

OAKWOOD CITY SCHOOL DISTRICT REQUEST FOR PROPOSALS DUPLICATING AND COPY MACHINES

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The Board of Education, Oakwood City School District, is seeking pricing proposals for duplicating, copying machines.

- I. The district wants to replace/renew current multi-year duplicating and copier lease contract. Current contract with Woodhull, LLC expires August 16, 2022. New copier equipment agreement must manage the current print demand (See attached copier list and building locations). Proposals should include options for both 48 and 60-month terms each indicating price changes by year.
 - a. The proposals are required to provide a solution to address the following needs:
 1. All functionality of copiers must work with Mac, Chrome OS, and Windows
 2. Copier service, maintenance, parts, training, and supplies
 3. Multifunction device service, maintenance, parts, and supplies
 4. Document imaging features (color scan, scan to email, scan to location)
 5. Data security and access control
 6. Use monitoring and reporting
 7. Appropriate licensing for solution
 8. Supplies included should be specified (toner, staples, etc.)
 11. Meet or exceed current copier functions
 12. Quality assurance guarantees
 13. Manufacturer and/or vendor warranties
 14. Clearing of data within any equipment that is removed from service
 15. All expenses related to the return of equipment, removal of equipment, etc upon contract expiration or termination.
 16. A rotation of equipment to balance machine usage within the district
 17. Installation of new equipment must be done between August 1 and 10th.

The objective of the RFP is to locate a source(s) that will provide the best overall value to the owner. While price is a significant factor, other criteria will form the basis of award decision, as more fully described in the Evaluation Factor section of this RFP.

II. Submission Guidelines and Requirements

The following submission guidelines and requirements apply to this RFP

- a. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this RFP.
- b. Bidders should submit proposals no later than 3:00 PM on 7/5/22.
- c. Bidders must list at least three projects that are substantially similar to this project as part of their response, including references for each.
- d. Price proposal should indicate the lease agreement price and any additional printing or installation costs for the project. All price proposals should be itemized with the total annual price for the lifetime of the contract. **The proposal should include 48 and 60-month options.**
- e. Optional items offered outside of district requirements should be listed separately.
- f. Proposals must be signed by a representative that is authorized to commit bidder's company.
- g. A proposed Timetable to include Implementation and Transition Plan that ensures the installation of new equipment is completed between 8/1/22 and 8/10/22.
- h. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
- i. Proposal may be hand-delivered or mailed to:

Oakwood City School District
Attn: Tiffany Hiser, Treasurer
20 Rubicon Road. Oakwood, OH
- j. Proposals may be emailed to hiser.tiffany@oakwoodschoools.org and sproat.matt@oakwoodschoools.org on and not before 7/5/22.
- k. Proposals must remain valid for a period of 120 days.
- l. Oakwood City School District may select one or more bidders based on itemized proposals.

III. Project Description

The purpose of the project is to upgrade copier contract for the locations listed in the attachment with similar or better equipment and capabilities. The proposal should also include a plan of support for the district-owned copier, RICOH Aficio MP 7502 location at the Oakwood Board of Education building

IV. Project Scope

- a. Oakwood City School District would like to complete the equipment installation and training starting August 1 with specific dates to be determined.

V. RFP and Project Timelines

- a. RFP distribution – 6/17/22
- b. Meeting with Vendors - At vendor request
- c. RFP deadline – 7/5/22
- d. Contract Awarded – July 11, 2022

VI. Evaluation Factors

- a. Cost, including an assessment of total cost of ownership
- b. Past experience with vendor
- c. Training to use
- d. Reputation, Relevant past performance/experience, samples of work
- e. Cost of Transition
- f. Quality of service
- g. Meets the needs of the district and responsiveness to the requirements set forth in this RFP
- h. Financial Stability
- i. Expertise of the company

VII. General Considerations

- a. The District's intent is to acquire equipment that best meets the specifications at the lowest possible cost to the District. It is acknowledged that some customization may be required to accomplish our goals. The ideal proposal will be one that requires the least customization to meet specifications. Vendors must include all costs for complete system functionality, including, but not limited to, property tax.
- b. This Request for Proposals is not and shall not be construed as an offer of a contract by the School District. Any contractual arrangement will be evidenced solely by a contract between the vendor and the School District. The School District accepts no responsibility for expenses incurred by responding vendors in the preparation or submittal of a proposal, and the School District reserves the right, in its sole discretion, to waive any irregularities, informalities or inconsistencies and to reject any and all proposals received.
- c. The District may conduct such investigations as it deem necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications, and financial ability of vendors, proposed subcontractors, suppliers, and other persons and organizations to perform and furnish the work in accordance with the proposal.
- d. All agreements shall be subject to "non-appropriation" in a form satisfactory to the District allowing for the termination of the agreements, without prejudice or cost, in the event the District is unable to appropriate sufficient funds to meet its financial obligations under the agreement. Any provision that prohibits the School District from acquiring similar equipment following an early termination of the lease and/or service agreement will not be acceptable under any circumstance.
- e. All agreements shall be subject to termination for cause resulting from an uncured default of the vendor.
- f. Upon the expiration or termination of the agreement, the vendor shall at its sole cost and expense, disconnect, package and remove the equipment.

- VIII. Oakwood City School District reserves the right to reject any and all proposals and to award to the vendor or multiple vendors that presents the best value proposal to the school district as determined solely by the Board of Education in its absolute discretion. Vendors will be evaluated based on price, qualifications and ability to meet the deadlines of the School District, and the School District may not select the vendor that submits the lowest cost quote. Additional factors that will be considered include availability of desirable options, cost, value, total cost of District usage over the life of the contract, quality, suitability, reliability of support, service history, history of customer satisfaction and resolution of customer complaints; service guarantees, ease of

use, training, references and length and conditions of vendor warranties. Vendors shall submit any information and references requested by the School District to evaluate the qualifications of the responding vendor and ability to successfully and timely complete the work.

IX. Notices:

Non-discrimination. The District does not discriminate in educational programs, activities or employment on the basis of race, color, national origin, sex, age, religion or disability.

Evidence of Qualifications. Vendor must present evidence to the District, upon request, that they are fully competent and have the necessary facilities, equipment and financial resources to perform the work required in the Specifications within the time frame required.

RFP does not create a contract. Vendor acknowledges and agrees that it has no vested contractual right until such time as a purchase order and contract have been issued.

Conflict of Interest. Vendor must include a signed conflict of interest form.

Background Checks. Vendor agrees to successfully complete background checks on all of its employees, agents, and subcontractors who provide services under this Agreement to District facilities. Vendor agrees to warrant that it will not at any time hire or utilize any individual to provide services under this Agreement on District premises where such person has been convicted of, or pleaded guilty to, any criminal offense enumerated in O.R.C. 3319.39(B) or equivalent provisions under the laws of another state or the Federal Government.

Insurance: The successful company, their subcontractors and suppliers of labor and/or materials for this project on behalf of the District, including organizations having personnel, equipment, and vehicles on District property, shall provide evidence of insurance as follows:

- a. Commercial General Liability: Including limited contractual liability \$1,000,000.00 Limit of Liability (Per occurrence)
- b. Umbrella/Excess Liability: \$1,000,000.00/\$2,000,000.00 (Per occurrence/in the aggregate)
- c. Automobile Liability: Including non-owned and hired \$1,000,000.00 Limit of Liability (per occurrence)
- d. Workers Compensation: Workers compensation and employer's insurance to the full extent as required by applicable Law

This requirement must be fulfilled by the successful vendor providing the District with a current Certificate of Insurance (standard ACORD form), showing the Board of Education of the District as an additional insured (Certificate Holder does not constitute being an additional insured), within five (5) days of Notice of Intent to Award Agreement.

The certificates of insurance shall contain a provision that the policy or policies will not be canceled without thirty (30) days' prior written notice to the District.

The required insurance must be provided by a company licensed by the State of Ohio, which company must be financially acceptable to the Administration of the District.

Insurance/Non-Liability. The District is not liable for vandalism which results in damage(s) to the property or vehicles of the Vendor. The District will not reimburse for private insurance deductibles for such vandalism. Vandalism damage is defined as damage resulting from criminal conduct for which an individual may (but not necessarily be processed under the Ohio Revised Code.

Authorization. The Vendor authorizes the District and its representatives to contact the owners and professionals on projects on which the Vendor has worked, and Vendor authorizes such owners and professionals to provide the District with a candid evaluation of the Vendor's performance. By submitting its proposal, the Vendor agrees that if it or any person, directly or indirectly, on its behalf or for its benefit brings an action against any of such owners or professional or the employees of any of them as a result of or related to such candid evaluation, the Vendor will indemnify and hold harmless such owners and professionals and the employees of any of them from any claims whether or not proven that are part of or are related to such action and from all legal fees and expenses incurred by any of them arising out of or related to such legal action. This obligation

is expressly intended for the benefit of such owners and professionals, and the employees of each of them.