to begin on-site training for Elementary Schools.
August 26, 2019	All Training to be completed.

2.02 ADMINISTRATION AND SCHOOL-BASED CONVENIENCE MFDS MINIMUM SPECIFICATIONS

Districts current Convenience MFD fleet includes 75 devices that are identified below as “MFD 1” and 1 machine that is identified below as “MFD 2”.

**MFD 1:** Bidder shall propose products that meet or exceed the following specifications:

Functions	<p>Copying with the ability to copy in the following modes: 1:1, 1:2, 2:2,2:1;</p> <p>Black-and-white printing over network using IP printing connections or connections from Windows print server;</p> <p>Scanning in black-and-white, grayscale, or color up to 600 DPI and 24-bit color with the ability to scan to local storage, to a Windows network file server, or to email;</p> <p>Auto-sizing functionality;</p> <p>Enlargement/Reduction- 25%-150%;</p> <p>Full job interrupt functionality- ability to utilize all copier features when selected;</p> <p>Scan once, rip once, print many architecture;</p> <p>Systems must be able to receive and rip additional network print jobs while printing and copying is taking place.</p>
Speed	<p>Minimum of 65 copies per minute in simplex mode.</p> <p>Minimum scanning speed of 120 impressions per minute.</p>
Volume	<p>Recommended volume up to 150,000 copies per month. Volume varies by device and location. Monthly volume per device is included below.</p>
Paper Capacity	<p>Tray 1- 1,500 x 2 for 3,000 sheets;</p> <p>Tray 2&amp;3- 550 sheets (user adjustable) ;</p> <p>Bypass Tray 100 sheets;</p> <p>Adjustable paper tray and auto tray switch capability;</p> <p>Single Pass Document Feeder with a 220 sheet capacity;</p> <p>Original size 5.5" X 8.5 up to 11" X 17".</p>
Finishing	<p>Staple and/or three hole punch for up to 30 sheets available for both letter and legal size.</p>
Paper Sizes and Weights	<p>5.5x8.5-11x17</p> <p>Run 16# up to 110# cover</p>
Response Time	<p>Warm up time less than 20 seconds;</p> <p>Recovery time from sleep less than 20 seconds.</p>

Access	<p>Ability for local staff to configure at least two access codes that would be required for copying, scanning and printing;          Must use separate admin access codes for access to change configuration, get reports, and manage queues;          Must offer at least three different levels or roles of admin user with the ability to set a unique password for each;          MFD must be able to be locked so access code is required for all functions;          Staff must be able to log out of their access with their jobs continuing to run and other staff must be able to log in to start new jobs without interrupting previous jobs.</p>
Additional Requirements	<p>Easy to operate controls;          Ability to copy transparencies;          Web-based service on MFD for configuration, reporting, viewing and managing job queues, viewing machine status, and downloading scans from local MFD storage;          Web-based service must provide a prompt when it is time to order staples or toner;          Web-based service must work with versions of Chrome and Firefox browsers released in the last 12 months;          Network interface must be able to auto-negotiate an Ethernet connection at 100 Mbps full duplex or faster;          Operates on 20-amp electrical circuit.</p>

**MFD 2:** Bidder shall propose products that meet or exceed the following specifications:

Functions	<p>Copying with the ability to copy in the following modes: 1:1, 1:2, 2:2,2:1;          Black-and-white printing over network using IP printing connections or connections from Windows print server;          Scanning in black-and-white, grayscale, or color up to 600 DPI and 24-bit color with the ability to scan to local storage, to a Windows network file server, or to email;          Auto-sizing functionality;          Enlargement/Reduction- 25%-150%;          Full job interrupt functionality- ability to utilize all copier features when selected;          Scan once, rip once, print many architecture;          Systems must be able to receive and rip additional network print jobs while printing and copying is taking place.</p>
Speed	<p>Minimum of 96 copies per minute in simplex mode.          Minimum scanning speed of 120 impressions per minute.</p>

Volume	Recommended volume up to 1,000,000 copies per month.
Paper Capacity	Standard Paper Trays Configuration: 3 Standard Trays -1 tray- 8.5 x 11 - 1,000 sheet capacity -2 trays- 8.5 x 11 up to 12 x 18 550 sheet capacity -1 Bypass Tray with 550 sheet capacity 3 Additional Paper Trays -8.5x11- 5,000 sheet capacity
Finishing	Staple and 2 and 3 hole punch up to 100 sheets in both portrait and landscape position. 3,000 sheet capacity shift tray and 250 sheet proof tray.
Paper Sizes and Weights	2 trays 8.5 x 11 up to 80#. 1 tray 8.5 x 11 up to 90#. Bypass tray up to 110# index/216gsm.
Response Time	Warm up time less than 20 seconds. Recovery time from sleep less than 20 seconds.
Access	Ability for local staff to configure at least two access codes that would be required for copying, scanning and printing; Must use separate admin access codes for access to change configuration, get reports, and manage queues; Must offer at least three different levels or roles of admin user with the ability to set a unique password for each; MFD must be able to be locked so access code is required for all functions; Staff must be able to log out of their access with their jobs continuing to run and other staff must be able to log in to start new jobs without interrupting previous jobs.
Additional Requirements	Easy to operate controls; Ability to copy transparencies; Web-based service on MFD for configuration, reporting, viewing and managing job queues, viewing machine status, and downloading scans from local MFD storage; Web-based service must provide a prompt when it is time to order staples or toner; Web-based service must work with versions of Chrome and Firefox browsers released in the last 12 months; Network interface must be able to auto-negotiate an Ethernet connection at 100 Mbps full duplex or faster; Operates on 20-amp electrical circuit. Control Panel- Full color 9" touch panel. Footprint-11'x 4'.

Equipment Up-time: Each copier must maintain 98.5% uptime in any given month (equals downtime of no more than 10.5 hours in the month, per machine), or the District reserves the right to deduct \$150.00/day from any invoice for any one of the 76+ copiers that does not maintain a 98.5% uptime (no more than 10.5 hours in a month).

The total volume of black and white copies is approximately 30,000,000 per year, using 76 MFDs. During the length of this agreement the District will be opening two additional schools and will require at least two additional machines, bringing the total to 78+ MFDs. District reserves the right to add additional devices at the lease and maintenance rates specified in the proposal. If the originally contracted model has been replaced by a newer model at the time additional machines are requested, Bidder will provide the newer model of the same capacity at the same lease rate as the original model proposed.

All on-site equipment must be "brand new". Lease fees should be specified per device model and should apply to the entire lease period.

### Current Volume by Machine and Location

The following data shows the device counts (black and white prints and copies) by machine for the one-year period of September 1, 2017 through August 31, 2018.

Building	Device Counts	Device Location	Building	Device Counts	Device Location
ADMIN	52,527	Business Servcies	LMS	416,683	Workroom
ADMIN	216,331	Instructional Support	LMS	583,556	Library Workroom
ADMIN	60,795	Communications	Lockwood	423,916	Workroom 1
ADMIN	114,422	Human Resources	Lockwood	411,295	Workroom 2
ADMIN	140,857	Superintendent Work Room	Maywood Hills	894,629	Workroom
ADMIN	117,743	1 North Special Ed - Vision	Moorlands	410,759	Workroom 1
ADMIN/TECH	39,448	1 South Technology	Moorlands	463,851	Workroom 2
Arrowhead	706,758	Workroom	NCHS	713,507	1160
Bear Creek	225,003	Room 131	NCHS	298,924	Counseling Workroom
Bear Creek	286,184	Upstairs MDF	NCHS	644,707	Room 2114
BHS	347,606	Workroom	NCHS	167,248	Room 3242
BHS	868,922	Room 772	Networks	108,991	2nd Floor Admin
BHS	212,196	Room 334	NSMS	566,219	Workroom 1
BHS	619,295	Kitchen/Bathroom Bld 100	NSMS	702,006	Workroom 2
Canyon Creek	647,503	Workroom 1	SAS	154,233	Room 106
Canyon Creek	242,002	Workroom 2	Shelton View	556,085	Workroom
COS	184,318	Workroom A103	Support Svcs	763,132	Graphics
Cottage Lake	360,184	G106 Workroom	Support Svcs	24,356	Special Ed
CPMS	385,957	Workroom	Support Svcs	40,063	Capital
CPMS	590,231	1st Floor 200 Bld Prep	Sunrise	559,146	Workroom
CPMS	394,355	Room 140	SVMS	473,519	Workroom 1
Crystal Springs	649,851	Workroom	SVMS	379,627	Workroom 2
East Ridge	453,295	Workroom	SVMS	494,676	Para Lounge
Fernwood	706,516	Workroom 1	TCMS	234,769	Workroom
Fernwood	371,587	Workroom 2	TCMS	514,894	Room 111
Frank Love	379,129	Workroom 1	TCMS	506,555	Room 205
Frank Love	397,367	Workroom 2	Transportation	83,100	Transportation
Hollywood Hill	312,481	Workroom	Wellington	327,245	Workroom 1
<b>IHS- MFD 2</b>	<b>661,368</b>	<b>Workroom 1</b>	Wellington	234,368	Workroom 2
HIS	365,182	Workroom 2	Westhill	467,881	Workroom
HIS	85,905	Counseling Workroom	WHS	779,162	Room 710 1
Kenmore Elem	547,739	Workroom 1	WHS	539,476	Room 710 2
Kenmore Elem	240,461	Workroom 2	WHS	677,287	Room 255 Storage
KMS	457,853	Workroom 1	WHS	412,296	Room 355 Storage
KMS	565,802	Workroom 2	WHS	761,312	155 Book Room
Kokanee	488,035	Workroom 1	Woodin	628,936	Workroom
Kokanee	394,008	Workroom 2	Woodin	263,760	Art Room
			Woodmoor	569,284	Workroom 1
			Woodmoor	600,184	Workroom 2

## 2.03 GRAPHICS CENTER DIGITAL COPIERS MINIMUM SPECIFICATIONS

### **Copiers 1 and 2 Specifications**

Functions	Black and white copies.
Speed	136 prints per minute minimum.
Volume	Recommended volume up to 1,000,000 copies per month.
Capacity	Standard Paper Trays Configuration: 3 Standard Trays -1 tray- 8.5 x 11 - 1,000 sheet capacity -2 trays- 8.5 x 11 up to 12 x 18 550 sheet capacity 3 Additional Paper Trays -8.5x 11- 5,000 capacity 1 Bypass Tray with 550 sheet capacity Cover Interposer Tray
Finishing	3,000 sheet capacity shift tray and 250 sheet proof tray Stapler, 2 and 3 hole punch up to 100 sheets in both portrait and landscape position. Booklet Finisher up to 20 sheets. 1 of the 2 machines must include a GBC Punch- 19 hole punch and 2 dies.
Paper Sizes and Weights	2 trays 8.5 x 11 up to 80#. 1 tray 8.5 x 11 up to 90#. Bypass Tray up to 13 x 19.2 sheet size. Bypass tray up to 110# index/216gsm.
Additional Requirements	Print controller- EFI Fiery Controller, Command Workstation or equivalent. Control Panel- Full color 9" touch panel. Footprint-11' x 4' Any software required to run on a Windows computer must be supported under Windows 10 in 64-bit mode.

### **Copier 3 Specifications**

Functions	Black and white and color copies. Digital Color Machine Copy and Print Resolution- 2400x4800 Scan Resolution up to 600DPI Print Resolution 2400 x 4800DPI Max Printable Area-12.6" x 18.9"
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Speed	85 copies per minute of 8.5 x 11 size both in color and black and white. Ability to run at rated speed-85ppm LTR, 43ppm 13 x 19 @360 GSM. Two sided print at rated speed- 85ppm LTR,43ppm 13 x 19
Volume	Duty Cycle- 700,000 Monthly Volume- 240,000
Capacity	2,200 sheets Tray 1 – 8.5 x 11, 2,200 sheets. Tray 2 & 3 – 5.5” x 8.5” to 13”x18”, 1,100 sheets. Additional 4 Paper Trays Vacuum Feed - 4,400 each drawer, up to 13 x 19.2 sheet size and up to 360 GSM Bypass Tray 500 sheet capacity up to 13 x 19.2 sheet size, up to 80# cover 216gsm Cover Interposer Tray
Finishing	3,000 sheet capacity shift tray and 250 sheet proof tray Stapler and 2 and 3 hole punch up to 100 sheets in both portrait and landscape position. Booklet maker- staple and fold 35 sheets for 140 page book, include square fold and face trimmer.
Additional Requirements	Footprint- 27’ x 6’ Full color 9" touch control panel. Print controller- EFI Fiery Controller, Command Workstation, or equivalent. Any software required to run on a Windows computer must be supported under Windows 10 in 64-bit mode.

Anticipated Volume for Copiers

<u>Copiers</u>	<u>Black and White</u>	<u>Color</u>	<u>Total</u>
Copiers 1 and 2	3,310,345	0	3,310,345
Copier 3	8,000,000	4,000,000	12,000,000

All on-site equipment must be "brand new". Lease fees should be specified per device model and should apply to the entire lease period.

District reserves the right to add additional devices at the lease rates specified in the proposal. If the originally contracted model has been replaced by a newer model at the

time additional machines are requested, Bidder will provide the newer model of the same capacity at the same lease rate as the original model proposed.

#### 2.04 DELIVERY, INSTALLATION, AND TRAINING SERVICES

Bidder shall propose a plan for delivery, installation and training as part of their response. Bidder shall schedule one of the MFDs intended for the District Administration Center to be delivered on or before June 4, 2019 to the Technology Department where that MFD will be used to develop a configuration for all other MFDs deployed in District buildings, with the exception of the Graphics Shop equipment. Deployment of the remaining MFDs will begin June 28, 2019. All MFDs shall be completely installed, connected to the District network, and shown to be functioning properly on or before 4:00 p.m. on July 11, 2019. The delivery schedule should take into account that the District is closed on July 4th and July 5th. The District will provide suitable power and network connection at each machine location prior to the installation dates. On-site training for each location shall occur prior to August 26, 2019.

Bidder will coordinate with a designated contact at each location to schedule delivery, installation, and on-site training. Bidder should use a phased approach to deliver, install, and train a few locations at a time until these services are complete. Bidder shall coordinate with current vendor to immediately install a replacement as machines are removed by current vendor. Bidder must work with Technology staff who will be on-site during delivery to verify the correct operation of the device for copying, scanning and printing. Upon confirmation from Technology that the machine is fully functional, Bidder can move to the next MFD and repeat the process.

Most of the current leases expire June 30, 2019. Five of the current MFD 1 devices are under current lease agreements that expire between July 1, 2019 and October 31, 2019. These five devices will remain in place until the lease expires and will not be subject to the date requirements in the project schedule above. District will work with the selected Bidder to create a separate schedule for the installation and training tasks related to these five devices. The lease terms for these machines will expire at the end of the five-year lease period for all equipment indicated above.

Prior to scheduling the delivery of any equipment, Bidder must provide the District with all technical and environmental requirements for the delivery and installation of the equipment including:

- Electrical circuit,
- Special grounding,
- Actual space requirements, and
- Temperature limits.

Upon installation of any MFD, the School Site must receive a manual (either hard-copy, digital, or online access) with the necessary functional instructions for each MFD. Manuals for each location should contain at a minimum instructional materials on

scanning, copying and print functions, including double and single-sided printing, collating, stapling, color scanning and other functional use for each model to be deployed within the location, as well as information on how to replace consumables in the MFD.

Bidder is responsible for removing any and all packing supplies upon delivery, as well as coordinating with the District's Installation Team for access, placement, and initial setup. Equipment to be networked must be coordinated with the District Technology Department network staff for appropriate configuration before connecting to the District network.

For the purpose of chargebacks, the Bidder will be required to install access codes in all of the convenience fleet copiers. A minimum of two access codes will be required for each device. Access codes should be the same for all machines at the same location.

Bidder is responsible for relocating equipment associated with copiers moving to new or remodeled school sites, or relocation of copiers associated with right-sizing of under or overused equipment.

Any equipment delivered must perform to manufacturer's specifications within two (2) days of the receipt of the equipment, and at District Administrator's request be replaced or the defective unit repaired under the manufacturer's warranty to meet the specifications.

Training will be provided on-site at each location by Bidder. Training should include technical instruction on machine functionality. Training should include, at a minimum: device operation (including scanning, printing and copying), replacement of staples, how to load paper, how to report issues with device (service calls), how to run reporting or diagnostics, and how to clear jams or resolve other issues.

Bidder is responsible for the removal of all leased equipment at the end of the lease term. This includes:

1. Coordination of the removal process with the selected finance or banking institution, as well as with District staff for admission into buildings.
2. Removal within twenty (20) days of the end of the lease term. Any exception to this timeline requires signed approval by the DISTRICT ADMINISTRATOR. Failure to remove devices within 20 days will result in damages equal to actual costs associated with the delay FOR EACH DAY, FOR EACH MACHINE THAT EXCEEDS THE 20 DAY REMOVAL PERIOD. Additionally, any fines associated with safety violations will be paid by Bidder.
3. Responsibility for costs associated with removal including, but not limited to labor, packing, trucking/shipping, damage, and/or disposal.
4. Responsibility to purge data from the MFD storage (hard drive, flash drive, or other built-in storage that could retain data from scans, copy jobs, or print jobs) by either

erasing the storage or physically destroying the storage. A reset of the device to factory defaults will NOT qualify as erasing the storage.

## 2.05 MAINTENANCE OF MFDS AND DIGITAL COPIERS

Bidder shall provide two (2) dedicated technicians to exclusively support the District's fleet. Technicians will call back or respond within one hour to District service calls. If Technicians are required to come on-site to address issues, they will arrive within four hours of this determination. If parts are not readily available and need to be shipped, Technician will have all parts shipped for next-day delivery. Technicians will be required to have background checks completed in accordance with the terms of the Sample Contract. Technicians will be required to sign in and sign out at the front desk of each school site for every visit. Technicians will provide scheduled maintenance of the MFDS and Copiers including cleaning devices at least once per month based on machine usage.

Bidder shall provide technical support to provide software solutions, hardware training, software updates and maintenance at no additional charge for the length of the contract.

Bidder shall include all supplies required for the operations of the devices with the exception of paper. Toner and Staples should be available for order both online and via phone. These supplies must be shipped within 3 days of placing an order.

Bidder shall specify its process for executing firmware updates. Bidder shall include in its proposal the process for updating firmware. Firmware updates shall be scheduled at least two weeks in advance. All firmware updates must be tested by the District Technology Department before they are implemented District-wide.

Bidder will meet with District Representative quarterly and review machine service report. The machine service report should be an Excel spreadsheet containing service records for each machine. At the conclusion of each quarterly meeting it will be determined which machines did not maintain a 98.5% uptime and the district will enforce the \$150.00 deduction from the next months invoice.

District shall not be charged for scans. Service and repair fees will be charged as a cost per page print charge. The price per page must be proposed at a flat rate. Escalating charges will not be accepted. The cost per page must be a fixed rate for all paper sizes at all District sites for the five-year lease term.

## 2.06 OPTIONAL PRODUCTS AND SERVICES

Bidder shall provide information and pricing for solutions that will meet the following requirements. District reserves the right to purchase the proposed solution at District's sole discretion.

### **Option 1: Proximity (HID) Card MFP Login**

District is interested in hardware and/or software that would allow District staff to use their HID access control proximity cards to log in to an MFP.

### **Option 2: Software Solution to Track Proximity Card Login**

District is interested in additional software or services that would allow staff to configure their card login once and have it apply to all MFP devices.

### **Option 3: A Web-Based Job Submission Tool**

- A. Northshore School District is looking for software or an online service (either on-premises or hosted) or a combination of the above (“Product”) to be used to receive and manage print jobs by Northshore School District’s Graphics Center. The Product would be used by staff and customers to submit print jobs, and would also be used by District Graphics Center operators to manage the jobs from receipt through delivery, and must include pricing management. The Product must be customizable so that Northshore School District can define which options are available to which organizations and users (e.g. type of paper, finishing, etc.), as well as the cost for each option and what information will be captured for each job that is submitted (e.g. user name, location/department information etc). The Product must also provide reports on the print jobs that can be exported in .csv and/or Excel formats, with the ability to create free form reports from selected fields on an *ad hoc* basis. At least one report must show the total number of pages submitted by a user, location, or department and another report must show job costs(s) for a specific time period for a user, location or department.

Your response should include the name of the software and or services included in the Product and the versions of each that would be provided. If any additional modules, add-ons, or other components or third-party products would be required to meet the requirements below, then the same information on each of those should also be included. Your response should also include details on how the Product meets the Minimum Requirements listed below and pricing information.

B. Minimum Specifications/Features:

- User Role-based System Access - The Product must have the ability to assign roles to users with different levels of system access.
- Software Certification/Hardware Installation of Software Certification - The Bidder must be certified by the product manufacturer(s) to acquire, install, and provide service(s)
- Supported Client Operating Systems - The Product must support Windows 7 and Windows 10 or later and Mac OS X 10.12 and 10.13 or later.

- Supported Web Browsers - If the Product uses a web interface for any portion of its offering, it needs to work on versions of the following web browsers released in the last 12 months: Firefox, Chrome, and Safari. It must work on these browsers when they are running on Windows, Mac OS X, and ChromeOS.
- Supported Server Operating Systems (for On-Premises solution) - The Product must run on Windows Server 2016 or later, Debian Linux release 8 or later, or Ubuntu Server 16.0.4 LTS or be available as a “black box” solution where system updates are included in the product updates.
- Virtual Servers Supported - The Product must be able to run without limitation in operation or support on virtual servers running under VMWare ESX version 6.7 or later.
- Automatic File Conversion During Upload - The Product must provide automatic conversion of common file types to PDF during upload.
- User Authentication - The Product must be able to connect to Microsoft Active Directory to authenticate client logins or support OAuth2 or SAML authentication for users submitting print jobs.
- User Quotas and Limits - The Product will allow users to be assigned quotas, threshold warnings, and/or limits based on features, usage, costs or any combination.
- User-Specific Document Library-The Product will provide the ability for a user to store jobs for re-production.
- Organization-Specific Document Library- The Product must provide the ability for documents to be stored in a library accessible by all District staff.
- Job Ticket as a Dynamic Data Form
- Business Card and Stationery Templates
- User-Provided Due Date
- System Turn-Around Time Default
- Job Status Notification to User The system must provide automatic notification to the user
- Pre-Submission Job Preview by User the user must be able to see an accurate screen representation of the final document produced as requested.
- No “Impossible” Jobs Can Be Submitted
- Reorder - reorder past jobs
- Job Ticket - include all job specifications, billing information, date, delivery method requested, name and phone number of customer
- Black/White/Color Page Cost - Black/White/Color page costs can be calculated during the job build.
- Pricing for Device-Based Services - i.e., stitching, booklet-making, hole-punching
- Paper Attribute Cost Differentiation
- Cost Identification/Simultaneous Cost Allocation/Multiple Sub Accounts
- Submission Approval Management-Submission approval management is required.

- Invoice Creation-generate invoices.
- Reporting/Automatic Generation and Distribution of Reports - by job type/user/group/budget code for a specified period;
- Invoice Reporting - Invoices will report by User and Organization.
- Pre-Press Functionality/Pre-Flighting of Jobs
- Load Balancing Between Devices - ability to have workflow automatically balance between production devices
- Automatic Job Release - ability to have jobs automatically release from the job queue
- Primary Operator View of Job Queue

### C. Implementation

Northshore School District understands that the implementation schedule is dependent upon the final configuration of the solution, as well as whether the solution is hosted or server-based. Northshore School District also understands that the Bidder, if awarded the contract, will require additional information before finalizing an implementation schedule. For the purposes of this RFP, please consider the following: Northshore School District's Graphics Center is not currently using this type of software and Northshore School District has approximately 1,000 users.

#### a. Implementation Timeline

Please include in your proposal an estimate of the number of weeks expected from project kickoff to a go-live date for a fully functional solution. Please list the expected number of NSD staff hours for Northshore School District Graphics Center staff and IT required over the course of implementation.

#### b. Implementation Plan

Please provide a general Implementation Plan in PDF form, outlining the project phases and the calendarization of events.

### **Option 4: Centralized Print Management Service**

District is interested in software and/or services to manage print jobs to District networked printers and MFDs ("Print Management Product"). The Print Management Product should offer some or all of the following features:

- Intercept print jobs that would result in more than a District-specified number of pages and offer user the option to send to an MFD instead to save money;
- Intercept print jobs from computers identified by District as "student" computers and require staff authorization to print more than a District-specified number of pages per job;
- Identify student print jobs by student login and limit printing to a District-assigned maximum number of pages per week or month;

- Intercept print jobs to a printer if they are not from a District-assigned list of allowed devices that can print to that printer and send an error back to the user;
- Intercept attempts to print on networks other than the one to which the device is connected and warn the user;
- Provide a printing interface for ChromeOS-based devices;
- Provide a printing interface for iOS-based devices
- Provide a printing interface for Android-based devices

The Print Management Product must meet the following minimum requirements:

- Must work with networked printers from Hewlett-Packard;
- Must work with the MFDs specified in this bid response;
- Must work on Windows computers running Windows 7 or Windows 10 in 32-bit or 64-bit mode;
- Must work on Macintosh computers running Mac OS X 10.11 through 10.14;
- If it supports printing from ChromeOS devices, it must support all releases of ChromeOS currently supported by Google;
- If it supports printing from iOS-based devices, it must support all versions of iOS released in the last 18 months;
- If it supports printing from Android-based devices, it must support all versions of Android released by Google in the last 18 months;
- If it requires software running on an on-premises server, the software must meet the following minimum requirements:
  - Must run under Windows Server 2016 or later, or Ubuntu Server 16.0.4 LTS or later, or Debian 9 or later; or be offered as a “black box” solution where the system updates are part of overall product updates;
  - Must be able to run on virtual servers running under VMware ESX 6.7 or later;
  - Must not require a USB dongle for operation;
- If any portion of the product is operated through a web-based interface, that interface must work on all versions of Firefox and Chrome released in the last 12 months

**COPY MACHINE LEASES AND MAINTENANCE****PART 3 – CONTENT, FORM, AND EVALUATION OF PROPOSALS****3.01 CONTENT**

- A. Interested Bidders are cautioned to provide as much detail as possible pertaining to their capabilities and experience to the services outlined in this proposal, however Bidders should not include extraneous marketing materials. Information shall be presented in a clear, comprehensive, and concise manner and in the format prescribed below.
- B. At a minimum, each proposal must include the following items:
- a. Cover Letter
  - b. Company Information and References (Attachment A.)
  - c. Certifications (Attachments B, C, & D)
  - d. Technical Proposal
  - e. Cost Proposal (Attachment E)
- C. The proposal shall be organized in the following format:
- a. Cover Sheet
  - b. Table of Contents
  - c. Cover Letter
    - i. No longer than 1 double-sided page.
  - d. Company Information and References
    - i. Provide response to Evaluation Criteria 3.02A below using Attachment A form.
    - ii. Resumes requested.
  - e. Technical Proposal
    - i. Provide Responses to the Evaluation Criteria 3.02B-E below.
    - ii. No longer than eight (9) double-sided 8 ½" x 11" pages.
  - f. Cost Proposal
    - i. Provide response to Evaluation Criteria 3.02F below using required Attachment E form.
  - g. Appendix
    - i. Include all required certification forms in this section (Attachments B, C and D).
    - ii. Include a breakdown of costs for the lump-sum Optional task price included on the Cost Proposal form.

### 3.02 EVALUATION CRITERIA

#### A. Prior Experience of Bidder, Including References

Specialized experience and technical competence of the Bidder, any proposed subcontractors, and key staff members. Past record of performance with other School Districts or public bodies and with private industry, including such factors as quality of work, ability to meet schedules, responsiveness, and cooperation. Recent experience of the Bidder and successful completion of work of a similar type and complexity will be a material consideration.

#### **Proposal Requirements:**

- a. Completion of Attachment A, Company Information and References form, including:
  - i. Brief resume of the Bidder, including: home and branch office information; date established; former name(s); and type of ownership or legal structure.
  - ii. Brief resume of the Account Manager or individual who will serve as the primary point of contact for the Bidder if selected. Brief resumes for two proposed Technicians.
  - iii. Three references from former or current clients related to the required tasks above including contact name, phone number, email address, and a brief description of the work performed. One additional reference from a former or current client relating to Optional Task 3 above, including contact name, phone number, email address, and a brief description of the work performed. Northshore School District and its current or past retired employees may not be used as references. References will be contacted, therefore accurate contact information is required. Failure to provide accurate contact information may result in scoring deductions.

#### B. Products and Equipment Proposed

Products proposed should meet or exceed the specifications outlined in Part 2 above. This response should address all required products and equipment. Proposals should demonstrate an understanding of the needs of District and propose a solution to meet those needs.

#### **Proposal Requirements:**

- a. Device information for the Administration and School-Based MFDs proposed. Response should demonstrate how the proposed devices meet or exceed specifications in Section 2.02 above.
- b. Equipment information for the Graphics Center Digital Copy Machines proposed. Response should demonstrate how the proposed devices meet or exceed specifications in Section 2.03 above.

### C. Services Proposed

Services proposed should meet or exceed the specifications outlined in Part 2 above. This response should address all required services. Proposals should demonstrate an understanding of the needs of District and propose a solution to meet those needs.

#### **Proposal Requirements:**

- a. Delivery, Installation, and Training Services
  - i. An overview of how the services provided will meet or exceed the requirements of Section 2.04.
  - ii. Proposed plan for delivery, installation and training using a phased approach. This plan should include suggested timelines and efforts to minimize interruption of access to functioning devices.
  - iii. Brief overview of on-site training to be provided.
- b. Maintenance of MFDs and Digital Copiers
  - i. An overview of how the services provided will meet or exceed the requirements of Section 2.05.
  - ii. A description of the maintenance and support services including response times, service levels, etc.
  - iii. A description of the communication protocol for receiving District information, assigning an employee to assist, and management of the account.

### D. Options

Information provided in this response will not be scored, however a response is required. This response should address all requested optional products and services.

#### **Proposal Requirements:**

- a. Provide an overview of the proposed products and services for Option 1.
- b. Provide an overview of the proposed products and services for Option 2.
- c. Provide an overview of the proposed products and services for Option 1.
  - i. Indicate how the proposed products and services meet the minimum requirements.
  - ii. Provide an implementation timeline and plan.
- d. Provide an overview of the proposed products and services for Option 2.
  - i. Indicate how the proposed products and services meet the minimum requirements.

### E. Pricing

Pricing should include all applicable costs to the District for the equipment, products and services requested for the length of the contract period.

**Proposal Requirements:**

- a. Completed Cost Proposal Form.

**3.03 EVALUATION OF PROPOSALS**

- A. Once received, Proposals will be evaluated for responsiveness. A Proposal will receive a pass/fail determination for each of the following criteria:
  - a. Submission of one original proposal, one electronic copy, and the correct number of paper copies. Proposal must comply with all page limit requirements.
  - b. Proposal contains the minimum required sections indicated in Section 3.01B of the RFP.
  - c. Bidder provided an active Washington Business License number
  - d. Bidder is not debarred from receiving government funds
  - e. All required forms and the cover letter have signatures of authorized person.
  - f. Bidder is able to provide all equipment, products and services requested in Section 3 of the RFP.
  - g. Any other criteria which may be relevant to this determination.
  
- B. If a Proposal receives a pass score from the responsiveness evaluation, it will proceed to responsibility evaluation. Evaluations will be based on the criteria listed below. The District assign points to each responsive proposal at its own discretion.

<b>CRITERIA</b>	<b>MAX. POINTS</b>
Price	35
Prior Experience of Bidder, Including References	15
Products Proposed	25
Services/ Technology Support Proposed	25
Interviews (Only Selected Bidders)	30
<b>TOTAL</b>	<b>130</b>

- a. Points for Price will be awarded based on the anticipated five-year total cost of the Administration and School-Based Convenience MFDs and the Graphics Center Digital Copiers. The lowest cost proposal will be awarded a score of 35. Pricing scores will be reduced by 5 points for each following proposal (ex.-The second lowest cost proposal will receive a score of 30, third-lowest will receive 25, etc.). In the event that proposals indicate the same price, they will receive the same numerical score.
- b. The District reserves the right to contact Bidders to clarify proposals and/or ask for additional information.

- c. The District reserves the right to waive any irregularity in any proposal, to accept or decline any and/or all of the proposals, to take no action whatsoever, and/or to request the submittal of new proposals. All proposals submitted become the property of the District and will not be returned.
- C. District may select Bidders with the highest evaluation scores to proceed to the interview stage at District's discretion. Interviews will be awarded a maximum of 30 additional points. Points earned in the interview stage will be added to the evaluation score to determine a total score. Interviews may include sales presentations, Q&A, product demonstrations and testing, and any other format the District selects. The form and schedule of interviews will be at the sole discretion of the District and will be communicated by written correspondence at the time Bidders are notified of interview selections.
  - D. Once scoring for interviews and any product testing is complete, District will determine which Bidder has the highest total score. District will issue a Notice of Intent to Award a contract to the highest-ranked Bidder. All Bidders who submitted a proposal will be notified in writing of this decision.

#### 3.04 EXCEPTIONS

- A. Bidder is expected to provide all required equipment, products, and services included in Section 2 above. If Bidder is not able to meet these requirements, Bidder may submit a statement in the Appendix of its proposal indicating any requirements which cannot be met. These requirements should be clearly identified by reference to the Section number of the RFP where the requirements can be found. Bidder shall provide a detailed statement indicating why these requirements cannot be met. District reserves the right to evaluate these requirements and determine whether to determine that the proposal is non-responsive or remove the requirement from consideration for all proposers and equitably evaluate all proposals based on the revised requirements. Bidder is strongly encouraged to request a revision to the requirements using the process indicated in Section 1.05 of the RFP prior to the due date for proposals.
- B. Bidder shall review the Sample Contract for this RFP and be prepared to execute this document if selected. If Bidder would like to request revisions to the Sample Contract terms, Bidder shall submit a statement in the Appendix of its proposal indicating any terms that it would like to negotiate. These terms should be clearly identified by reference to the Section number of the Sample Contract where the terms can be found. Bidder shall clearly indicate the suggested revisions to terms. District reserves the right to negotiate these contract terms with the selected Bidder.

**COPY MACHINE LEASES AND MAINTENANCE**

**ATTACHMENT A**

**COMPANY INFORMATION AND REFERENCES**

**I. Brief Resume of Bidder**

Company Name: \_\_\_\_\_

Date Established: \_\_\_\_\_

Former Names (if any): \_\_\_\_\_

\_\_\_\_\_

Type of Ownership or Legal Structure: \_\_\_\_\_

Corporate Address: \_\_\_\_\_

\_\_\_\_\_

Branch Address (if applicable): \_\_\_\_\_

\_\_\_\_\_

**II. Resumes**

Attach resumes for the individuals who will serve as the Account Manager and two Technicians. Resumes should be no longer than one single-sided page.

**III. References**

Four references are required. References will be contacted, therefore accurate contact information is required. Failure to provide accurate contact information may result in scoring deductions.

**Reference 1**

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Brief Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reference 2**

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Brief Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reference 3**

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Brief Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reference 4- Optional Task 3: Web-Based Job Submission Tool**

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Brief Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COPY MACHINE LEASES AND MAINTENANCE**

**ATTACHMENT B**

CERTIFICATION

Pursuant to and in compliance with this Request for Proposal and all documents relating thereto, the undersigned hereby offers to furnish and deliver any or all of the articles enumerated at the prices quoted herein.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Legal Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

UBI Number: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

**Acknowledge receipt of addendum #** \_\_\_\_\_ **through** \_\_\_\_\_.

**COPY MACHINE LEASES AND MAINTENANCE**

ATTACHMENT C

DEBARMENT CERTIFICATION

\_\_\_\_\_ certifies that to the best of their knowledge/belief that neither \_\_\_\_\_ as an individual and/or the company and its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department.

“Principals”, for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager, plant manager, head of subsidiary, division, or business segment, and similar positions).

\_\_\_\_\_ shall provide immediate written notice to Northshore School District if at any time during the term of this Agreement, including any renewals hereof, if such certification was erroneous when made or has become erroneous by reason of changed circumstances. Based on such notification, or if Northshore School District should determine at any time that this certification is false, Northshore School District reserves the right to review the status of the organization and if necessary, terminate this agreement.

Should individual/company enter into a covered transaction with another person at the next lower tier, we agree by signing this agreement that we will verify that the person with whom we intend to do business is not excluded or disqualified. We will do this by:

- (a) Checking the federal Excluded Parties List System (EPLS); or
- (b) Collecting a certification from that person if allowed by this rule; or
- (c) Adding a clause or condition to the covered transaction with that person.

Individual and/or company agree by signing this agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous.

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name Company

**COPY MACHINE LEASES AND MAINTENANCE**

**ATTACHMENT D**

**COOPERATIVE PURCHASING INFORMATION**

In the event another area school district or public entity has the need for the same services, they may wish to utilize another executed bid in the area. RCW 39.34 allows cooperative purchasing between public agencies in the State of Washington. Public agencies that have, or in the future file an Interlocal Cooperative Purchasing Agreement with the District may purchase from the District's contracts, provided that the Bidder has agreed to such participation.

If the cooperative purchasing process is allowed, then each district will take responsibility for its own purchase orders, payment procedures, evaluations, and scheduling of Bidder's services. Each district will take responsibility for performance of any purchasing contract with the Bidder.

Each Bidder shall indicate on this bid form whether it will honor the pricing and terms and conditions to other public agencies in accordance with this Agreement's terms and conditions. Award of the contract(s) will not be affected by the Bidder's agreement to allow cooperative purchasing. The District will not have any responsibility or liability for orders issued by other public agencies utilizing the District's contract through an Interlocal Agreement.

As per the terms and conditions of this contract, will the Bidder allow public agencies in addition to Northshore School District to purchase from this contract?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ (check one)

If yes, Bidder will have opportunity to review ability to perform/deliver to requesting agencies prior to commencement of services.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Printed Name

Company

**NORTHSHORE SCHOOL DISTRICT NO. 417**

**REQUEST FOR PROPOSAL**

## COPY MACHINE LEASES AND MAINTENANCE

### ATTACHMENT E

#### COST PROPOSAL

Attachment E: Cost Proposal is a MS Excel spreadsheet available on the District website at <http://www.nsd.org/business>. This Attachment must be submitted as part of the electronic proposal copy in MS Excel format. Hard copies shall be printed and included with the hard copy proposal submission.

For technical assistance with this form, please use the communication protocol specified in Section 1.05 of the RFP document.

**COPY MACHINE LEASES AND MAINTENANCE****ATTACHMENT F****LOCATION LIST**

Bothell Sr. High  
9130 NE 180 ST  
Bothell, WA 98011-3360

Inglemoor Sr. High  
15500 Simonds RD NE  
Kenmore, WA 98028-4430

North Creek Sr. High  
3613 191st Place SE  
Bothell, WA 98012

Woodinville Sr. High  
19819 136 AVE NE  
Woodinville, WA 98072-8775

Secondary Academy for Success  
22107 23 DR SE  
Bothell, WA 98021-4409

Canyon Park Middle School  
23723 23 AVE SE  
Bothell, WA 98021-9644

Kenmore Middle School  
20323 66 AVE NE  
Kenmore, WA 98028-2052

Leota Middle School  
19301 168 AVE NE  
Woodinville, WA 98072-8426

Northshore Middle School  
12101 NE 160 ST  
Bothell, WA 98011-4141

Skyview Middle School  
21404 35 AVE SE  
Bothell, WA 98021-7832

Timbercrest Middle School  
19115215WayNE  
Woodinville, WA 98077-7191

Arrowhead Elementary  
6725 NE Arrowhead Drive  
Kenmore, WA 98028-4343

Bear Creek Elementary  
18101 Avondale RD NE  
Woodinville, WA 98077-9183

Canyon Creek Elementary  
21400 35 AVE SE  
Bothell, WA 98021-7832

Cottage Lake Elementary  
15940 Avondale RD NE  
Woodinville, WA 98077-9167

Crystal Springs Elementary  
21615 9 AVE SE  
Bothell, WA 98021-7609

East Ridge Elementary  
22150 NE 156 PL  
Woodinville, WA 98077-7489

Fernwood Elementary  
3933 Jewell RD  
Bothell, WA 98012-7331

Frank Love Elementary  
303 224 ST SW  
Bothell, WA 98021-8335

Hollywood Hill Elementary  
17110 148 AVE NE  
Woodinville, WA 98072-9053

Kenmore Elementary  
19121 71 AVE NE  
Kenmore, WA 98028-2618

Kokanee Elementary  
23710 57 AVE SE  
Woodinville, WA 98072-8625

Lockwood Elementary  
24118 Lockwood RD  
Bothell, WA 98021-9419

Maywood Hills Elementary  
19510 104 AVE NE  
Bothell, WA 98011-2401

Moorlands Elementary  
15115 84 AVE NE  
Kenmore, WA 98028-4709

Shelton View Elementary  
23400 5 AVE W  
Bothell, WA 98021-8529

Sunrise Elementary  
14075 172 AVE NE  
Redmond, WA 98052-2197

Wellington Elementary  
16501 NE 195 ST  
Woodinville, WA 98072-8414

Westhill Elementary  
19515 88 AVE NE  
Bothell, WA 98011-2137

Woodin Elementary  
12950 NE 195 ST  
Bothell, WA 98011-2537

Woodmoor Elementary  
12225 NE 160 ST  
Bothell, WA 98011-4167

Sorenson Early Childhood Ctr.  
19705 88 AVE NE  
Bothell, WA 98011-2121

Northshore Admin Center  
3330 Monte Villa Parkway  
Bothell, WA 98021

Northshore Transportation Center  
21325 20<sup>th</sup> Avenue SE  
Bothell, WA 98021

Support Services Building  
22105 23<sup>rd</sup> Drive SE  
Bothell, WA 98021

**COPY MACHINE LEASES AND MAINTENANCE**

**ATTACHMENT G**

**SAMPLE CONTRACT**

Attachment G: Sample Contract is a PDF Document available on the District website at <http://www.nsd.org/business>. Bidder shall review the Sample Contract and be prepared to execute this document if selected. If Bidder would like to request revisions to the Sample Contract terms, Bidder shall submit a statement in the Appendix of its proposal indicating any terms that it would like to negotiate. These terms should be clearly identified by reference to the Section number of the Sample Contract where the terms can be found. Bidder shall clearly indicate the suggested revisions to terms. District reserves the right to negotiate these contract terms with the selected Bidder.