



**Request for Proposals  
For  
Buena Park School District  
6885 Orangethorpe Ave,  
Buena Park, CA 90620**

**RFP # BPSD-Copier-RFP-04082024**

Issue Date: April 5, 2024

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## **NOTICE CALLING FOR PROPOSALS**

NOTICE IS HEREBY GIVEN that Buena Park School District of Orange County, California, acting through its Board of Trustees, will receive Proposals from interested parties for the lease of digital copiers.

### **RFP # BPSD-Copier-RFP-04082024**

Proposals must respond to the specifications described in Section I of this RFP. The proposal process, terms, and conditions will be in strict accordance with the requirements and guidance contained herein.

Questions may be submitted in writing on or before 2:00 p.m. on **April 17, 2024**, via e-mail to [mmagboo@bpsd.us](mailto:mmagboo@bpsd.us). Include RFP # BPSD-Copier-RFP-04082024 in the subject line.

Proposals must be in writing, received, and time-stamped at the District office at 6885 Orangethorpe Ave., Buena Park, CA, 90620 no later than 2:00 p.m. on April 25, 2024. All proposals shall also include a PDF version of the proposal on a USB pen drive. Clearly specify "Response to RFP for Lease of Digital Copiers". Proposals received later than the above date and time will be rejected and returned to the submitting vendor(s).

The proposal must be based on an existing piggyback bid awarded by a public agency, a California Multiple Award Schedule (CMAS) agreement valid in the State of California, or an out-of-state piggyback bid awarded by a public agency with a participating addendum or California Rider. The proposal lease terms shall provide options of three (3) years OR five (5) years. The current piggyback contract must be valid as of the date of the proposal and have a minimum of 18 months (1 ½ years) left on the contract term.

The proposal must contain the following documentation:

1. Bid Documents (Including any Addenda)
2. Piggyback contract Proof of Award (Adopted Board Item or Excerpt)
  - a. Out-of-state piggyback bids must be awarded by a public agency and must include a participating addendum or California Rider.
3. Renewal Letter(s) if applicable
4. Copy of the Advertisement
5. Copy of the Proposed Lease Agreement
6. Copy of California Participating Addendum (for out-of-state bids)
7. Any other pertinent contract documents (brochures, specifications, etc.)

The successful vendor(s), if any, will be the one(s) whose proposal is most responsive to this RFP, and is deemed to be to the best advantage of the District. Proposals must be valid for ninety (90) days after the proposal due date. The District reserves the right to modify and/or suspend any and all aspects of this procurement, to obtain further information from any vendor or person responding to

the RFP, to waive any informality or irregularity as to form or content of this RFP or any response thereto, to be the sole judge of the merits of the Proposals received, and to reject any or all Proposals.

## **SCHEDULE OF IMPORTANT DATES**

Event	Date and Time
Advertisement Dates	April 5 & 12, 2024
RFP Available and Posted on Website	April 5, 2024
Submittal of Requests for Information (RFIs)	April 17, 2024
Final Addendum Issued and Posted on Website (72 Hours)	April 22, 2024
RFP Response Due Date	April 25, 2024
Protest Period Ends (5 Business Days)	May 2, 2024
Board Approval (Tentative)	May 13, 2024

## **SCOPE OF SERVICES, PROCESS AND DELIVERABLES**

The District is seeking proposals based on existing bids for the lease of digital copiers. Proposers may submit pricing on one or more of the models specified. Products and/or services considered for award shall equal or exceed a minimum quality level of industry standards as defined within this RFP, and shall comply with all applicable federal, state, and local technical, environmental, and performance standards and specifications.

### **SCOPE OF SERVICES:**

All digital copiers shall be new with no used or refurbished parts. All copiers shall include options for printing, scanning, and, if requested, faxing. Each Site/Department’s copier needs will determine the final equipment configuration of each unit. The OEM shall provide specification sheets listing all accessories, features, functions and technical requirements of each model copier.

All proposals must provide all copiers, accessories, features, functions, and technical requirements that match or improve on the current District copiers shown below:

#### **Existing Equipment Specifications:**

The following identifies the current specifications for the current office copiers. This is a baseline to identify the minimum specifications of the 23 office copiers. There are two different copier specifications as ten (10) copiers will need to have a fax module.

13 copiers	B/W, Copy/Print/Color Scan/Cloud, 2 or 3 hole punch, Finisher/Stapler, Up to 60+ ppm, Up to 200 ppm Dual Head Scanner Managed by PaperCut
10 copiers	B/W, Copy/Print/Color Scan/Cloud, 2 or 3 hole punch, Finisher/Stapler, FAX, Up to 60+ ppm Up to 200 ppm Dual Head Scanner Managed by PaperCut

The following copiers are part of the BPSD Printshop. All vendors must plan to meet with the District’s Printshop staff to review the necessary components and requirements for the Printshop. All appointments will be made through the Operation Division secretary, Ms. Zaragoza, at

[lzaragoza@bpsd.us](mailto:lzaragoza@bpsd.us). All appointments for the print shop must occur before April 17.

Xerox	0136CP Printshop Copier B\W	AOD405437
Xerox	V180P (VERSANT 180 PRF PRES) Printshop Copier Color	1AB192862/4X9650056

Additional requirements for the 23 office copiers.

The 23 office copiers must conform to the following minimum specifications:

1. **Office Copier PPM and Color:** 60-65 copies per minute (Monochrome)
2. **Document Feeder:** Digital copiers shall possess an Automated Document Feeder that has dual scan capability and accommodates 100 sheets of 20 lb. bond paper.
3. **Bypass Tray:** All digital copiers shall have a bypass tray for the purpose of printing on specialized stock.
4. **Enlarging:** All digital copiers shall be capable of enlarging documents in preset increments to a maximum of 200%.
5. **Reducing:** All digital copiers shall be capable of reducing documents in preset increments to a minimum of 25%.
6. **Paper Capacity:** All digital copiers shall have the following paper capacity, using standard 20 lb. copy paper:
  - 8 ½ x 11 paper supply - minimum of 1,000 sheets
  - 8 ½ x 14 paper supply - minimum of 500 sheets
  - (Optional) 11 x 17 paper supply – minimum of 250 sheets (may be an adjustable tray)
7. **Badge (RFID):** All digital office copiers shall have the necessary equipment to use RFID badges to log onto the copier.
8. **Cost/Accounting Meter:** All digital copiers shall have programmable cost center/accounting meters, the vendor shall report all meter reads monthly per site to the District.
9. **Network Printing:** Digital copiers shall be capable of printing from any desktop PC and/or MAC within the District’s network using an Ethernet TCP/IP protocol network connection. Identify whether or not printing is an optional feature and delineate all functions of this feature. If optional, identify all costs (i.e. equipment, software, etc.) and technical requirements necessary for the operation of this feature. True Adobe postscript drive is preferred.

- 10. Scanning:** Digital copiers shall be capable of color scanning up to 600 dpi, to USB, network file server, or cloud options such as Microsoft 365 or Google Drive.
- 11. PaperCut Software:** All office copiers are managed by PaperCut. Papercut licensing and software shall be included in the quote for the full lease period. Copiers must be setup to utilize the “Find-Me printing” print queue option.

All copiers must be able to accommodate various paper sizes and weights including card stock.

**Demonstration:** The vendor must provide demonstrations to up to 10 people in a local showroom located in Orange County, California. Demonstrations are to include all features outlined in the specifications and demonstrate the use of multiple paperweights. The demonstration period must occur prior to April 17, the last day to submit a request for information (RFI). All scheduling will be made through the Operation Division secretary, Ms. Zaragoza, at [lzaragoza@bpsd.us](mailto:lzaragoza@bpsd.us) by April 9.



## References and Evaluation Criteria

**References:** Vendor shall provide a minimum of three references from like-sized school districts.

\_\_\_\_\_  
District Name                      Contact Name                      Email Address                      Phone No.

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District Name                      Contact Name                      Email Address                      Phone No.

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District Name                      Contact Name                      Email Address                      Phone No.

**Evaluation Criteria:** In seeking proposals from existing cooperative bids, the Buena Park School District will utilize the existing terms and conditions of the awarded bid in accordance with Public Contract Code 20118. In order to select the bid that provide the District the best value, each cooperative bid will be evaluated based on the following criteria:

	CRITERIA	MAX. POINTS
1	Price: Lease of Equipment and Cost per Copy	50%
2	Knowledgeable Service Representative and Ability to Provide Service and Maintenance on Equipment	30%
3	Implementation Plan	10%
4	References	5%
5	Experience with the District	5%
	Total	100%

Based on the initial evaluation, we may request the selected Respondents to make oral presentations.

## **REQUIRED TERMS:**

### **Buyout Option:**

The lease terms must include a buyout option for copiers that are not at the end of the current contract term. Buyout pricing will be included in Option 2 of the Bid Form. The District retains the right to award a contract for only those machines that have expired terms or include Option 2 in the award.

**Service & Warranty:** The bid on which the vendor has based the proposal must contain terms and conditions equal to or better than the following:

1. The vendor shall provide a four-hour response on service calls.
2. The vendor shall provide a 100% satisfaction guarantee. Any copier that requires service calls of three or more per month for a three-month period of normal usage will be replaced with an equal or better copier.
3. The vendor shall provide toner and other consumables on an automatic schedule based on meter readings.

### **Additional Information**

The effective date of the Contract will be **November 1, 2024**.

The vendor shall provide an implementation plan pertaining to the rollout. Delivery of all machines is to be no later than November 31, 2024, **unless otherwise agreed upon by the district**.

The vendor shall provide initial training to all sites and provide training on an as-needed basis for future users.

Vendors shall provide a contact list identifying all the members who will be providing technical and customer service support.

The vendor shall provide user manuals and documentation for each unit installed.

The vendor shall provide electrical specifications for each product quoted with drawings or schematics.

The vendor shall include in the response any cost to remove existing equipment that is being replaced.

The vendor shall provide a buyout cost in Option 2 of the Bid Form.

The vendor shall provide a copy of the lease agreement with the bid. The lease agreement, as required by law, shall contain a non-appropriations clause.

The vendor shall arrange for the removal of existing equipment at no cost to the district and/or provide a trade-in value for each copier to be replaced.

The District reserves the right to use 3<sup>rd</sup> party financing if the terms of the lease agreement are not

satisfactory.

## **Public Reading of RFPs**

The RFPs will be **read in an open session** at a time and location to be determined by the District (refer to Schedule of Dates). District reserves the right to accept, reject, or disqualify any or all bids and be the sole judge regarding the suitability of the products, services, or supplies offered and whether deviations are acceptable. District further reserves the right to not necessarily purchase all items, or the full quantity of each item listed in the bid document.

## **Governing Law; Venue and Jurisdiction**

ANY AGREEMENT WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE IN WHICH THE AGREEMENT IS EXECUTED, WITHOUT REGARD TO CONFLICTS OF LAW PRINCIPLES. EACH PARTY CONSENTS AND SUBMITS TO THE SOLE AND EXCLUSIVE JURISDICTION TO THE STATE AND FEDERAL COURTS FOR THE COUNTY IN WHICH THE AGREEMENT IS FORMED FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THE SERVICE AGREEMENT OR THE TRANSACTIONS CONTEMPLATED HEREBY.

END OF REQUEST FOR PROPOSALS