

Request for Bids

Hanover Community School Corporation

Solicitation for:

Multi-Function Copiers

Section One General Information

Section 1.1 DUE DATE FOR BIDS

All bids must be submitted in a sealed envelope with a return address, plainly marked on the outside; "Multi-Function Copiers Bid". Bid documents are to be submitted by 10:00 a.m. (local time on October 24th, 2024. Any proposal received after the due date and time will not be considered.

Please address the bid envelope to:

**Hanover Community School Corporation
Attention: John Flanagin
14525 Wicker Ave
Cedar Lake, IN 46303**

Section 1.2 TYPE AND TERMS OF CONTRACT EXPECTED

Hanover Community School Corporation intends to sign a lease agreement with one respondent to provide the complete set of products and services listed in the bid. Please refer to section three for the lease requirements and section four for the equipment specifications. It is Hanover Community School Corporation's intention to award one sole vendor.

Section 1.3 AWARDING OF CONTRACT

The proposals will be considered and awarded not solely on price, but also in conjunction with specifications and evaluation of references. Hanover Community School Corporation reserves the right to reject any and all bids received. The contract shall be deemed to have been awarded after Board approval on November 19th, 2024.

This RFB defines requirements and establishes a basis for the assessment of vendor responses. Your response should include detailed plans for implementation and specify all associated costs. The clarity and precision of your response will be an important factor in our evaluation process.

Section 1.4 REPLACEMENT OF MACHINES

In the event Hanover Community School Corporation determines a machine is requiring excessive service and experiencing undo down-time, Hanover Community School Corporation has the right to request a replacement of that particular machine by the vendor at no additional cost.

Section 1.5 EXPECTED TIMELINE OF BID PROCESS

<u>Activity</u>	<u>Completion Date</u>
Newspaper: Bid Posting 1	October 7th, 2024
Newspaper: Bid Posting 2	October 14th, 2024
RFP Submission	October 24th, 2024
RFP Approved by Board of Trustees	November 19th, 2024
Award of Contract to successful respondent	November 19th, 2024
Delivery and Acceptance of Equipment	12/23/24 - 1/3/25
Complete Implementation of Copiers	12/23/24 - 1/3/25

Section Two Proposal Procedures

Section 2.1 PRE-BID MEETING

There will be no pre-bid meeting for this project.

Section 2.2 INQUIRIES ON THE RFP

All inquiries and requests for information pertaining to this RFP must be directed to John Flanagin

Hanover Community School Corporation
 14525 Wicker Ave
 Cedar Lake, IN 46303
 Email: jflanagin@hanover.k12.in.us

Section 2.3 SITE VISITS

No site visits will be provided for the purposes of this bid.

Copiers will be installed in the following building locations.

Hanover Central High School	10120 W 133rd Ave, Cedar Lake, IN 46303
Hanover Central Middle School	10631 W 141st Ave, Cedar Lake, IN 46303
Red Cedars Upper Elementary School	10635 W 141st Ave, Cedar Lake, IN 46303

Lincoln Elementary School	12245 W 109th Ave, Cedar Lake, IN 46303
Jane Ball Elementary School	13313 Parrish Ave, Cedar Lake, IN 46303
Administration Office	14525 Wicker Ave, Cedar Lake, IN 46303

Section 2.4 BID SUBMISSION

Hanover Community School Corporation must at minimum have 1 copy of the bid(s) on or before the due date and time. Unnecessary or elaborate brochures and presentations, beyond a complete and effective bid, are not desired.

The school district reserves the right to reject each and every bid, and to waive informalities, irregularities, and errors in the bidding to the extent permitted by law. This includes the right to extend the date and time for receipt of bids. In the event that a responsible bid is not received or if it is determined that the low bid received is too high, the bid received will be rejected and the project will be canceled or re-bid.

Bid Responses shall include one (1) original copy, that includes:

Vendor Identification Sheet

Documents

References

Vendor Questionnaire

Response to Proposed Equipment Specification and Pricing

Copy of a Sample Service Level Agreement

Copy of a Sample Contract

Any submission shall constitute an irrevocable (unless Hanover Community School Corporation agrees) offer for ninety (90) calendar days following the deadline of its submission.

Section 2.5 IMPLEMENTATION PLAN AND TIMELINE

The bid must include a thorough implementation plan and timeline for not only delivery and installation.

Section Three

Lease Requirements and Vendor Expectations

Section 3.1 CONTRACT TERM

The term of the contract to be executed between the awarded vendor and Hanover Community School Corporation is to be 60 months. All equipment leased by Hanover Community School Corporation will be entered into agreement with one sole provider. Leased equipment includes but is not limited to the copier fleet and production room equipment.

Section 3.2 INVOICES

All equipment must be invoiced monthly, by location of the equipment.

- Lease pricing must include property taxes for all equipment
- Selected vendor must cover all shipping and return fees that are the responsibility of Hanover Community School Corporation under the obligations of current contracts
- Contract must include a non-appropriation of funds clause
- Contract must include removal & disposal of existing equipment
- Contract must not be subject to penalty fees for invoices paid after due date
- Service contract must include all parts, labor, toner, and staples for copiers / printers
- Service contract must have a guaranteed response time of 4 hours and an overall fleet up-time guarantee of 95%. A 4-hour service response time must be guaranteed for all equipment

Section 3.3 VENDOR/EQUIPMENT EXPECTATIONS

- Proposing vendors must be able to provide a recycling program for empty and used toner cartridges
- Vendors must be certified suppliers of equipment being proposed
- All equipment proposed must be brand new and the manufacturers most current model
- All copiers shall include options for printing and scanning.
- All copiers shall be compatible with Google Workspace.
- All copiers preferably compatible with Google Chromebooks.
- Service contracts must have a guaranteed response time not to exceed an average of four (4) normal working hours. Normal working hours are defined as 7:30 a.m. to 3:30 p.m., Monday through Friday except holidays.
- Initial training of Hanover Community School Corporation personnel shall be conducted upon equipment installation and at no cost to the Hanover Community School Corporation. Any additional training shall be offered at no cost to the Hanover Community School Corporation.
- Following contract term, an annual Contract Renewal letter shall be provided by Vendor 60 days prior to term and for each copier. The formatting of the Contract Renewal letter will be accomplished according to the needs of the Hanover Community School Corporation, however the letter shall indicate at minimum the following information: unit identification number, site name, address, current purchase order number, cost per copy for the 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 if applicable.

Section Four Equipment Specifications

Section 4.1 COPIER FLEET

*Each device must include a card/badge reader

*Usage-only service contract

*Solution must include print management software with base, print, and scan licenses for all devices quoted with 60-months of maintenance and support

1 - 25 PPM B&W standing MFP with external 3,000 sheet finisher

1 – 35 PPM B&W standing MFP with external 1,000 sheet finisher and fax capability

1 – 40 PPM B&W standing MFP with external 1,000 sheet finisher and fax capability

2 – 46 PPM B&W desktop MFPs

3 – 50 PPM B&W standing MFPs

- 2 with external 3,000 sheet finishers
- 1 with external 1,000 sheet booklet finisher, fax, additional paper feed drawers

1 – 60 PPM B&W standing MFP with external 3,000 sheet finisher

1 – 70 PPM B&W standing MFP with external 1,000 sheet finisher, fax, additional paper feed drawers

4 – 80 PPM B&W standing MFPs

- 3 with external 1,000 sheet booklet finisher, fax
- 1 with external 3,000 sheet finisher, punch unit, fax, 4,000 sheet LCIT

3 – 90 PPM B&W standing MFPs

- 2 with external 3,000 sheet finisher, punch unit, fax, 4,000 sheet LCIT
- 1 with external 2,000 sheet booklet finisher, punch unit

3 – 35 PPM Color standing MFPs

- 1 with fax
- 2 with 3,000 sheet external finisher, fax capability

2 – 42 PPM color desktop MFPs

1 – 45 PPM color standing MFP with external 3,000 sheet finisher, fax, additional paper feed drawers

3 – 55 PPM color desktop MFPs

RESPONSE FORMS

VENDOR IDENTIFICATION SHEET

RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL

Our proposal is attached and identified as our official response.

Undersigned agrees to furnish the equipment, materials and services stipulated in the attached proposal; and signifies acceptance of the terms, conditions and specifications.

The Board of Hanover Community School Corporation reserves the right to reject any and all proposals and/or waive any irregularities or informalities in the proposal process.

Company Name: _____

Address: _____

Signature: _____ Date: _____

Print Name: _____

Title: _____

Phone: _____

Fax: _____

E-mail: _____

DOCUMENTS

The following Documents are signed and/or included in the quotation package. Failure to comply will be considered a "No Interest".

Yes ___ No ___ Vendor Identification Sheet

Yes ___ No ___ Documents

Yes ___ No ___ References

Yes ___ No ___ Vendor Questionnaire

Yes ___ No ___ Proposed Equipment Specification & Pricing

Yes ___ No ___ Proposed Software, Licensing, Implementation Specification & Pricing

Yes ___ No ___ Sample Service Level Agreement

Yes ___ No ___ Sample Contract

Yes ___ No ___ State Form 4391: Non-collusion Affidavit

Company Name: _____

Print Vendor Name: _____

Title of Vendor: _____

Signature: _____

REFERENCES

Submit three (2) Customer References where you currently sell/lease copiers and provide maintenance support services. K-12 references preferred.

Company Name: _____
Contact Name: _____
Address/City/State/ Zip: _____
Phone: _____
Email: _____
Number of Copiers Provided: _____
Number of Years of Maintenance Support Services: _____

Company Name: _____
Contact Name: _____
Address/City/State/ Zip: _____
Phone: _____
Email: _____
Number of Copiers Provided: _____
Number of Years of Maintenance Support Services: _____

Company Name: _____
Contact Name: _____
Address/City/State/ Zip: _____
Phone: _____
Email: _____
Number of Copiers Provided: _____
Number of Years of Maintenance Support Services: _____

Company Name: _____
Contact Name: _____
Address/City/State/ Zip: _____
Phone: _____
Email: _____
Number of Copiers Provided: _____
Number of Years of Maintenance Support Services: _____

VENDOR QUESTIONNAIRE

Please answer the following questions as fully (yet as succinctly) as possible. Answers must be submitted on this form.

Discuss your company's experience, background and qualifications regarding sales and service/maintenance of copiers, supplying of copier supplies and similar agreements.

How long has your company been in business?

Provide the number of service technicians presently employed by your company and the total number of copiers your office is maintaining. Are your service technicians certified?

How long has your company sold copiers?

Are you a distributor for several brands of copiers? Authorized? Identify.

How many employees in your local operation?

What address are payments sent to?

If another company will handle maintenance for you, give their full name, address, etc. and describe the business relationship.

Will other than OEM parts be used for repair/maintenance purposes? If so, from whom do you get parts?

What is your normal response time to "down" service calls?

How are service call requests logged and on-site response time and time for repairs tracked?

How many technicians are assigned within a 60 mile to cover Hanover Community School Corporation?

Are preventative maintenance appointments pre-scheduled or scheduled by mutual agreement between you and the Hanover Community School Corporation locations?

Do you warehouse spare parts for the quoted copiers? Where?

Do you warehouse copiers in your office? If not, where?

What is the average delivery time of copiers from your distributor to you?

What is your average delivery time for out-of-stock supplies to us?

How will you handle emergency delivery of supplies?

Does your copier solution maintain a common user interface amongst the different devices being proposed?
(Y/N) Explain.



NON-COLLUSION AFFIDAVIT

State Form 4391 (R4 / 1-00)

STATE OF: _____ }
COUNTY OF _____ } SS:

The undersigned, being duly sworn on oath says, that he is the contracting party, or that he is the representative, agent, member, or officer of the contracting party, that he has not, nor has any other member, employee, representative, agent or officer of the firm, company, corporation or partnership represented by him, directly or indirectly, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he has not received or paid, any sum of money or other consideration for the execution of the annexed contract other than that which appears upon the face of the contract.

Signature
Printed name
Title
Company

Before me, a Notary Public in and for said County and State personally appeared, _____,
who acknowledged the truth of the statements in the foregoing affidavit on this _____ day of _____, 20__.

		Signature of Notary Public
County of residence	Commission expiration date	Printed or typed name of Notary Public