

# KERRVILLE ISD COPY MACHINE RENTAL REQUEST FOR QUOTES

## SCOPE OF WORK

Kerrville ISD is considering awarding a contract for the rental of copy machines on a cost per copy basis for all school district copiers. The specifications set forth in this proposal are not intended to be restrictive. The specifications are intended to provide the proposer information regarding the number of copiers currently being used by the district, the types of copiers currently being used, and the usage of these district copiers. The intent of this proposal is to obtain the most appropriate reproduction method for Kerrville ISD at the most economical price.

## SCHEDULE OF EVENTS

Issue Request for Quotes (RFQ)	November 11, 2019
Deadline for Submissions of Questions	December 6, 2019 at 3:00 PM
RFQ Response Due Date & Time	December 12, 2019 at 3:00 PM
Kerrville ISD Trustee Meeting	January 13, 2020

## GENERAL CONDITIONS/SPECIFICATIONS

1. In order to provide a quote, SUPPLIER must participate and reference the purchasing cooperative contract they are under.
2. Quotes need to reflect the current available usage of each machine listed in this RFQ. The quote must include all supplies, parts, labor, and preventative maintenance; excluding paper and staples. Estimated monthly copy volume is no guarantee of copy volume. This is only an estimate based on past year's volumes on copiers.
3. Vendor will quote a comprehensive copier solution to replace the District's current copiers. Vendor's quote will include 5 copier categories, Office, Medium Office, Large Office, Campus, and Large Campus. Vendor's quote will also include lease duration options of 3 and 4 years for each copier category. Each copier must meet the minimum requirements listed for each category in Appendix B. Vendor has the option of proposing copiers that exceed the minimum requirements.
4. The vendor, at their discretion, may submit alternative quotes that include modifying the copier categories in Appendix B should they believe a better overall value is available and does not significantly sacrifice the original specifications and requirements.
5. The quotes must allow the District the option of selecting copiers from each category that best matches the district's needs. The District must have the ability to upgrade/downgrade copiers in each category without penalty.
6. The District must have the ability to add copiers through the duration of this contract using quoted pricing.
7. The enclosed inventory is provided for informational purposes only; it is not meant to imply that the vendor must replicate this inventory. Vendors may submit more than one quote.
8. Complete specifications describing each machine proposed must be included in the vendor response.
9. Vendor must include a list of current customers as part of the response. Please list school districts separately from other customers.
10. Vendor must submit their written standards regarding service response time. Kerrville ISD expects a service time of no more than eight (8) hours per machine service call.
11. Kerrville ISD reserves the right to accept or reject any and all quotes.

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12. All questions must be submitted in writing through email to [jarrett.jachade@kerrvilleisd.net](mailto:jarrett.jachade@kerrvilleisd.net) and are due no later than December 6, 2019 at 3:00 PM.

### SPECIFIC VENDOR REQUIREMENTS

1. Copiers will be delivered and properly installed at each location as instructed by Kerrville ISD after the contract is awarded. Copiers must be setup with access to District's Active Directory, scan to email functionality and any other mutually agreed upon configuration prior to initial deployment.
2. Training is to be provided at each machine location within 3 weeks of initial installation and on a recurring basis if needed at no additional cost to the District.
3. Vendor will provide and install all supplies (excluding paper) on all copiers in the District. This cost will be reflected in the Quoted cost per copy.
4. All maintenance costs will be reflected in the quoted cost per copy.
5. All equipment rental cost and equipment moves will be reflected in the quoted cost per copy.
6. Vendor must keep a minimum of one month's supplies (excluding paper) on hand at each copier location.
7. Vendor must invoice thirty (30) days in arrears. Vendor billing must be itemized by campus and machine. Any alternate means of invoicing must be shown as such. Invoices shall be sent directly to:  
Kerrville ISD Business Office  
Kerrville ISD  
Attn: Accounts Payable  
1009 Barnett St.  
Kerrville, Texas 78028.
8. Vendor must setup their copiers to provide automatic meter reads and must provide Kerrville ISD monthly summaries of meter readings on each machine at each location. A total cost per machine is also to be included on this report.
9. Vendor must notify the Kerrville ISD Technology Office of any changes in machine exchanges or inventory.
10. If the vendor is a dealer or a distributor other than the original equipment manufacturer, the following certification must be included with the vendor's proposal(s): "The manufacturer guarantees that should the dealer or distributor fail to satisfactorily fulfill any obligations established as a result of the contract, the manufacturer, upon default by the dealer or distributor, will assume and discharge the dealer's or distributor's obligations for the remainder of the contract adhering to the price, terms, and conditions originally proposed by the dealer or distributor.
11. All quotes must include a picture and description of items being proposed. Catalog references will not be considered responsive.
12. Quotes will be accepted on new equipment only.
13. If vendor quotes differ significantly from the current Kerrville ISD copier inventory, vendor must submit written rationale for the deviation.
14. Vendor must acknowledge that Kerrville ISD is a tax exempt entity and will not be liable for property tax on any leased equipment.
15. **PROCEDURES FOR SUBMITTING REQUEST FOR QUOTE.** All Request for Quote shall be submitted by mail or electronically in Adobe Acrobat PDF format to:

Attention: Jarrett Jachade  
Kerrville ISD  
1009 Barnett Street  
Kerrville, TX 78028  
Or  
E-mail to [Jarrett.jachade@kerrvilleisd.net](mailto:Jarrett.jachade@kerrvilleisd.net)

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## CONTRACT TERMS

1. The term of the contract will be for a period of forty-eight (48) months and can be extended by two (2) twelve month contracts upon mutual consent between Kerrville ISD and the successful proposer. If proposer determines that an alternative set of contract terms are more advantageous to the District than the ones mentioned above, then the vendor should submit this set of terms as a separate/alternate quote.
2. Renewal of this contract shall be in accordance with the Local Government Code 271.903 concerning non-appropriation clauses for multi-year contracts. The Board of Trustees of Kerrville ISD reserves the right to terminate this contract at the expiration of each budget period during the term of the contract, conditioned upon a best efforts attempt by the Kerrville ISD Board of Trustees to obtain and appropriate funds for payment of the contract.
3. Failure to renew a contract for any year due to non-appropriation of funds will not incur any cost or obligation to the District.
4. No rights or title to any copier will transfer to Kerrville ISD during or after the contract period. All equipment shall remain the property of the vendor.
5. Kerrville ISD reserves the right to have any machine replaced with one of comparable size and capabilities should the original machine prove unreliable or defective based on the opinion and experience of Kerrville ISD staff. This shall be provided at no cost to the District.
6. All hard drives or local storage must be fully erased and certified by vendor anytime a copier is replaced. Vendor has the option of removing local storage and providing it to Kerrville ISD for proper disposal.

## QUOTE AWARD

It is not the policy of Kerrville ISD to award a contract on the basis of low price alone. In evaluating the quotes submitted, the District has the right under Texas Education Code 44.031 to consider a variety of factors in order to determine the vendor that will be awarded the contract. A draft copy of the considerations to be used by Kerrville ISD in awarding its Copy Machine Rental Contract includes:

1. Overall cost to the District. (30%)
2. The qualifications and experience of the vendor. (15%)
3. The extent to which the proposed solution meet the district needs; suitability for intended use. (15%)
4. The vendor's past relationship and past performance with the District. (5%)
5. Proposed implementation plan, timetable and training options. (15%)
6. Ability of vendor to meet service expectations. (10%)
7. Remarks, Intangible, Judgment. (10%)

It is the intent of Kerrville ISD to award this contract to a single vendor.

## ENCLOSURE CHECKLIST

A complete quote package for the Kerrville ISD Copy Machine Rental Contract must include the following:

1. The Proposal Acknowledgement Form with the vendor's cost per copy proposal.
2. Vendor's comprehensive copier solution to replace the District's current copiers, including description, specifications and picture of proposed equipment.
3. Breakdown by campus and location within each campus of the proposed copier placement.

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4. Vendor's written standards regarding service response time, a list of certified service technicians on staff and available to Kerrville ISD, and the location of the Kerrville ISD service provider.
5. List of references -- current customers and organizations vendor currently services, if different.
6. Vendor's anticipated timeline for delivery, installation, and training.
7. Deviation narrative, if applicable.
8. Contract terms including rental terms.
9. Felony Conviction Notice, if applicable.
10. Alternatives to the enclosed specifications.

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Appendix A  
Current Copy Machine Information

	<b>CAMPUS/LOCATION</b>	<b>Model</b>	<b>B/W COL OR</b>	<b>CURRENT MONTHLY COST</b>	<b>CURRENT MONTHLY ALLOWANCE</b>	<b>Average B/W Monthly Usage</b>
1	THS area - Athletics Office	7225P	Color	125.89	1,580	1,713
2	THS area - Counseling	7225P/F	Color	138.44	1,580	11,594
3	THS Library	7835P	Color	157.00	5,479	12,575
4	THS G Wing	5890AP T	B/W	527.78	93,450	97,633
5	THS Office	7835P	Color	157.00	5,479	7,900
6	THS F200 (prev.Box Office)	7845P	Color	232.93	17,191	145,935
7	THS A Wing	7855AP T	Color	343.13	50,967	45,348
8	THS F Wing	5890AP T	B/W	527.78	93,450	108,976
9	THS D Wing	7855AP T	Color	343.13	50,967	70,347
10	THS Workroom	7855AP T	Color	343.13	50,967	49,412
11	HPMS-Lounge	5865P	B/W	372.72	50,967	2,458
12	HPMS	D95	B/W	662.03	93,450	104,724
13	HPMS	D95	B/W	662.03	93,450	168,944
14	HPMS-Office	7225P/F	Color	138.44	1,580	1,870
15	HPMS Gym	7225P	Color	125.89	1,580	697
16	BT Wilson Office	7835P	Color	157.00	5,479	16,378
17	BT Wilson Upstairs	5865P	B/W	372.72	50,967	65,788
18	BTWilson	5865P	B/W	372.72	50,967	73,587
20	Daniels	7835P	Color	157.00	5,479	10,682
21	Daniels	5865P	B/W	372.72	50,967	39,495
22	Daniels	5865AP T	B/W	372.72	50,967	88,618
23	Daniels	5890AP T	B/W	527.78	93,450	68,677
24	Starkey	7225P/F	Color	138.44	1,580	7,324
25	Starkey	5865AP T	B/W	372.72	50,967	82,982
26	Starkey	5865P	B/W	372.72	50,967	73,942

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27	Nimitz	7845P	Color	232.93	17,191	0
28	Nimitz	5865P	B/W	372.72	50,967	35,857
29	Nimitz	5865P	B/W	372.72	50,967	23,816
30	Tally	7845P	Color	232.93	17,191	16,843
31	Tally	5865AP T	B/W	372.72	50,967	32,363
32	Tally	5865P	B/W	372.72	50,967	38,155
33	TEC Spec Ed	7845P	Color	232.93	17,191	8,464
34	TEC Head Start	7845P	Color	232.93	17,191	14,763
35	TEC TCDC	7225P	Color	125.89	1,580	10,970
36	TEC DAS	7225P	Color	125.89	1,580	3,927
19	Student/Family Services	7835P	Color	157.00	5,479	5,296
37	Admin Office-upstairs	7845P	Color	232.93	17,191	8,804
38	Admin Office Downstairs	7835P	Color	157.00	5,479	3,348
39	Adm Training Room	7225P	Color	125.89	1,580	192
40	HCHS	7835P	Color	157.00	5,479	5,427
41	KISD Tax Office	7225P	Color	125.89	1,580	526
42	Transportation	7225P	Color	125.89	1,580	2,165
43	Maintenance	7225P	Color	125.89	1,580	1,277
44	KCJDC (Now at Technology)	7225P	Color	125.89	1,580	346
45	Stadium Fieldhouse	7225P	Color	125.89	1,580	997

# KERRVILLE ISD COPY MACHINE RENTAL REQUEST FOR QUOTE

## Appendix B Copier Categories

All devices proposed should be:

- Capable of color as well as black and white copying/printing
- NIC Card Installed (100/1000 Base-T Ethernet)
- Able to copy, print, and scan
- Able to print over the network
- Equipped with auto-document feeders
- Duplex capable
- Compatible with:
  - o Windows 7, 8, and 8.132, 64-bit, and Windows10
  - o Windows Server 2008, 2008 R2, 2012, 2012 R2 32, 64-bit, 2016, and 2019
- Allow entering a code to release color print jobs from the user's computer
- Capable of populating Staff Emails from Active Directory

Category	Specifications	Finisher
Office	<p>Speed</p> <ul style="list-style-type: none"> <li>• 25 PPM</li> <li>• 10 seconds first page out</li> </ul> <p>Duty Cycle</p> <ul style="list-style-type: none"> <li>• Average: 5,000 pages per month</li> </ul> <p>Paper Size</p> <ul style="list-style-type: none"> <li>• 3.5" x 5" to 11" x 14"</li> </ul> <p>Paper Trays</p> <ul style="list-style-type: none"> <li>• At least 2 separate trays</li> <li>• At least 1,000 sheet total capacity</li> </ul>	Duplex Staple
Medium Office	<p>Speed</p> <ul style="list-style-type: none"> <li>• 35 PPM</li> <li>• 9 seconds first page out</li> </ul> <p>Duty Cycle</p> <ul style="list-style-type: none"> <li>• Average: 10,000 pages per month</li> </ul> <p>Paper Size</p> <ul style="list-style-type: none"> <li>• 3.5" x 5" to 11" x 17"</li> </ul> <p>Paper Trays</p> <ul style="list-style-type: none"> <li>• At least 2 separate trays</li> <li>• At least 1,500 sheet total capacity</li> </ul>	Duplex Staple Collate Hole Punch

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<p>Large Office</p>	<p>Speed</p> <ul style="list-style-type: none"> <li>● 45 PPM</li> <li>● 9 seconds first page out</li> </ul> <p>Duty Cycle</p> <ul style="list-style-type: none"> <li>● Average: 20,000 pages per month</li> </ul> <p>Paper Size</p> <ul style="list-style-type: none"> <li>● 3.5" x 5" to 11" x 17"</li> </ul> <p>Paper Trays</p> <ul style="list-style-type: none"> <li>● At least 2 separate trays</li> <li>● At least 2,000 sheet total capacity</li> </ul>	<p>Duplex Staple Collate Hole Punch</p>
<p>Campus</p>	<p>Speed</p> <ul style="list-style-type: none"> <li>● 55 PPM</li> <li>● 9 seconds first page out</li> </ul> <p>Duty Cycle</p> <ul style="list-style-type: none"> <li>● Average: 60,000 pages per month</li> </ul> <p>Paper Size</p> <ul style="list-style-type: none"> <li>● 3.5" x 5" to 11" x 17"</li> </ul> <p>Paper Trays</p> <ul style="list-style-type: none"> <li>● At least 4 separate trays</li> <li>● At least 4,500 total sheet capacity</li> </ul>	<p>Duplex Staple Collate Hole Punch</p>
<p>Large Campus</p>	<p>Speed</p> <ul style="list-style-type: none"> <li>● 85 PPM</li> <li>● 9 seconds first page out</li> </ul> <p>Duty Cycle</p> <ul style="list-style-type: none"> <li>● Average: 100,000 pages per month</li> </ul> <p>Paper Size</p> <ul style="list-style-type: none"> <li>● 3.5" x 5" to 11" x 17"</li> </ul> <p>Paper Trays</p> <ul style="list-style-type: none"> <li>● At least 4 separate trays</li> <li>● At least 4,500 total sheet capacity</li> </ul>	<p>Duplex Staple Collate Hole Punch</p>



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## Appendix C Copier Category Cost

Please use the table below to specify the cost for each copier category for each specific term.

Category	Sample Model #	3 Year Agreement Per Impression Cost		4 Year Agreement Per Impression Cost	
		Black/White	Color	Black/White	Color
Office					
Medium Office					
Large Office					
Campus					
Campus Office					

# KERRVILLE ISD COPY MACIDNE RENTAL REQUEST FOR QUOTE

## **Appendix D Proposal Letter**

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request for Quote (RFQ) for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the contract.

It is understood and agreed that this quote constitutes an offer, which when accepted in writing by KISD, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and KISD.

It is understood and agreed that we have read KISD's specifications shown or referenced in the RFQ and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such KISD specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. KISD reserves the right to reject any or all quotes, waive technicalities, and informalities, and to make an award in the best interest of KISD.

It is understood and agreed that this proposal shall be valid and held open for a period of ninety (90) days from proposal opening date.

### **PROPOSAL SIGNATURE AND CERTIFICATION (Contractor to sign and return with proposal)**

I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer.

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

Print/Type Name. \_\_\_\_\_

Print/Type Company Name Here. \_\_\_\_\_