



**DISTRICT-WIDE MULTIFUNCTIONAL  
PRINTER EQUIPMENT  
REQUEST FOR PROPOSAL (RFP)  
2023**

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| Request for Proposals Issued: | October 23, 2023  |
| Deadline for Questions:       | November 1, 2023  |
| Addenda Issued:               | November 3, 2023  |
| Proposals Due:                | November 10, 2023 |

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# NOTICE OF REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN THAT the Natomas Unified School District (hereinafter referred to as "District") invites qualified suppliers to submit Request for Proposal for:

**Natomas Unified School District  
Multifunctional Printer Equipment and Service Agreement**

**RFP DUE by 4:30 p.m., November 10, 2023**

Proposals will be received, however, no commitment will be made at that time until all proposals are evaluated for pricing, specifications, and other pertinent information. Any nonconforming or incomplete proposals may be rejected. PROPOSERS must comply with the instructions contained in the proposal package. It shall be the full responsibility of all PROPOSERS to ensure that proposals are delivered to the above office by the time and date stated. **Facsimile (fax) of the proposal will not be accepted.**

The District reserves the right to accept or reject any and all proposals and to waive any irregularities or informalities in any bid or in the proposal process. No bid, or any portion thereof, may be withdrawn for a period of ninety (90) days after bid opening.

## OVERVIEW

The Natomas Unified School District (hereinafter referred to as "District") is requesting proposals from experienced vendors to provide new Multifunctional Printers and related maintenance support services. Services shall include placement, relocation as necessary, training, and full-service maintenance.

It is the district's intent to replace all leased/rented units through this RFP. Multifunctional Printers will be leased for a minimum of 36 months (three years) and a maximum of 60 months (five years).

See Exhibit D for list of locations

See Exhibit E for current inventory list

## INTRODUCTION

The District is currently on a month-to-month lease/rental for all existing Multifunctional Printers. A list of all sites, current machines, along with approximate usage can be found in Appendix D.

The purpose of this solicitation is to obtain a District-wide contract for service, Multifunctional Printer equipment, and supplies. Bidders should break down the options into:

(1) Fair Market Value Lease option for 36-month contract, including maintenance and supplies

(2) Fair Market Value Lease option for 60-month contract, including maintenance and supplies

The goal is to decrease costs while increasing overall productivity by upgrading equipment and capabilities.

All Multifunctional Printers shall be new and unused with no refurbished parts. New Equipment may not contain used, recycled or remanufactured parts.

- A. **Locations:** Natomas Unified School District consist of: ten (10) elementary schools, one (1) middle schools, two (2) high schools, (1) continuation school, one (1) virtual academy, one (1) dependent charter school, one (1) district office and one (1) service center.
- B. **Quantities:** The total number of Multifunctional Printers currently operating in the District is forty-eight (48) multi-use Multifunctional Printers and seventy-five (75) desktop printers. It is understood that the District guarantees no minimum amount. The District reserves the right to increase or decrease anticipated quantities.
- C. **Vendor Recommendations:** One to one Multifunctional Printer replacement is not guaranteed. The purpose of this document is to provide information to submit a proposal. It is not the intent to limit the Vendor to a specific Multifunctional Printer solution.
- D. **CMAS or Piggyback-able Contracts:** In the event a prospective vendor wishes to offer a proposal based on CMAS or other active government contract that is piggyback-able, the vendor shall furnish a copy of all required documents such as but not limited to Notice of Bid, Bid Documents, Contract, Detailed line-item pricing, and Letter of Renewal if applicable.
- E. **Demo Machines:** The bidder will offer to provide the District with a demonstration of proposed copy machines prior to award of contract, at no charge. The demonstration will be mutually arranged between the bidder and the District at a District location. The bidder will bear all expenses for transportation of machines to and from District, and for supplies and training for the demonstration.

## SUBMISSION REQUIREMENTS

The submission requirements for the RFP are detailed below. Review this RFP carefully before responding to ensure that you understand fully all procedural and contractual requirements. The District will provide vendors with the required RFP forms. All vendors must submit their proposals using these forms:

- Cover Page
- Proposal Checklist

- Non-Collusion Affidavit
- References
- OEM Specification Sheets (no form available - send documents in your preferred format)
- Pricing Proposal (no form available - send documents in your preferred format)
- Attach CMAS or Piggyback-able Contracts (as applicable)

Any submission shall constitute an irrevocable offer for ninety (90) calendar days following the deadline of its submission.

## **DEADLINE FOR QUESTIONS**

All questions regarding this proposal shall be submitted in writing via email no later than **Wednesday, November 1, 2023**, to [llinker@natomasunified.org](mailto:llinker@natomasunified.org). The subject of the email must read 'Questions NUSD Multifunctional Printer Equipment RFP-2023'. General information regarding NUSD is available via the internet at [www.natomasunified.org](http://www.natomasunified.org). Answers to questions will be posted November 3, 2023 on the District website at <https://natomasunified.org/departments/business-services/financial-services/purchasing/request-for-proposals-page/>

## **SUBMIT PROPOSAL**

Send the entire proposal in PDF form to [llinker@natomasunified.org](mailto:llinker@natomasunified.org). The subject of the email must read: Proposal for Multifunctional Printer Equipment RFP-2023. Proposals not received by the specified time noted will be rejected.

### **RFP DUE By 4:30 p.m., November 10, 2023**

Copies of the request for proposal are available on Natomas Unified School District's website at <https://natomasunified.org/departments/business-services/financial-services/purchasing/request-for-proposals-page/>.

## **General and Technical Requirements for Multifunctional Printers**

- All Multifunctional Printers shall be new with no used or refurbished parts. All Multifunctional Printers shall include options for printing, scanning, and if requested faxing. Each Site/Department's Multifunctional Printer 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 Multifunctional Printer.
- Duplexing:** All Multifunctional Printers shall be capable of producing double-sided copies/prints.
- Paper:** All Multifunctional Printers rated at a speed of 50 prints per minute (ppm) or faster are required to have the capability of printing on stock ranging from 20 lb. bond to 110 lb. index, on sizes letter (8 ½ x 11), legal (8 ½ x 14) and ledger (11 x 17).

- d. **Finishing:** All Multifunctional Printers shall have full offset stacking and finishing (50-sheet stapling) capabilities.
- e. **Document Feeder:** Multifunctional Printers 50-90 ppm shall possess an Automated Document Feeder that has dual scan capability and accommodates 100 sheets of 20 lb. bond paper.
- f. **Tray:** All Multifunctional Printers shall have a bypass tray for the purpose of printing on specialized stock.
- g. **Enlarging:** All Multifunctional Printers shall be capable of enlarging documents in preset increments to a maximum of 200%.
- h. **Reducing:** All Multifunctional Printers shall be capable of reducing documents in preset increments to a minimum of 25%.
- i. **Capacity:** All Multifunctional Printers 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
  - 11 x 17 paper supply – minimum of 250 sheets (may be an adjustable tray)
- j. **Pin Codes:** All Multifunctional Printers shall have PIN codes and/or mailbox-secured access for users. Pin codes must include features to set or restrict copy allowances by user.
- k. **Cost/Accounting Meter:** All Multifunctional Printers shall have programmable cost center/accounting meters, with a minimum of 50 separate cost centers/meters; vendor to specify the number of digits accommodated per accounting code.
- l. **Network Printing (if required):** Multifunctional Printers 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.
- m. **Network Scanning (if required):** Multifunctional Printers shall be capable of color scanning to file. Identify whether or not scanning is an additional feature and delineate all functions of this feature. If optional, identify all costs (i.e. equipment, software, installation, etc.) and technical requirements necessary to the operation of this feature.

### General Desktop Printers

- a. District owns approximately 75 desktop printers that are listed in Appendix D. Vendors should advise best practices for these printers. For example, should they go on a maintenance plan and be charged the per-page rate, or can vendor provide toner at a lower cost than the school could secure independently.
- b. This is an optional RFP response. No bidder shall be required to submit a proposal for a service and supply agreement for the 75 desktop printers.

- c. Bidders may propose alternate desktop printers, service agreement and supply solutions.

### OEM Service Entity (Authorized Dealers)

- a. If the OEM will not be the direct servicing entity, the OEM must provide a statement of support to commit all necessary products, services, and resources to the designated authorized dealer(s) in order to fulfill the terms and conditions of the contract. Authorized dealer and bidder shall be the same company.

### Requirements for Maintenance Support

- a. **Warranty Term:** Vendor shall provide parts and labor warranty for a minimum of 90 days. Vendor shall identify their warranty period.
- b. **Repairs under Warranty:** The vendor shall bear all material and labor costs for repair of equipment and defects and failure accruing within the warranty period.
- c. **Replacement under Warranty:** If a Multifunctional Printer does not perform to manufacturer's specifications during the warranty period, the OEM shall replace the unit(s) with a new, not refurbished/used, Multifunctional Printer of the same model.
- d. **Maintenance Agreement Term:** The maintenance/service agreement shall commence upon expiration of the warranty period and extend through the end of the fiscal year (June 30). The Agreement will be renewed annually from July 1 – June 30. The District reserves the right to discontinue the Agreement at any time by giving 30 days written notice.
- e. **Preventative Maintenance:** Vendor shall provide all preventative maintenance required to meet the specifications of this contract, the compensation for which will be included in the pricing schedule.
- f. **Repairs:** On-call remedial maintenance shall be performed on an “as needed” basis as determined by the District. An adequate inventory of spare parts must be kept on hand by the Supplier, to be available for repairs necessary to keep all Multifunctional Printers/duplicators running.
- g. **Service Call Charges:** Copies metered during service calls by the Supplier will not be charged to the District, nor shall the Supplier use the District's paper.
- h. **Response Time:** Defined as the time interval between the problem call by the District and the on-site arrival of a qualified maintenance service technician, the response time shall not exceed an average of four (4) normal working hours. Normal working hours are defined as 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays.
- i. **Parts/Supply Availability:** Vendor shall have in place an inventory and delivery system of parts and consumable supplies in quantities sufficient to serve the requirements of this contract.
- j. **Loaner:** If during a service call, it is determined that a Multifunctional Printer/duplicator cannot be repaired in place within forty-eight (48) hours from

the time the service call is placed, another Multifunctional Printer of similar size and features is to be supplied at no cost to the District.

- k. **Poor Performance:** Poor performing and/or problematic Multifunctional Printer units will be replaced with new similar equipment repaired to manufacturer's specifications and/or repaired to the Natomas Unified School District's satisfaction.
- l. **Training:** Initial training of Natomas Unified School District personnel and setup shall be conducted upon equipment installation and at no cost to the District. Any additional training shall be offered at no cost to the District.
- m. **Technical Functions:** Initial set up of PIN codes, scanning, printing, and all other technical functions will be conducted upon equipment installation at no cost to the District. These functions will be reviewed annually and updated as needed at no charge to the District.
- n. **Performance and Meter Report:** A monthly Performance and Meter Report shall be provided by Supplier on a proactive basis. The formatting of the Performance and Meter Report will be accomplished according to the needs of the District, however, the Performance and Meter Report shall indicate at minimum the following information during the period for each unit in the fleet: unit identification number, building address, office of room number, site name, number of copies, number of prints, number of service calls, number of preventative maintenance calls performed.
- o. **Contract Renewal Letter:** An annual Contract Renewal letter shall be provided by Supplier for each Multifunctional Printer. The formatting of the Contract Renewal letter will be accomplished according to the needs of the District, however, the letter shall indicate at minimum the following information: unit identification number, site name, address, current purchase order number, cost per copy for upcoming fiscal year, actual number of copies/prints for previous 12 month period and the total maintenance estimate for the upcoming fiscal year, and the lease payment amount.

### Network Technical Requirements

- a. Multifunctional Printers shall be capable of wireless printing from Chromebooks, iPads, etc.
- b. The networked Multifunctional Printers will be connected to the District's network using the current infrastructure.
- c. Each networked Multifunctional Printer shall allow printing from any Macintosh or PC within the District's network.
- d. For networked Multifunctional Printers with 60 ppm and above capabilities, queue management software is required.
- e. The vendor shall specify all electrical requirements, including the necessity for special electrical receptacles, dedicated lines, etc. Vendor shall supply a device for electrical surge protection.
- f. Multifunctional Printers shall be capable of accessing Google documents and printing directly on the device.



- g. All Multifunctional Printers should be configured with anti-virus software and must have built-in Image Overwrite software.

## Pricing Requirements

- a. **Purchase Orders:** The District will issue a purchase order for each Multifunctional Printer lease or equipment purchase and one purchase order for maintenance for all Multifunctional Printers listed on Exhibit B.
- b. **Leases Billed Annually in Advance:** Vendors shall provide the purchase price on which the equipment lease is based. The district would like to see the equipment lease pricing based on a 60-month (5-year term), and a 36-month (3-year term) Fair Market Value (FMV) billed monthly.
- c. **Maintenance Agreement Pricing:** Maintenance agreement pricing shall include all maintenance, repairs, parts, and consumable supplies, including toner, masters, developer, and staples (except paper). Increases in maintenance agreement pricing, if any, may not exceed 2% annually.
- d. **Maintenance Agreement Billing:** Maintenance agreements will be billed quarterly in arrears based on actual copies made. A master maintenance agreement may be developed at contract execution. All invoices must reference a Purchase Order number.
- e. **Meter Readings:** Obtaining meter readings is the responsibility of the vendor. The preferred and primary meter reading method shall be conducted via network interface. As a secondary method, the vendor may call or email the sites to obtain these readings on a quarterly basis.
- f. **Copy Volume:** It is understood and agreed that the District guarantees no minimum amount. The District reserves the right to increase or decrease anticipated quantities. Annual volume indicated is an estimate only, based on the fiscal year July 1 through June 30 of each year.
- g. **Electrical Specifications:** The District will install electrical and/or data drops. It is the responsibility of the vendor to provide all specifications for the hard wire.
- h. **Vendor Recommendations:** Each vendor may be asked to outline a method to examine volumes for each Multifunctional Printer to verify the proper equipment is in place and is properly utilized. Vendors may be asked to outline a method to replace under or over-utilized equipment with a Multifunctional Printer of lesser/greater speed and/or capacity. If agreed upon, this shall be accomplished without extending the equipment lease and/or maintenance agreement beyond the original term.
- i. **Energy Star:** All proposed Multifunctional Printers shall be Energy Star compliant per the State of California.
- j. **Free Delivery:** All equipment and supplies shall be bid F.O.B. Destinations – Free On Board delivered to all NUSD sites. This shall include trade-in equipment being replaced; exceptions may be mutually agreed to.
- k. **Free Pick-up:** Return of equipment at the end of the lease term will be done at no charge to the District by the Vendor that originally conducted the install.

District-owned Multifunctional Printers will be picked up at no charge to the District by Vendor replacing the equipment; exceptions may be mutually agreed to.

- I. **Demo Units:** If requested, equipment offered must be available at no cost or obligation for evaluation and testing by the District prior to the award of the proposal.

### Performance Schedule

- a. The District is anticipating Board approval at the **December 13, 2023** Board Meeting. Vendor must provide a schedule of installation that will not significantly impact educational sites. See Appendix E for the District school calendar. Ideal installation would occur during Winter Recess.

### Term

The contract will be awarded for a minimum of 36 months. An option for two (2) more years may be included upon receipt of a signed Purchase Order. The contract may be extended on a month-to-month basis until all arrangements are finalized in writing and/or replacement equipment is delivered. The equipment lease and maintenance pricing of the original agreement will remain in effect during the month-to-month extension period.

### Assessments

Vendors may request an onsite assessment to facilitate the proposal. Prior approval and arrangements must be made to access District facilities. Person(s) conducting the assessment will need to have proper identification, be background checked, and be an employee of the Vendor. The Vendor will assume all liability during the assessment of the assessor(s).

## **CONTRACTING REQUIREMENTS**

### Warranties and Representations

The supplier, manufacturer or their assigned agent shall guarantee the product or service performed against all defects or failures of materials and workmanship for a period recommended by the manufacturer from the actual delivery date. Where applicable, all merchandise must be warranted to be in compliance with California energy, conservation, environmental, educational, and product liability standards. The manufacturer's warranty must be included as part of any proposal.

## Equipment, Tools, Supplies

Vendor will supply all equipment, tools, supplies, offices, personnel, instrumentalities, transportation, support services, and insurance required to deliver and install Multifunctional Printers under the Agreement.

## Indemnity Obligations of Vendor

To the fullest extent permitted by law, Vendor will protect, indemnify, defend, and hold the District, officers, employees, agents and representatives, and each of their successors and assigns entirely harmless from and against any and all claims, actions, demands, proceedings, liabilities, damages, judgments, fines, penalties, settlements, cost and charges, including, without limitation, attorneys' fees and expenses, arising directly or indirectly from or in connection with (a) any breach of the Agreement, (b) any actual or alleged negligent act, negligent error or omission, intentional misconduct of, or violation of any law by Vendor, Vendor's employees, subcontractors, agents, representatives or assigns (collectively, "Vendor's Agents") in the performance or nonperformance of the professional services required to be performed by the Vendor under the Agreement; or (c) the District's enforcement of its rights under this indemnity provision.

## Insurance Obligations of Vendor

Vendor agrees to deposit with the District prior to the effective date of the contract, certificates of insurance necessary to satisfy the District that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificates thereof on deposit with the District during the entire term of this contract.

- a. **Workers' Compensation and Employers' Liability:** Workers' compensation limits as required by the Labor Code of the State of California and Employers' Liability limits of \$1,000,000 per accident.
- b. **Comprehensive General Liability or Commercial Liability and Business**
- c. **Automotive Liability:** \$1,000,000 combined single limit per occurrence or accident for bodily injury, personal injury, and property damage.

## Termination

### **a. Appropriation of Funds:**

- i. If the term of this contract extends into fiscal years subsequent to that in which it is approved, such continuation of the contract is subject to the appropriation of funds for such purpose by the Legislature. If sufficient funds are not so authorized, the parties mutually agree that the contract may be terminated or amended as appropriate in response to the reduction in funding. If the contract is terminated, Vendor agrees to take back any affected equipment, products, software, or hardware furnished

under this contract, terminate any services supplied to the District under this contract, and relieve the District of any further obligation therefore.

- ii. The district agrees that if subdivision A above is invoked, equipment will be returned to Vendor in substantially the same condition in which it was delivered to the District, subject to normal wear and tear. The District further agrees to pay for packing, crating, and transportation to Vendor's nearest facility and for reimbursement to Vendor for expenses incurred for their assistance in such packing and crating.
- b. **Default by Vendor:** The Agreement may be terminated by the District upon thirty (30) days written notice to Vendor in the event Vendor is in default under any of the provisions of the Agreement. In the event the Agreement is terminated due to the default by Vendor, Vendor will not be entitled to receive any compensation for Services performed or for any Reimbursable Expenses incurred.
- c. **Automatic Termination:** The Agreement will automatically terminate on the occurrence of any of the following events: (a) bankruptcy or insolvency of either party; (b) sale of the business; (c) failure to comply with federal, state or local laws, regulations or requirements, or (d) expiration of the agreement, renewal periods or month-to-month option.

## Nondiscrimination

During the performance of this Agreement, Vendor will not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40), sex, or sexual orientation. Vendor will comply with the provisions of the Fair Employment and Housing Act (Government Code 12900 et seq.) and applicable regulations promulgated there under (California Administrative Code, Title 2, section 7285.0 et seq.). Vendor will include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

## Assignment/Subcontracting

Vendor will clearly describe the reason for using any subcontractors, if applicable. Regardless of approval of any subcontractor by the District or any provision in the agreement to the contrary, Vendor will at all times remain solely and exclusively responsible for the performance of all obligations under this Agreement.

## General Provisions

- a. **Force Majeure:** Neither party will be deemed in default of the Agreement or any provision hereunder to the extent that any delay or failure in the performance of the obligations of such party (other than the payment of money) results from any significant and material causes beyond its reasonable control and without fault or negligence by such party. Examples of such causes include but are not limited to,

acts of God or public enemy, (2) acts of the government in sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) embargoes, and (8) earthquakes.

- b. **Governing Law:** The Agreement will be governed by the laws of the State of California.
- c. **Attorneys' Fees:** In the event either party institutes any action or proceeding against the other party relating to the Agreement, the unsuccessful party in such action or proceeding will reimburse the successful party for its disbursements incurred in connection therewith and for its reasonable attorneys' fees to the successful party, the successful party in any lawsuit of the Agreement shall be entitled to collect or enforce the judgment. This provision is separate and several and shall survive the merger of the Agreement into any judgment on the Agreement.
- d. **Arbitration:** Any question, claim, or dispute between the parties valued in excess of five thousand dollars (\$5,000) arising out of or related to this agreement, except breaches of confidentiality will be conclusively settled by binding arbitration.
- e. **License:** In those instances where required, the Vendor represents and warrants that the Vendor holds a license, permit, or other special license to perform the Services pursuant to the Agreement, as required by law, or employs or works under the general supervision of the holder of such license, permits or special licenses in good standing and in full force and effect at all times while the Vendor is performing the Services pursuant to the Agreement.
- f. **Amendments:** The District may, at its sole discretion, issue amendments to this RFP at any time prior to the time set for receipt of proposals. The District shall attempt to issue amendments, if any prior to **November 8, 2023**, but may issue amendments after that date if necessary.
- g. **Taxes:** Sales tax will be requested on a separate line item. The District is subject to the City of Sacramento sales tax. Federal excise taxes are not applicable to school districts, and shall not be paid by the District.
- h. **Signature:** All forms and certifications enclosed herein must be signed in the name of the bidder in blue wet ink. All signatures must be of the person or persons duly authorized to sign the bid.
- i. **Non-Collusion Affidavit:** See attached affidavit to be executed by bidder and submitted with the bid.
- j. **Bidder References:** All PROPOSERS must submit three (3) Customer References to help indicate the bidder's fitness as an acceptable source for services or product and their ability to provide any awarded items.
- k. **Fingerprinting Requirement:** This contract is subject to the provisions of Education Code Section 45125.1. Vendors' employees are required to submit fingerprints to the Department of Justice where an employee may come into contact with the students at any District site. The Department of Justice will ascertain whether the employee has a pending criminal proceeding for a violent or serious felony as they are defined in Penal Code Sections 667.59(c) and

1191.7(c), respectively. Vendor shall not permit an employee to come into contact with students until the Department of Justice has ascertained that the employee has not been convicted of a felony as defined in the Education Code 45122.1. Vendor shall provide the District with a list of names of employees who may come in contact with students and must certify in writing to the District that none of its employees who may come in contact with students have been convicted of a felony as defined in Education Code 45122.1. District may request the removal of an employee from a District site at any time. Failure to comply with the provision may result in termination of this Agreement.

- I. **Competency of Vendor:** In order to determine responsibility, the District reserves the right to conduct any investigations, and require any information it deems necessary. The District will consider the vendor's organization, financial condition (cannot be receivership or filed for bankruptcy protection within the past fifteen (15) years), facilities, personnel qualifications, performance under other contracts, and industry reputation of the vendor.

## EVALUATION OF PROPOSALS

Natomas Unified School District will review submitted proposals based upon, but not solely limited to, the criteria. Note that cost will be a factor, but not the only factor, in evaluating submitted proposals.

- a. **Rejection of Proposals:** The District reserves the right to reject any or all submissions in whole or in part for any reason without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements.

If a proposal fails to meet a material requirement in the Request for Proposal, or is incomplete or contains irregularities, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with the requirements in the RFP.

- b. **Evaluation Process:** Bids will be evaluated by a team of District representatives.

The District reserves the right to determine the suitability of proposals on the basis of proposals meeting administrative requirements, business objectives, technical requirements, the review team's assessment of the quality and performance of the equipment and services proposed, cost, and other criteria as assessed by the team. The District may require the vendor to clarify an answer. Failure to do so may result in sufficient cause for being non-responsive.

The following criteria will be considered during the evaluation process:

- i. **Responsiveness:** Adherence to the requirements of RFP.
- ii. **Qualifications and Experience:** The ability, capability, flexibility, financial stability, and skill of the Vendor/OEM to perform the contract, as evidenced

by related factors such as its market position, strategic partnerships, customer base, industry ratings/awards, ability to deliver within a reasonable time without delay, etc. Also includes client reference information from current or prior customers, preferably school districts, as well as response to Supplier Questionnaire.

iii. **Technical Approach and Quality:** The ability of the Vendor/OEM to meet the specifications and requirements for equipment, installation, maintenance, and service. Demonstrated success on similar projects, technician training, average response time, problem resolution process, and parts availability (i.e. delivery time for routine and special orders, as well as on-hand inventory). The ability to provide quality equipment and services in fulfillment of the contract based upon business efficiencies, organizational structure, customer service, and technological competitiveness.

iv. **Cost:** Cost consideration will be reviewed only if a proposal is determined to be otherwise qualified. All figures entered on the vendor proposal must be clearly legible.

c. **Award and Execution of Contract:** The selected vendor matching the District needs will be placed on the Board Agenda as a recommendation to the School Board. It is anticipated that the final selection of the vendor will be presented to the School Board on **December 13, 2023**.

d. **Errors and Corrections:** Verify your proposals before the submission as they may not be withdrawn or corrected after the bid opening.

e. **Withdrawal and Resubmission/Modification of Proposals:** A vendor may withdraw its proposal at any time prior to the deadline for submitting proposals by notifying the District in writing of its withdrawal. Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed after the evaluation process begins.

# STATEMENT OF COMPLIANCE WITH NON-COLLUSION AND CONFLICT OF INTEREST REQUIREMENTS

I, \_\_\_\_\_, \_\_\_\_\_  
(Name) (Title)

Of \_\_\_\_\_ hereby certify:  
(Company Name)

- That all statements of fact in this proposal are true, and that such proposal is genuine and not collusive or a sham;
- That such proposal was not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation;
- That said bidder has not, directly or indirectly, by agreement, communication, or conference with anyone, attempted to induce action prejudicial to the interest of the Natomas Unified School District, or of any other bidder or anyone else interested in the proposed contract;
- That prior to the public opening and reading of proposals, said bidder did not, directly or indirectly, induce or solicit, or collude, conspire, connive, or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposal;
- That said bidder has not, in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to raise or fix the proposal price of said bidder or of anyone else.

Furthermore, the above-named certifies:

- That no current Board member or employee of the Natomas Unified School District, and no one who has been a Board member or who has been employed by the Natomas Unified School District within the past two years has participated in bidding, selling or promoting this contract;
- That no such current or former Board member or employee has an ownership interest in this contract, nor shall any such current or former Board member or employee derive compensation, directly or indirectly, from this contract;
- That said bidder does not know of any facts which constitute a violation of Conflict of Interest laws.

Government Code of the State of California, Section 87100 et. seq. Public officials; states in part: No public official at any level of state or local government shall make, participate in making of or in any way attempt to use his official position to influence a governmental decision in which he knows, or has reason to know, he has a financial interest. The bidder understands that any violation of this Statement of Compliance shall make any agreement or contract voidable by the District.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# APPENDIX A - COVER PAGE

**OCTOBER 2023**  
**NATOMAS UNIFIED SCHOOL DISTRICT**  
**DISTRICT-WIDE MULTIFUNCTIONAL PRINTER EQUIPMENT**

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**To: William Young, Deputy Superintendent**

Organization: \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

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

**City, State & Zip:** \_\_\_\_\_

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

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

The undersigned authorized chief administrative official submits this proposal on behalf of the applicant Contractor, attests to the appropriateness and accuracy of the information contained therein, and certifies that this proposal will comply with all relevant requirements of the applicable laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein. The following signatures and other printed information are required.

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

**Name (typed):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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

## APPENDIX B - PROPOSAL CHECKLIST

Each proposal must be submitted in the format outlined below. Please use the following as a checklist in assembling the completed proposal and include in the order given below:

- ☐ Table of Contents Page (listing the sections and the pages on which they can be found)
- ☐ Signed Proposal Cover Page (Appendix A)
- ☐ Proposal Checklist (Appendix B)

### Submission Requirements:

- ☐ Non-Collusion Affidavit
- ☐ References
- ☐ OEM Specification Sheets (no standard form required - send documents in your preferred format)
- ☐ Pricing Proposal (no standard form required - send documents in your preferred format)
- ☐ Attach CMAS or Piggyback-able Contracts (as applicable)

### Responses to Required Questions:

1. Does the vendor have a CMAS or piggyback-able contract? If yes, please provide the entity and contract information.

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2. Where is the closest service provider to NUSD (City and Zip Code)?

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3. Can the vendor conduct meter checks, requests, and supply checks (and send applicable supplies proactively) remotely? If yes, please provide a brief explanation.

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4. Can the vendor conduct routine operating inspections remotely? If yes, please provide a brief explanation.

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## APPENDIX C - REFERENCES

School District of Company Name:\_\_\_\_\_

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

Address/City/State/Zip:\_\_\_\_\_

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

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

Number of Copiers Provided:\_\_\_\_\_

Number of Years of Maintenance Support Services:\_\_\_\_\_

School District of Company Name:\_\_\_\_\_

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

Address/City/State/Zip:\_\_\_\_\_

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

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

Number of Copiers Provided:\_\_\_\_\_

Number of Years of Maintenance Support Services:\_\_\_\_\_

School District of Company Name:\_\_\_\_\_

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

Address/City/State/Zip:\_\_\_\_\_

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

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

Number of Copiers Provided:\_\_\_\_\_

Number of Years of Maintenance Support Services:\_\_\_\_\_

## APPENDIX D – CURRENT MULTIFUNCTIONAL PRINTER EQUIPMENT, KYOCERA

| <b><u>District:</u></b> | Model             | Black & White/Color | Avg. Monthly Usage |
|-------------------------|-------------------|---------------------|--------------------|
| Ed Center               | 8002i             | Black & White       | 9107               |
|                         | 6052ci            | Color               | 4160               |
|                         |                   | Black & White       | 611                |
|                         | 6052ci            | Color               | 10309              |
|                         |                   | Black & White       | 5226               |
|                         | 6052ci            | Color               | 13452              |
|                         |                   | Black & White       | 8668               |
|                         | Nutrition and M&O | 6052ci              | Color              |
| Black & White           |                   |                     | 2653               |
| 8002i                   |                   | Black & White       | 2882               |
| Transportation          | 6052ci            | Color               | 3244               |
|                         |                   | Black & White       | 1996               |
| <b><u>Sites:</u></b>    |                   |                     |                    |

|                                   |        |               |       |
|-----------------------------------|--------|---------------|-------|
| American Lakes School             | 8002i  | Black & White | 33175 |
| American Lakes School<br>(cont'd) | 6002i  | Black & White | 24683 |
|                                   | 6052ci | Color         | 2108  |
|                                   |        | Black & White | 2834  |
|                                   | 6052ci | Color         | 11360 |
|                                   |        | Black & White | 11950 |
| Bannon Creek Elementary           | 8002i  | Black & White | 28781 |
|                                   | 6052ci | Color         | 2747  |
|                                   |        | Black & White | 2612  |
|                                   | 6052ci | Color         | 8707  |
|                                   |        | Black & White | 32467 |
| Discovery High School             | 6052ci | Color         | 5197  |
|                                   |        | Black & White | 13371 |
| H. Allen Hight Elementary         | 8002i  | Black & White | 48416 |
|                                   | 6052ci | Color         | 4013  |
|                                   |        | Black & White | 4864  |
|                                   | 6052ci | Color         | 12185 |

|                      |        |               |       |
|----------------------|--------|---------------|-------|
|                      |        | Black & White | 27902 |
| Heron School         | 8002i  | Black & White | 45093 |
|                      | 6002i  | Black & White | 49927 |
|                      | 6052ci | Color         | 4592  |
|                      |        | Black & White | 5658  |
| Inderkum High School | 6002i  | Black & White | 22197 |
|                      | 8002i  | Black & White | 50833 |
|                      | 8002i  | Black & White | 33827 |
|                      | 8052ci | Color         | 11737 |
|                      |        | Black & White | 28220 |
|                      | 6052ci | Color         | 6134  |
|                      |        | Black & White | 23245 |
| Jefferson Elementary | 8002i  | Black & White | 34820 |
|                      | 6052ci | Color         | 11513 |
|                      |        | Black & White | 22593 |
| Natomas High School  | 8002i  | Black & White | 14276 |
|                      | 8002i  | Black & White | 30270 |

|                                 |        |               |       |
|---------------------------------|--------|---------------|-------|
|                                 | 4003i  | Black & White | 257   |
| Natomas High School<br>(cont'd) | 6052ci | Color         | 7860  |
|                                 |        | Black & White | 28666 |
|                                 | 6052ci | Color         | 7207  |
|                                 |        | Black & White | 12787 |
| Natomas Middle School           | 8002i  | Black & White | 47427 |
|                                 | 6002i  | Black & White | 15442 |
|                                 | 6052ci | Color         | 10    |
|                                 |        | Black & White | 27    |
|                                 | 6052ci | Color         | 5004  |
|                                 |        | Black & White | 12588 |
| Natomas Park Elementary         | 8002i  | Black & White | 47113 |
|                                 | 8002i  | Black & White | 27121 |
|                                 | 6052ci | Color         | 4806  |
|                                 |        | Black & White | 4459  |
| Paso Verde School               | 8002i  | Black & White | 62096 |
|                                 | 6052ci | Color         | 2694  |

|                                |        |               |       |
|--------------------------------|--------|---------------|-------|
|                                |        | Black & White | 24252 |
| Two Rivers Elementary School   | 8002i  | Black & White | 48259 |
|                                | 6052ci | Color         | 4278  |
|                                |        | Black & White | 28300 |
| Witter Ranch Elementary School | 8002i  | Black & White | 54286 |
|                                | 6052ci | Color         | 5188  |
|                                |        | Black & White | 19214 |
| <b><u>Charter:</u></b>         |        |               |       |
| Leroy Greene Academy           | 6052ci | Color         | 10517 |
|                                |        | Black & White | 27663 |
|                                | 6052ci | Color         | 10616 |
|                                |        | Black & White | 29508 |



## APPENDIX E – DESKTOP PRINTERS


|  |                                   |
|--|-----------------------------------|
| <b>Natomas USD / American Lakes Elementary : 2800 Stonacreek Dr.</b> |                                   |
|  | A18550[ Kyocera/TASKalfa 8002i]   |
|  | A19126[ Kyocera/TASKalfa 6002i]   |
|  | A19128[ Kyocera/TASKalfa 6052ci]  |
|  | A16257[ Kyocera/TASKalfa 6052ci]  |
| <b>Natomas USD / Bannon Creek Elementary : 2775 Millicreek Dr.</b>   |                                   |
|  | A18549[ Kyocera/TASKalfa 8002i]   |
|  | A19129[ Kyocera/TASKalfa 6052ci]  |
|  | A16265[ Kyocera/TASKalfa 6052ci]  |
| <b>Natomas USD / Discovery High School : 3401 Fong Ranch Rd</b>      |                                   |
|  | A16258[ Kyocera/TASKalfa 6052ci]  |
| <b>Natomas USD / H Allen High Elementary : 3200 N Park Dr.</b>       |                                   |
|  | A19136[ Kyocera/TASKalfa 8002i]   |
|  | A19137[ Kyocera/TASKalfa 6052ci]  |
|  | A19138[ Kyocera/TASKalfa 6052ci]  |
| <b>Natomas USD / Heron School : 5151 Banfield Dr.</b>                |                                   |
|  | A019098[ Kyocera/TASKalfa 8002i]  |
|  | A16261[ Kyocera/TASKalfa 6002i]   |
|  | A16263[ Kyocera/TASKalfa 6052ci]  |
| <b>Natomas USD / Inderkum High School : 2500 New Market Dr.</b>      |                                   |
|  | A16253[ Kyocera/TASKalfa 8002i]   |
|  | A16254[ Kyocera/TASKalfa 8002i]   |
|  | A16255[ Kyocera/TASKalfa 6052ci]  |
|  | A16260[ Kyocera/TASKalfa 6052ci]  |
|  | A18728[ Kyocera/TASKalfa 6002i]   |
| <b>Natomas USD / Paso Verde School : 3883 Del Paso Rd</b>            |                                   |
|  | A19127[ Kyocera/TASKalfa 6052ci]  |
|  | A19122[ Kyocera/TASKalfa 8002i]   |
| <b>Natomas USD / Transportation : 1931 Arena Blvd</b>                |                                   |
|  | A19125[ Kyocera/TASKalfa 6052ci]  |
| <b>Natomas USD / Two Rivers Elementary School : 3201 W River Dr.</b> |                                   |
|  | A019058[ Kyocera/TASKalfa 8002i]  |
|  | A19131[ Kyocera/TASKalfa 6052ci]  |
|  |                                   |
|  |                                   |
| <b>Natomas USD / Jefferson Elementary : 2001 Pebblewood Dr.</b>      |                                   |
|  | A19139[ Kyocera/TASKalfa 8002i]   |
|  | A19140[ Kyocera/TASKalfa 6052ci]  |
| <b>Natomas USD / Leroy Greene Middle School : 2950 W River Dr.</b>   |                                   |
|  | A16264[ Kyocera/TASKalfa 6052ci]  |
|  | A16266[ Kyocera/TASKalfa 6052ci]  |
| <b>Natomas USD / Natomas High School : 3301 Fong Ranch Rd</b>        |                                   |
|  | A16252[ Kyocera/TASKalfa 8002i]   |
|  | A16256[ Kyocera/TASKalfa 8002i]   |
|  | A16259[ Kyocera/TASKalfa 6052ci]  |
|  | A16262[ Kyocera/TASKalfa 6052ci]  |
|  | A19796[ Kyocera/ECOSYS M6235cidn] |
|  | EQ14864[ Kyocera/TASKalfa 4003i]  |
| <b>Natomas USD / Natomas Middle School : 3200 N Park Dr.</b>         |                                   |
|  | A19142[ Kyocera/TASKalfa 6052ci]  |
|  | A19141[ Kyocera/TASKalfa 8002i]   |
|  | A19146[ Kyocera/TASKalfa 6002i]   |
|  | A19143[ Kyocera/TASKalfa 6052ci]  |
| <b>Natomas USD / Natomas Park Elementary : 4700 Crest Dr.</b>        |                                   |
|  | A19130[ Kyocera/TASKalfa 8002i]   |
|  | A19132[ Kyocera/TASKalfa 8002i]   |
|  | A19133[ Kyocera/TASKalfa 6052ci]  |
| <b>Natomas USD / Natomas School District : 1931 Arena Blvd</b>       |                                   |
|  | A19124[ Kyocera/TASKalfa 6052ci]  |
|  | A19118[ Kyocera/TASKalfa 8002i]   |
| <b>Natomas USD / Inderkum High School : 2500 New Market Dr.</b>      |                                   |
|  | A19961[ Kyocera/ECOSYS P2235dw]   |
|  | A19966[ Kyocera/ECOSYS P2235dw]   |
|  | A19967[ Kyocera/ECOSYS P2235dw]   |
|  | A19968[ Kyocera/ECOSYS P2235dw]   |
|  | A19970[ Kyocera/ECOSYS M3145idn]  |
|  | A19971[ Kyocera/ECOSYS M2040dn]   |
|  | A19972[ Kyocera/ECOSYS P2235dw]   |
|  | A16289[ Kyocera/ECOSYS P2235dw]   |

|   |
|---|
| <b>Natomas USD / Witter Ranch Elementary School : 3790 Poppy Hill Way</b> |
| A19135[ Kyocera/TASKalfa 6052ci]  |
| A19134[ Kyocera/TASKalfa 8002i]   |
| <b>Natomas USD : 1901 Arena Blvd</b>                                      |
| A19123[ Kyocera/TASKalfa 6052ci]  |
| A19121[ Kyocera/TASKalfa 6052ci]  |
| A19101[ Kyocera/TASKalfa 8002i]   |
| A19120[ Kyocera/TASKalfa 6052ci]  |
| <b>No Active Leases</b>   |
| <b>Natomas USD / American Lakes Elementary : 2800 Stonecreek Dr.</b>      |
| A19960[ Kyocera/ECOSYS P2235dw]   |
| A20768[ Kyocera/ECOSYS P2235dw]   |
| <b>Natomas USD / Heron School : 5151 Banfield Dr.</b>                     |
| A16272[ Kyocera/ECOSYS P2235dw]   |
| A20517[ Kyocera/ECOSYS P6235cdn]  |
| A20770[ Kyocera/ECOSYS P2235dw]   |
| A20771[ Kyocera/ECOSYS P2235dw]   |

|  |
|--|
| <b>Natomas USD / Natomas High School : 3301 Fong Ranch Rd</b>        |
| A16270[ Kyocera/ECOSYS P2235dw]                                      |
| A19975[ Kyocera/ECOSYS M2040dn]                                      |
| <b>Natomas USD / Natomas School District : 1931 Arena Blvd</b>       |
| A20522[ Kyocera/ECOSYS M3645idn]                                     |
| <b>Natomas USD / NP3 Elementary School : 4400 E Commerce Way</b>     |
| A16274[ Kyocera/ECOSYS P2235dw]                                      |
| <b>Natomas USD / Paso Verde School : 3883 Del Paso Rd</b>            |
| A20769[ Kyocera/ECOSYS P2235dw]                                      |
| <b>Natomas USD / Two Rivers Elementary School : 3201 W River Dr.</b> |
| A20168[ Kyocera/ECOSYS P6235cdn]                                     |
| <b>Natomas USD : 1901 Arena Blvd</b>                                 |
| A19969[ Kyocera/ECOSYS P2235dw]                                      |
| A19973[ Kyocera/ECOSYS M6235cidn]                                    |
| A19978[ Kyocera/ECOSYS M6235cidn]                                    |
| A19962[ Kyocera/ECOSYS P6235cdn]                                     |

# APPENDIX F – STUDENT CALENDAR

| 2023-2024 Student Calendar |    |    |    |    |    |    |          |    |    |    |    |    |    |
|----------------------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| 180 Instructional Days     |    |    |    |    |    |    |          |    |    |    |    |    |    |
| July                       |    |    |    |    |    |    | January  |    |    |    |    |    |    |
| Su                         | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa |
|                            |    |    |    |    |    | 1  |          | 1  | 2  | 3  | 4  | 5  | 6  |
| 2                          | 3  | 4  | 5  | 6  | 7  | 8  | 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 9                          | 10 | 11 | 12 | 13 | 14 | 15 | 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 16                         | 17 | 18 | 19 | 20 | 21 | 22 | 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 23                         | 24 | 25 | 26 | 27 | 28 | 29 | 28       | 29 | 30 | 31 |    |    |    |
| 30                         | 31 |    |    |    |    |    |          |    |    |    |    |    |    |
| August                     |    |    |    |    |    |    | February |    |    |    |    |    |    |
| Su                         | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa |
|                            |    |    |    |    |    | 1  |          |    |    |    | 1  | 2  | 3  |
| 6                          | 7  | 8  | 9  | 10 | 11 | 12 | 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 13                         | 14 | 15 | 16 | 17 | 18 | 19 | 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 20                         | 21 | 22 | 23 | 24 | 25 | 26 | 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 27                         | 28 | 29 | 30 | 31 |    |    | 25       | 26 | 27 | 28 | 29 |    |    |
| September                  |    |    |    |    |    |    | March    |    |    |    |    |    |    |
| Su                         | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa |
|                            |    |    |    |    |    | 1  |          |    |    |    |    | 1  | 2  |
| 3                          | 4  | 5  | 6  | 7  | 8  | 9  | 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10                         | 11 | 12 | 13 | 14 | 15 | 16 | 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17                         | 18 | 19 | 20 | 21 | 22 | 23 | 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24                         | 25 | 26 | 27 | 28 | 29 | 30 | 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| October                    |    |    |    |    |    |    | April    |    |    |    |    |    |    |
| Su                         | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa |
| 1                          | 2  | 3  | 4  | 5  | 6  | 7  |          | 1  | 2  | 3  | 4  | 5  | 6  |
| 8                          | 9  | 10 | 11 | 12 | 13 | 14 | 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 15                         | 16 | 17 | 18 | 19 | 20 | 21 | 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 22                         | 23 | 24 | 25 | 26 | 27 | 28 | 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 29                         | 30 | 31 |    |    |    |    | 28       | 29 | 30 |    |    |    |    |
| November                   |    |    |    |    |    |    | May      |    |    |    |    |    |    |
| Su                         | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa |
|                            |    |    |    |    |    | 1  |          |    |    |    |    | 1  | 2  |
| 5                          | 6  | 7  | 8  | 9  | 10 | 11 | 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12                         | 13 | 14 | 15 | 16 | 17 | 18 | 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19                         | 20 | 21 | 22 | 23 | 24 | 25 | 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26                         | 27 | 28 | 29 | 30 |    |    | 26       | 27 | 28 | 29 | 30 | 31 |    |
| December                   |    |    |    |    |    |    | June     |    |    |    |    |    |    |
| Su                         | Mo | Tu | We | Th | Fr | Sa | Su       | Mo | Tu | We | Th | Fr | Sa |
|                            |    |    |    |    |    | 1  |          |    |    |    |    |    | 1  |
| 3                          | 4  | 5  | 6  | 7  | 8  | 9  | 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 10                         | 11 | 12 | 13 | 14 | 15 | 16 | 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 17                         | 18 | 19 | 20 | 21 | 22 | 23 | 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 24                         | 25 | 26 | 27 | 28 | 29 | 30 | 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 31                         |    |    |    |    |    |    | 30       |    |    |    |    |    |    |



**Natomas**  
Unified School District  
*Connecting students to their future*

|                       |                                  |
|-----------------------|----------------------------------|
| First Day of Class    | August 10, 2023                  |
| Last Day of Class     | May 24, 2024                     |
| No School             |                                  |
| July 4                | Independence Day                 |
| September 4           | Labor Day                        |
| October 9             | District Staff Development Day   |
| November 10           | Veteran's Day (observed)         |
| November 20           | Certificated Holiday             |
| November 21           | Certificated Holiday             |
| November 22           | Local Holiday                    |
| November 23           | Thanksgiving Day                 |
| November 24           | Local Holiday                    |
| December 22-January 5 | Winter Recess                    |
| December 24           | Christmas Eve                    |
| December 25           | Christmas Day                    |
| January 1             | New Year's Day                   |
| January 15            | Martin Luther King Day           |
| February 12           | Presidents' Day (Lincoln Day)    |
| February 19           | Presidents' Day (Washington Day) |
| April 1 - April 5     | Spring Recess                    |
| May 27                | Memorial Day                     |
| June 19               | Juneteenth                       |

**District Wide Minimum Days:**  
December 21, 2023 and May 24, 2024

**Elementary and K-8 School Minimum Days:**  
5 minimum days for Parent/Teacher Conferences  
Check your school calendar for days

**Secondary (Middle and High) School Minimum Days:**  
December 19-20, 2023  
May 22-23, 2024

|                         |                          |
|-------------------------|--------------------------|
| 1st Quarter: 10/6/2023  | 1st Trimester: 11/3/2023 |
| 2nd Quarter: 12/21/2023 | 2nd Trimester: 2/23/2024 |
| 3rd Quarter: 3/8/2024   | 3rd Trimester: 5/24/2024 |
| 4th Quarter: 5/24/2024  |                          |