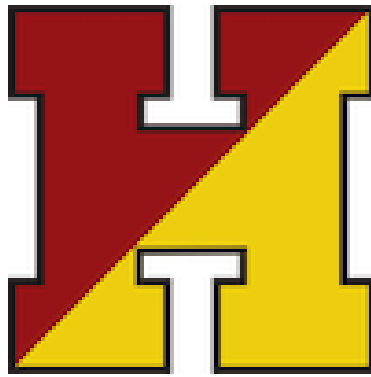


The School District of Haverford Township



INSTRUCTIONS FOR PROPOSAL

COPIER/PRINT MANAGEMENT SERVICES

THE SCHOOL DISTRICT OF HAVERFORD TOWNSHIP
HAVERTOWN, DELAWARE COUNTY, PENNSYLVANIA, 19083

INVITATION TO PROPOSAL

The School District of Haverford Township's Board of Directors is accepting sealed proposals for the following:

Copier/Print Management Services

Proposals will be accepted at The School District of Haverford Township - Attn: Anthony R. Testa, Business Administrator - Attn: COPIER/PRINT SERVICES RFP – 50 E Eagle Rd – Havertown, PA 19083 until 2:00 p.m., **March 29, 2024** and opened thereafter.

The School District of Haverford Township reserves the right to reject any or all proposals or parts thereof and to award the proposal in the best interest of The School District of Haverford Township. Proposals will be awarded at the **April 18th, 2024** meeting of the Board of Directors.

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Request for Proposals – Leasing and total print fleet management

1. Proposals will be received by The School District of Haverford Township hereafter called the “SDHT” for District-Wide Copier/Print Management Services, until 2:00 p.m. on March 29, 2024, at which time they will be publicly opened. Proposals should be addressed to the attention of Anthony R. Testa, Business Manager, The School District of Haverford Township, 50 E Eagle Rd, Havertown, Pennsylvania, 19083.
2. Each proposal should be contained in a sealed envelope and marked in the lower left-hand corner: COPIER/PRINT SERVICES PROPOSAL. FAXED PROPOSALS WILL NOT BE CONSIDERED.
3. Vendor shall be held responsible for and must fully comply with all attached forms, instructions and specifications.
4. Prices must be valid for 60 days.
5. The Board of Directors reserves the right to waive any irregularities, and reject any and all proposals, or parts of any proposals, or to divide the items among the proposal, or to split an item in case of even proposals and to award the contracts in such a manner as may appear to be in the best interest of The School District of Haverford Township.
6. SDHT accepts no responsibility for any expenses incurred by any vendor in their response to this request for proposal. Vendors responding to this request for proposal are doing so at their own expense.
7. Initial and continuing costs are very important, but these are not the only factors to be considered. Each qualified proposal will be evaluated by the SDHT review team to determine the degree to which the proposal is compliant with the requirements defined in this document. Only proposals that meet all the mandatory requirements will be evaluated for pricing.
8. No proposals will be entertained unless properly signed by an authorized officer of the company, or by a member of the firm submitting the proposal. When the vendor is a corporation, the proposal shall be signed by an authorized officer of the corporation.
9. Vendor must be known to be engaged in and well prepared for the business. They must, if required, furnish satisfactory evidence to that effect.
10. Proposals shall be based upon these specifications. A complete description of the products to be used and methods of work to be performed in the proposal shall be submitted.
11. Vendor shall submit with the proposal, detailed specifications of materials to be supplied.
12. Competency and responsibility of the vendor will be considered in the award of this proposal. Vendor must deliver a complete and fully operable system. The vendor’s responsibility for performance will continue through the life of the agreement between the vendor and SDHT.
13. The vendor agrees, if awarded this contract, to furnish material and labor at such time, at such place, and in such quantity as indicated on the attached specification sheets. Final acceptance shall be subject to the inspection and approval of the said Purchasing Agent or his designated representative. In the event that materials and/or workmanship are unsuitable or not in conformity with these specifications, such articles shall be removed and other articles of proper quality as set forth in these specifications shall be furnished in place thereof at the expense of the successful proposal.

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14. The vendor does hereby agree that if awarded the contract under these specifications, he will indemnify and save harmless the School District of Haverford Township Board of School Directors, its members, the Business Administrator and his assistants, and the Director of Technology and his assistants from all suits and actions of every nature and description brought against them or any of them growing out of any contract or contracts, written or verbal, entered into between the School District of Haverford Township Board of School Directors and the successful proposal, and further that upon the awarding of the contract to the undersigned vendor in accordance with these specifications, this agreement of indemnification shall automatically become effective.
15. No vendor may withdraw his proposal for a period of sixty (60) days after the opening thereof. Proposals may not be modified after submittal.
16. Where trade names are specified, it will be understood to indicate a standard of design, method of construction, finish quality and capacity of output or service, and is not intended to limit competition thereon or indicate any desire to exclude any similar articles which may be equal in every respect to the kind mentioned.
17. However, where specific brand or trade names are noted, the proposal must indicate on the proposal sheet if substitutes are being used. The Board of School Directors shall be the sole judge as to equivalents and its decision shall be final.
18. The work must be completed by June 30, 2024.
19. Proposal figures shall include all materials, labor and all other charges. The School District of Haverford Township will furnish tax exemption certificates where Federal Excise and State Sales Tax would otherwise be collectible.
20. Dimensions and quantities supplied are approximate; the proposal shall carefully check all dimensions and other conditions affecting his work in the field.
21. Payment will be authorized upon inspection and acceptance by The School District of Haverford Township.
22. Proposals shall be considered only if the enclosed Non-Collusion Affidavit is signed and returned to The School District of Haverford Township with the completed Proposal Forms.
23. The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951, et.seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap, or disability, by employers, employment, labor organizations, proposal, and others. The vendor shall agree to comply with the provisions of this Act as amended that are part of this specification. Your attention is directed to the language of the Commonwealth no-discrimination clause in 16 PA Code 349.101
24. Act 34 of 1985 requires all employees of public schools and employees of vendor working in public schools to undergo background checks before employment in areas where such employees could be in contact with students. Vendor who in performing work per these specifications, and who will be on SDHT's site and in contact with students, will be required to have all on site employees provide SDHT with a validated copy of the Pennsylvania State Police Criminal

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History Record Information Report. Non-resident workers will also be required to provide a copy of an FBI fingerprint card. Vendor will be held responsible as part of these specifications for compliance with Act 34 of 1985.

25. The School District of Haverford Township is a Non-Smoking facility; vendors are expected to comply with this policy.
26. **Termination for Cause:** SDHT may terminate the contract resulting from this RFP at any time if the vendor fails to carry out its terms or fails to make substantial progress toward the fulfillment to terms, as specified in this document and resulting contract documents. In such an event, SDHT shall provide the vendor with a written notice of conditions that endanger contract performance. If after such notice, the vendor fails to remedy these conditions, SDHT may issue an order to the vendor for immediate cancellation of the contract.
27. **Termination for Other Reasons:** By mutual agreement of both parties, upon receipt and acceptance of written notice, the contract may be terminated on an agreed upon date, prior to the end of the contract period, without penalty to either party.
28. **Governing Law:** the laws of the State of Pennsylvania shall govern and control all aspects of this procurement transaction and the contract awarded to the successful vendor.
29. The vendor shall purchase from and maintain in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located such insurance as will protect the vendor from claims set forth below which may arise out of or result from the vendor's operations under the Contract and for which the vendor may be legally liable, whether such operations be by the vendor or by a Sub or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.
30. Insurance certificates must be on file in the business office prior to any commencement of work. SDHT will not be liable for payment of any vendor's invoice if the certificate is not submitted and accepted by SDHT. The certificate should also indicate whether the general liability policy is written on a "claims-made" or "occurrence" basis. In addition, the certificate must indicate that it is the responsibility of a given carrier to provide SDHT with 30 days notice prior to cancellation or expiration of a given policy.
- The following must be set for minimum insurance coverages or by means of an umbrella policy).
- Worker's Compensation: Statutory
 - Employers' Liability: \$100,000/500,000/100,000
 - Comprehensive General Liability: \$3,000,000 each occurrence
 - Automobile Liability: \$3,000,000 each occurrence
- The vendor shall name and include SDHT as an additional insured on all the vendor's insurance coverages required by the Contract Documents.
31. **Delivery:** The successful vendor shall bear all costs of transportation, packing, crating, delivery, installation, storage, and service under warranty, F.O.B. destination, to the appropriate designated delivery location. The costs of delivery, cartage, temporary storage, off-loading, and insurance are the responsibility of the vendor.

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32. **Contract Assignment:** Contracts established as a result of this proposal shall not be transferred or assigned without prior written consent of SDHT. Consent will not unreasonably be withheld. Proper notification must appear in a vendor's proposal and subsequent acceptance being issued by SDHT. Third parties, if accepted by SDHT, will be held accountable to all terms and conditions specified in the RFP/Award documents including the requirements for insurance provisions.
33. **Drug Free Workplace:** The vendor acknowledges and certifies that it understands that the following acts by the vendor, its employees and/or agents performing services on SDHT property are prohibited:
- a. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
 - b. The vendor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by SDHT in addition to any criminal penalties that may result from such conduct.
34. Each Proposal shall be accompanied by a Bid Security in the amount of 10% of the total project cost naming SDHT, as defined previously in these Instructions, as Obligee. Bid Security shall be in the form of a Certified check, Bank Cashier's Check, Trust Company Treasurer's Check, or a Bid Bond issued by surety licensed to conduct business in the Commonwealth of Pennsylvania. Bid Bond submitted otherwise may be cause for rejection of Proposal.
35. Please contact Anthony R. Testa at CopierRFP@haverfordsd.net with any questions concerning the proposal process or the Instructions to Proposal.

Introduction

The purpose of this Request for Proposal (RFP) is to solicit proposals for Print/Copy/Scanning Devices and total print fleet management services under a lease agreement and contract for The School District of Haverford Township (District). The District consists of seven (7) schools, one (1) central office, and one (1) facilities and transportation office. All printers are currently networked printers. Printer toner is currently managed at each building. Copier toner is included as part of our current copier lease. The district technology department is currently the primary contact for support of these devices. This lease and contract should include but not limited to:

- Reduce operating costs for photocopying, printing, and scanning without reducing quality or service to the end users or departments.
- Replace the existing fleet of photocopiers, lasers printers, and other devices recommended by awarded vendor.
 - This will exclude any devices that currently have an ongoing lease agreement. The proposer may, at its own discretion, provide a “lease buy out” option to replace these devices.
- Review all existing equipment locations and functionality with user and departments to identify and ensure their operational needs will be met with the proper equipment configuration.
- Ensure all equipment is well maintained, end users are well trained and ongoing service needs are responded to in a timely manner but at any rate not to exceed one business day.

Contents

Part 1 - General Terms and Conditions

Part 2 – System Requirements

- ☐ General Requirements (Mandatory)
- ☐ District Provisions
- ☐ Narrative Questions

Attachments

- ☐ Vendor Intent to Respond
- ☐ Vendor Information Sheet
- ☐ Vendor checklist

Schedule of Events

Event	Date
Request for Proposal Released	March 8, 2024
Intent to Respond Due	March 15, 2024
Site Survey (by appointment/mandatory)	Completed by Thursday March 21, 2024 at 2:00 PM
Deadline for Vendor Questions	March 22, 2024 at 4:00PM
District Responses to Vendor Questions	March 25, 2024
Proposals Due	March 29, 2024 at 2:00PM
Contract Award	April 19, 2024
Equipment Delivered (no later than)	Friday June 14, 2024 at 4:00PM
Installation Begins (no later than)	Monday June 17, 2024 at 8:00AM
Installation Ends (no later than)	Friday, June 28, 2024 at 5:00PM
Training material and Presentation Provided	Wednesday, July 8, 2024 – Wednesday, July 15, 2024

Part 1 – General Terms and Conditions

Invitation to Vendor

The intent of this document is to secure under lease and contract any and all materials, equipment, services and training for the proper installation, use and maintenance of a Print Device, Fleet Management, and Services solution in The School District of Haverford Township. A vendor, by offering a proposal, represents that the company possesses the capabilities, hardware and personnel necessary to provide an efficient and successful deployment of properly operating equipment and services. Upon the release of this document and during the conclusion of the selection process, there shall be no communication between any prospective respondents and/or their lobbyist(s)/agent(s) with any staff of The School District of Haverford Township or any elected representatives or other appointed official of said organizations and/or their staff, except as provided for in the RFP document. Any violation of this provision by any prospective firm and/or its agent shall be grounds for immediate disqualification. Exception to this is contact initiated by The School District of Haverford Township and their current provider for the purposes of servicing or supporting our current print and copier fleet. All proposals to this RFP shall be submitted to the District as follows:

Anthony R. Testa, Business Manager
The School District of Haverford Township
Oakmont Administrative Center
50 E Eagle Rd
Havertown, PA 19083
CopierRFP@haverfordsd.net

Vendors are invited to submit a proposal based on the materials, capabilities, technologies and equipment described in this document. All proposals must be in accordance with the specifications and information contained herein, as well as with the floor plans and any addenda, if required, issued by The School District of Haverford Township. One (1) original of the proposal shall be prepared and submitted in a sealed envelope clearly labeled “PRINTER/SERVICES PROPOSAL” with the vendors’ name and address clearly written on the envelope, by 2:00 p.m. EDT on March 29, 2024. Proposals must be submitted in sufficient time as to be received and time stamped in the Business Office at the administration Center. Proposals delivered to the District central mail facility or locations other than the Business Office will not be considered as “received”. The District will not be responsible for delays in delivery resulting from need to transport a proposal from one location to another or error or delay on the part of any carrier. Proposals received in the Business Office, after the published time and date cannot be considered. Proposals, including any/all attachments, cover letters, exhibits, and tabs should not exceed one hundred and fifty (150) pages in length on 8½” x 11” paper, single spaced using a minimum font size of 10 pt. If there is not enough space to make comments in the

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various sections, additional pages may be attached. It is requested that an electronic copy of the document also be provided in Adobe Acrobat on optical media. Proposals must remain open for acceptance for a period of sixty (60) days subsequent to the opening of proposals. No proposal may be withdrawn during the period of firm offering without the prior written approval of the School Board of Directors, The School District of Haverford Township. Instructions, Proposal Forms, and Specifications may be obtained from our website at <https://www.haverford.k12.pa.us/departments/business-office/available-bidsrfps>

Inquiries pertaining to this RFP should be identified by: Printer/Services Proposal. Letters of intent to respond, scheduling site surveys, and/or questions regarding this RFP should be addressed to:

Robert Anderson, Director of Technology
The School District of Haverford Township
CopierRFP@haverfordsd.net

Evaluation Criteria and Selection Process

The contract(s) will be awarded to the qualified vendor(s) whose proposal is most advantageous to the District, based upon the evaluation criteria specified. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of award. Rather, the total scores will guide the District in making an intelligent award to the lowest responsible vendor.

Category	Point Value
Total Cost of ownership	35 points maximum
Comprehensive effective solution	30 points maximum
Training/post-sale support	20 points maximum
Demonstrated experience with similar projects (Similar sized K-12 Districts)	10 points maximum
Previous relationship with Haverford	5 points maximum

Legal and Contractual Information

- Failure to follow any instruction within this document may, at the District's sole discretion, result in the disqualification of the Vendor's proposal.
- All vendors considering submitting a proposal must submit the "Intent to Respond" sheet (Attachment A) by the deadline date.

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- The District has no obligation to locate or acknowledge any information in the vendors' proposal that is not presented under the appropriate section, according to these instructions.
- The vendor's proposal must be received by the date and time specified. The District is not responsible for any delays in delivery or expenses for the development or delivery of proposals. Any proposal received after the RFP opening time will be returned unopened.
- Proposals or alterations by FAX, e-mail or phone will not be accepted.
- An original signature is required on the Vendor Information Sheet.
- There will not be a pre-proposal meeting and site visits are not required of vendors.

Vendors will be provided with architectural plans (Attachment D) for use within capacity planning that may be used to position equipment throughout the facilities.

- The School District of Haverford Township is not responsible for costs associated with site visits.
- Successful vendor shall defend, indemnify and save harmless The School District of Haverford Township and all its officers, agents and employees from all suits, actions or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property arising out of the award of the contract or on account of any negligent act or fault of the successful vendor, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from the proposal and shall pay any judgment costs which may be obtained against The School District of Haverford Township growing out of such injury or damages.
- Proposals must show the unit (not to exceed two (2) decimal places) and total price for the specified quantity and shall include transportation FOB destination. "Discount from List" is not acceptable.
- Proposals must comply with all Federal, State, County and local laws.
- Proposals may be withdrawn or revised prior to scheduled time for opening under the following terms:
 - Vendor may, without prejudice to himself, withdraw a proposal after it has been deposited, provided request for such withdrawal is received in writing before time of opening.

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- o After opening, no proposal may be withdrawn
 - o Any interlineations, alteration, or erasure made before receiving time must be initialed and dated by the signer of the proposal, guaranteeing authenticity.
- Proposal(s) are considered non-responsive and may be rejected for the following reasons unless otherwise provided by law:
 - o If form furnished is not used or is altered
 - o If there are unauthorized additions, conditional proposals or irregularities of any kind which may tend to make proposal incomplete, indefinite, or ambiguous.
 - o If the vendor adds any provisions reserving right to accept or reject any award or to enter into contract pursuant to an award.
- If there is doubt as to the true meaning or intent of the proposal documents, vendor must submit a written request for interpretation, as instructed. Requests for interpretations must be received on or before Friday, March 22, 2024 at 2:00 p.m. Vendor finding errors, request for additional information, omissions, or corrections that need to be made in the specifications shall contact the appropriate person in writing by Friday, March 22, 2024 at 2:00 p.m.
- All interpretations or clarifications considered necessary by The School District of Haverford Township, in response to a vendor's request, will be issued as written addenda. Oral and other interpretations or clarifications will be without legal effect. Only questions answered by formal written addenda will be binding. The School District of Haverford Township is not responsible for any other explanation or interpretation anyone presumes to make. Any interpretations, corrections, approvals, supplemental instructions or changes will be made by written addenda. Sole issuing authority of addenda shall be vested in The School District of Haverford Township. Addenda will be distributed to contacts indicated on the "Intent to respond." Vendors shall acknowledge receipt of addenda, however failure to receive such addenda does not relieve vendor from any obligation under his proposal as submitted.
- This proposal shall be awarded in the best interest of The School District of Haverford Township to the vendor(s) that supplies the best value to the District. The District reserves the right to accept or reject any and all proposals and to waive technicalities and informalities, and to be the sole judge of quality and equality. Awards will be based on what in our opinion is most advantageous to The School District of Haverford Township.
- In addition to requirements of the proposal documents, The School District of Haverford Township may require additional information to establish responsibility of vendor. If requested, the vendor must submit all data to The School District of Haverford Township.

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The District may also consider and use as part of the evaluation, the operating costs, maintenance requirements, performance data and guarantees of major items of materials and equipment proposed for incorporation in the work when such data is required to be submitted in the proposal documents or prior to the award of contract.

- The School District of Haverford Township may conduct such investigations as the District deems necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications and financial ability of vendor, proposed subcontractors, suppliers and other persons and organizations to perform and furnish the work in accordance with the proposal documents to The School District of Haverford Township's satisfaction within the prescribed time.
- The School District of Haverford Township will award a contract based on an "all or none" premise to one sole vendor.
- If the best vendor's proposal is significantly unbalanced either in excess of or below reasonable cost analysis values normally associated with the work, the proposal will be considered as non-responsive and will not be considered for award. The School District of Haverford Township reserves the right to evaluate and determine the next qualified proposal for consideration of award.
- The School District of Haverford Township may authorize changes in the scope of the services, issue additional instruction, require additional services or direct the mission of services previously agreed upon. The contractor shall not under any circumstances proceed with any change involving an additional charge without prior written authorization from The School District of Haverford Township.
- The District and vendor may enter into discussions and revisions of proposal, as necessary. Discussions/negotiations may be conducted with vendors who are deemed to be within the final competitive range; however, The School District of Haverford Township reserves the right to award a contract without discussions/negotiations. The competitive range will be determined by The School District of Haverford Township and will include only those initial proposals that the District determines have a reasonable chance of being awarded a contract. If discussions/negotiations are conducted, vendors will be required to submit a best and final proposal. The best and final proposal may be required as early as 24 hours after completion of negotiations/discussions.
- The District may not be held liable for non-funding of a contract caused through no fault of its own. If the District fails to appropriate funds to provide for the annual renewal of a contract, if necessary, the District may cancel without termination charge. This is

provided that the vendor receives at least 30 days written notice of the termination stating the lack of funding as the reason for termination.

This proposal does not commit The School District of Haverford Township to award a contract, to pay costs incurred in the preparation of a proposal in response to this request, or to procure or contract for services or supplies.

- The School District of Haverford Township reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the District in the event of breach or default of this contract. Breach of contract or default authorizes the school district to award to the next successful vendor. Any increase in cost and handling will be charged to the defaulting successful vendor. The School District of Haverford Township reserves the right to terminate the contract immediately in the event the successful vendor:
 - o Fails to meet specified schedules;
 - o Fails to perform in accordance with these specifications;
 - o Engages in unacceptable conduct by representative personnel; or
 - o For any non-performance deemed unacceptable by The School District of Haverford Township.
- If by reason of Force Majeure, either party shall be rendered unable wholly or in part to carry out its obligations under this agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term “Force Majeure” as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Pennsylvania or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquake, fire, hurricanes, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes or lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty. No claim or right arising out of a breach can be discharged in

whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved.

- Seller shall not advertise or publish, without buyer's prior consent, the fact that buyer has entered into a contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.
- Whenever one party to this agreement has a good faith reason to question the other party's intent to perform, he may demand that the other party give written assurance of his intent to perform. In the event that a demand is made and no assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the contract.
- If it is necessary for the successful vendor to come onto District property in the performance of the contract, the successful vendor will be required to supply proof of insurance in accordance with The School District of Haverford Township policy. The District requires that vendor's insurance be placed only with companies that have achieved at least an "A" rating with A.M. Best. The District reserves the right to require higher limits of coverage depending on the size, scope and nature of the contract. The School District of Haverford Township must be named as an additional insured on General and Auto liability, if required. Said certificates of insurance must be delivered within 14 days of the date of award.
- If the vendor professes to be the exclusive source of an item(s) or service(s) requested herein, the vendor must provide with its proposal a written statement to the fact that the sole source is due to one or more of the following (as applicable): a patent, copyright, secret process, or monopoly; a film, manuscript or book; a utility service (electricity, gas or water); or a captive replacement part or component for equipment. Such statements must be signed by the owner or corporate official of the firm submitting this proposal and must be notarized. This declaration does not exempt the vendor from signing and submitting a proposal.
- The District, without invalidating the contract, may order extra work or make changes by altering, adding to, or deducting from the work; the contract sum being adjusted accordingly. No extra work or change shall be made unless in pursuance of a written order from the District and any claim for an addition to the contract sum will not be valid unless so ordered.
- Nothing herein shall be construed as creating the relationship of employer or employee between the District and the contractor or between the District and the contractor's

employees. The District shall not be subject to any obligations or liabilities of the contractor or his employees, incurred in the performance of the contract unless otherwise herein authorized. The contractor is an independent contractor and nothing contained herein shall constitute or designate the contractor or any of his employees as employees of the District. Neither the contractor nor his employees shall be entitled to any of the benefits established for District employees, nor be covered by the District's Workers' Compensation Program.

- All parties agree that venue for any litigation arising from this contract shall lie in a court of jurisdiction, as chosen by The School District of Haverford Township.
- Vendor should note deliveries are FOB Destination and unloaded. Some facilities will require a liftgate for delivery due to lack of loading dock. All delivery arrangements will be made to the District's facilities after the RFP has been awarded. The delivery shall be made and articles shall be placed inside the school building in the room or rooms designated, at no additional charge. The District shall have the right to inspect any goods before accepting them.
- If the price stated herein includes the cost of any special tooling or special test equipment fabricated or required by the contractor for the purpose of filling this order, such special tooling equipment and any process sheets related thereto shall become the property of the District and to the extent feasible shall be identified by the contractor as such. In the event the contractor develops materials or products resulting in a copyright or patent while in the performance of this contract, the rights from those materials will accrue to the District.
- The contractor shall retain any books, documents, papers and records that are directly pertinent to the contract. The contractor shall make the said materials available for audit, examination, excerpt, and transcription to the District or their authorized representatives, for a period of five (5) years following termination of the contract.
- All vendors doing business with The School District of Haverford Township must have on file a Form W-9 Request for Taxpayer Identification Number and Certification. A copy of this form is included for your completion and is to be submitted with your RFP if not already on file.
- The School District of Haverford Township is exempt from all taxes and a tax exemption certificate will be furnished by the District Business Office to all successful vendors.

Part 2 – System Requirements

General Requirements (all mandatory)

Proposals must include the following requirements:

- A proven and documented strategy for consolidating and replacing the existing printer fleet with efficient and robust devices. This strategy must include:
 - o The capacity/volume planning for each area of consolidation
 - o Cost-savings analysis for proposed solution versus the current printer fleet usage and inventory
 - o Use of color enabled devices where appropriate
 - o Recommendations for the locations for each device
 - o Recommendations for devices to use in each location such as a printer vs. multi-functional device
 - o Regular installation of firmware/software updates for devices
- A five (5) year lease agreement of print/copy/scan devices that will include contractual terms/conditions and cost. The agreement shall be paid in five installments, once per year no later than November 30th of each year.
- An additional support/supplies contract separate from the hardware lease agreement that will provide:
 - o A routine maintenance schedule for the District's entire printer fleet that includes but not limited to cleaning and replacement of wearable parts (i.e. pick-up rollers, fusers, and drums)
 - o Troubleshooting "hotline" for staff to call in the event of an issue/failure
 - o Supplies such as toner, staples (where applicable), field replaceable units (FRU)
 - o Support of existing OKI or HP laserjets that the District will choose to keep as part of the printer fleet
- Provide supplies such as toner and FRU's
 - o This contract should be a flat monthly rate based on the number of devices and material costs that will be paid in five installments, once per year no later than November 30th of each year.
- Seller agrees to furnish all warranty service including parts replacement for duration of the lease from date of installation. The service parts, repair labor, and travel expenses shall be furnished without cost to the District except when due to abuse, misuse, vandalism or modification
- Vendors must provide a minimum of five (5) customer references, with contact names, phone numbers, addresses, installed sites, types of business and types of application. Our

preference is to obtain references for similar environments to ours as addressed in this RFP. Preferably, at least three (3) of your references should include similar sized K-12 educational institutions or individual schools or colleges using the proposed platform.

- The successful vendor shall be responsible for shipping of all said materials and equipment, in accordance with the timelines presented. In areas that the vendor suggests the use of a Multi-Functional Device (MFD) or “high volume” devices; this equipment must have the following features:
 - Output speeds must be equal to or above identified print volume and capacity in the designated area but not less than 30ppm B/W and 25ppm Color. (Color speeds only apply to these devices where the need is determined in the Strategy portion proposed by the vendor)
 - All multifunction copier devices should be capable of providing color print and copy
 - Vendors are responsible for correct sizing of units for their workloads, excessive downtime due to undersized machines will result in the vendor upgrading machine to match workloads with no additional cost to the district
 - All units should meet or exceed the workloads of the existing machines in that location.
 - Minimum of two (2) paper trays
 - Each tray at a minimum must support the following paper sizes and types:

<ul style="list-style-type: none">▪ 8 ½" x 11" Paper	<ul style="list-style-type: none">▪ 8 ½" x 14" Paper
<ul style="list-style-type: none">▪ 11" x 17" Paper	<ul style="list-style-type: none">▪ Legal sized envelopes
<ul style="list-style-type: none">▪ Letter sized envelopes	<ul style="list-style-type: none">▪ Transparency Film

- Perform copy, network print, network scan
- Network scan feature must be able to scan to email, scan to file (PDF and/or RTF and/or HTML), and scan to a network location
- Automatic Duplex and collating
- Badge enabled print option to hold/release print jobs and account management
- Energy Star Compliant
- Must support the following OS

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- Windows 10 or greater
- MAC OS
- Windows Server 2019 or greater
- Linux
- Ethernet Connection of a 100Mb or greater
- Web based configuration enabled
- Store and forward (ability to queue copy and/or scan jobs and forward them appropriately upon each job completion)
- In areas that the vendor suggests the use of a networked Printer; this equipment must have the following features:
 - Output speeds must be equal to or above identified print volume and capacity in the designated area but not less than 25ppm B/W and 20ppm Color (Color speeds only apply to these devices where the need is determined in the strategy portion proposed by the vendor)
 - Minimum of two (2) paper trays
 - Each tray at a minimum must support the following paper sizes and types:

8 ½” x 11” Paper	8 ½” x 14” Paper
Letter sized envelopes	Legal sized envelopes

- Network print capable
- Automatic Duplex and collating
- Badge enabled print option to hold/release print jobs and account management
- Energy Star Compliant
- Must support the following OS:

Windows 10 or greater	MAC OS
Windows Server 2016 or greater	Linux

- Ethernet Connection of a 100Mb or greater
- Web based configuration enabled

The vendor must provide, install and configure a print management solution that allows for users to print to any of the managed units using a single local printer on their computer. Users should be able to use their Proximity badge to release that print from any of the printer/copier units. We are looking for solutions similar to Uniflow or Papercut. If individual release stations are needed for the proposed solution, specifications and costs for these units must be included as part of the proposal.

Vendor must provide, install and configure a platform specific or third party software that will manage the configuration, accounting, badge assignment, usage reporting, and hardware/supplies alerting. This software must be able to manage the items listed above for all devices proposed from up to a maximum of two interfaces or application windows. Preference is for this to be provided as part of the above print management system but can also be separate, if needed.

Reporting must be able to reflect the following items:

- Individual usage for print and copy jobs of black/white and color impressions per user
- Total usage of black/white and color impressions per device
- Generate reports for over/under utilized devices
- Reports should be able to be sent via email on a monthly basis

Vendor must provide, install, and configure all physical devices in each building location. This includes all necessary power cables, trays, toner, mounting equipment where necessary, and network patch cables. Network cables must be white Category 6a type cables; for example: Panduit UTPSP50Y

All installation will be performed by a factory-trained/authorized technician who is thoroughly familiar with the equipment and who will have available to him, whenever required, the services of a factory engineer. The seller agrees to install all equipment in a professional and workmanlike manner in accordance with good construction and engineering practices, as well as all applicable Federal, State, County and local laws. Following the installation, the technician will thoroughly test the equipment to ascertain that the system is functioning properly as a system.

All above General Requirements must be met in the RFP at the time of the proposal submission. Failure to produce and/or implement any General Requirement during the installation period or failure to perform any of its contractual obligations during the lease/contract period will result in the District terminating its contract with the vendor after sixty (60) days notice without penalty or termination fees. At which time, the vendor will need to remove its equipment at their own expense. These said terms are a mandatory requirement and must be part of the hardware lease agreement and other contracts.

District Provisions

The District will provide the following items to facilitate the installation and configuration of the equipment and software:

- Personnel from the Technology office will be available on site to allow access to the facility and assist in the configuration of the devices for the District's environment.
- A Microsoft Windows 2022 Server will be provided for the installation and configuration of the devices to integrate into the District's Active Directory environment
- Electrical and network outlets will be provided where required for installation of the devices
- IP address information will be provided before installation
- Email, DNS, and Domain information will be provided before installation

Narrative Questions

Please provide answers to the following questions. If necessary, you can refer to attachments you provide in your response, however referencing an attachment should not be your only response.

Please try to be as informative, but brief as possible.

Does your organization on its own or through a 3rd party provide an equipment buy back/trade-in program for inkjet and/or laser printers? Please explain.

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Does your platform provide a document management system? If so, please explain in a brief summary the major features of this system. Is there a cost associated with this software? Also, do the proposed devices have the ability to integrate into 3rd party document management systems, please explain?

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Does your solution provide desktop software to allow for the editing of scanned images? Is there a cost associated with this software? Provide a brief technical overview of how the software functions.

If awarded, will your organization provide technical training and documentation to the administration and/or staff? Would this training be done on-site? Is there a cost associated for this service?

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Describe any special cables, connectors, supplies, fixtures, or otherwise that are required for your system that are not supplied as part of the system being proposed. Clearly indicate if you offer those items and at what cost. If you do not supply these items, please indicate where they can be obtained and an approximate cost. Describe any special transportation, docking, unloading, staging, packing or other requirements the proposed solution requires.

Explain the warranty(ies) the District will receive with the equipment. Include information related to length of coverage, additional coverage available and the associated costs, how equipment is repaired (on-site vs. off-site), response times and if loaner equipment is provided while repairs are being made. How does your warranty program protect the District from extended down-time? Include any additional information you feel is relevant.

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Provide us with how your solution will allow for students to print from their chromebooks to printers. They do not need to be able to print to once and pick it up anywhere like staff, but we would like a solution that allows them to print without needing to sign in to the printer. Give an example of a School District that you have deployed this solution with.

Attachment A – Vendor Intent to Respond Information

Please provide the following information in your intent to respond email to
CopierRFP@haverfordsd.net

Vendor Identification and Authorized Signature:

Firm Name:
Postal Address:
City, State, Postal Code:

The contact person identified will receive communication related to addenda, interpretations, clarifications, and other correspondence related to this process. This person should notify the District if at any time, the firm wishes to withdraw its Intent to Respond. In addition, this will be the only person for the firm, who can contact the District with questions or requests for clarification.

Contact Person

Name:
Title:
Telephone:
E-mail Address:

If the firm wishes to identify one alternate contact, to act in the absence of the main contact person, they may do so below.

Contact Person Alternate:

Name:
Title:
Telephone:
E-mail Address:

Attachment B – Vendor Information

Please complete the requested information below and include with your response.

The undersigned agrees to furnish the enclosed services at the price stated, subject to the conditions and requirements of this proposal. The proposal must be signed by a person with authority to legally bind the Vendor.

Vendor Identification and Authorized Signature:

Firm Name:	
Postal Address:	
City, State, Postal Code:	
Signature:	Date:
Printed Name:	
Title:	

Contact Person:

Name:
Title:
Telephone:
E-mail Address:

Vendor Assurances:

The Vendor shall secure all permits, inspections, and authorizations required to complete the work associated with this proposal at no additional cost to The School District of Haverford Township.

The Vendor understands and agrees to these requirements.

_____ Agrees/Comply without exception

_____ Agrees/Comply with clarification, as explained below

_____ Tax exception, as noted below

Clarifications/Exceptions:

Attachment C – Vendor Checklist

Vendors are responsible for ensuring that all required documents, materials and information are provided as part of your response.

This Checklist is provided simply as a guide.

- _ All sections of proposal completed**
- _ One (1) copy of the RFP response**
- _ Electronic copy of RFP response (optional)**
- _ Letter of Intent to submit a proposal sent**
- _ Attachment B completed**
- _ Reference material attached**