



SWALLOW SCHOOL DISTRICT
INSPIRING EXCELLENCE SINCE 1844

W299 N5614 County Road E
Hartland, WI 53029
262-367-2000

REQUEST FOR PROPOSAL
MULTIFUNCTION COPIER AND PRINTING HARDWARE AND
SERVICE AGREEMENT

PURPOSE

The Swallow School District (“District”) is soliciting written proposals from qualified firms to upgrade and replace its general print and copy systems.

BACKGROUND

The District currently leases two (2) black and white and one (1) color multifunction copy machines. The specific models are as follows:

- (2) Sharp MX-MX M7570 (External Finisher stapler, 2/3 hole punch)
- (1) Sharp MX-5071 MFD Front office (External finisher stapler, 2/3 hole punch, large capacity drawers, & Faxing)

The District wishes to enter into a new lease for replacement copiers with similar or better capabilities as the copiers being replaced. Service is a key component in this RFP, and the successful vendor shall need to provide excellent service with minimum impact or disruption to the District. The proposals will be evaluated based on the criteria set forth in the Scope of Services.

SCOPE OF SERVICES

The District intends to enter into an agreement for: a minimal of two (2) black and white and one (1) color multi-function copy machines. The District desires an all-inclusive agreement which shall include new equipment, installation, training, maintenance, and all consumable supplies except paper and staples, and removal of equipment at end of term. The proposed copiers shall meet or exceed all the requirements as set forth herein.

A. Monthly Lease Cost Program: Provide a fixed monthly lease payment for terms of both 48 and 60 months. The monthly lease proposal must be all inclusive in that all costs identified below are included.

- New equipment, delivery, installation, setup
- Cost per image charges for all maintenance and operating supplies (i.e., parts, labor, toner,

developer, drums, rollers, circuit boards, surge protection, etc. with the only exception of this being paper & staples)

- Necessary training of personnel
- Delivery of equipment, and removal at the end of contract period.

B. Contract Pricing: Pricing provided to be based on the NASPO ValuePoint contract pricing available to State of Wisconsin Government entities, or other similarly discounted pricing. Clearly state if your pricing meets this requirement.

C. Equipment: All equipment shall be new and equipment offered must meet or exceed the capabilities of the current equipment and produce clear, clean copies of typical District documents on a routine basis. The equipment must also be "user friendly" with an uncomplicated interface and the ability to have minor paper jams easily cleared by everyday users.

1. All equipment must include the following features:
 - Optional "Green" Environmental Features: Such features shall be given preference in the selection process, however they are not required. Please describe.
 - The capability of printing on stock ranging from 20 lb. bond to 110 lb. index, and sizes letter (8 ½ x 11), legal (8 ½ x 14), and tabloid (11 x 17).

2. Minimum Requirements

Replacement of the **Sharp MX-MX M7570** in the Library and the **Sharp MX-MX M7570** in the Staff Room must meet or exceed:

- 75 ppm;
- automatic single pass duplexing document feeder;
- automatic duplexing;
- total minimal capacity of at least 3,000 sheets;
- 100-sheet by-pass;
- sort, staple finisher with at least 1,000 sheet stack capacity;
- hole punch;
- copier codes;
- ID Scan to print capability;
- scan to email and network file;
- color scanning.

Replacement of the **Sharp MX-5071 MFD** in the Office must meet or exceed:

- 50 ppm (black and white);
- automatic single pass duplexing document feeder;
- automatic duplexing;
- total minimal capacity of at least 3,000 sheets;
- 100-sheet by-pass;
- sort, staple finisher with at least 1,000 sheet stack capacity;
- hole punch;
- copier codes;

- ID Scan to print capability;
- scan to email and network file;
- color printing and scanning;
- fax capability.

The District reserves the right to require any vendor submitting a proposal to demonstrate the brands and models offered. This demonstration will occur at a mutually agreed upon place (the vendor's place of business, the District, or other site). The purpose of this demonstration will be to determine if the equipment offered meet the needs of the District and to examine copier features, copy quality, its ease of use and its ability to copy typical District documents.

D. Technical Service/Maintenance: The successful proposer will provide prompt maintenance (both preventative and remedial) during business hours (Monday - Friday, 8:00 AM- 4:30 PM CST), and provide both initial and continuous operator training. The cost of the foregoing services shall be included in the unit lease price or price per copy.

- The successful vendor shall provide equipment certified service technicians as may be required.
- The maximum service response time for on-site maintenance shall not exceed 4 working hours from the time that the department placed the call to the repair center.
- Guarantee uptime of 95% (from time of call to resolution of problem) during normal business hours per machine. This does not include any regularly scheduled routine maintenance, operator training, or toner/supply replacement. Uptime is to be calculated for any 90-day period. Machines failing to maintain 95% uptime during normal business hours will be removed at no cost to District and replaced by the successful proposer with an identical model, or one with comparable features and capabilities that meets or exceeds the current level of equipment.
- It is expected that all calls be resolved within 6 hours. Should more time be needed, the technician must inform the designated representative. A service call taking 12 hours or more will be considered unacceptable.
- Proposers must provide backup equipment of equal or greater capability, should that down equipment be unrepairable for any time longer than 48 hours. Backup equipment must be ready for immediate delivery at no additional cost to the District.
- Multiple service calls to any one particular machine must result in the proposer providing detailed review of the problem. In the review, a solution must be proposed and accepted by the District's representative. If the device breaks down after this solution has been implemented, the device must be replaced at the request of the District's designated representative.
- Maintenance and service shall consist of all operating parts and supplies including toner, staples, developer, drums, rollers, circuit boards, etc. (with the only exception of this being paper & staples).
- The vendor shall fully guarantee their work and any products delivered must include a manufacturer's warranty.

E. Review Report: The successful vendor shall provide the administrator of the contract on a quarterly basis, a master activity report and include year-to-date summaries. The master

report should include all sites' activities by machine, machine identification number, model number, beginning and ending meters, total copy volume extended by the cost per page and cost per device to achieve the total monthly cost per machine. Any service calls during the month should also be summarized within the report. A total monthly cost of all machines shall be included. On a quarterly basis, the successful vendor will meet with the administrator to review usage trends, service issues, etc.

F. Return of Equipment: Upon expiration or termination of the contract, the District shall return possession of the equipment to the vendor unless a buy-out option is executed. At its sole expense, successful vendor shall cause the equipment to be removed and transported from the applicable location within the District.

RIGHT TO REJECT

The District reserves the right to accept or reject all proposals when the rejection is in the best interest of the District. The District reserves the right to award without further discussion.

Therefore, responses should be submitted initially with the most favorable terms that the vendor can propose. The District reserves the right to reject the proposal of a vendor whom in the opinion of the District is not in a position to adequately perform the contract or in the past has provided non-standard quality. Contracts will be awarded to the highest ranked vendor where it is in the best interest of the District.

SUBMISSION REQUIREMENTS

The proposals must contain all of the following information:

- A description of qualifications including equipment and services.
- Provide a minimum of three (3) client references, providing the client name and contact information for each. References should be educational institutions the vendor has done business with within the past three years.
- Pricing for terms of both 48 and 60 months.

All required submission elements must be received at the District's office no later than November 8, 2024. Proposals will be accepted by mail, email, or delivered in person. Oral, fax and telephone proposals will not be accepted. Proposals should be sent to:

Taylor Merryfield, Director of Business Services
W299N5614 County Road E
Hartland, WI 53029
merryfieldt@swallowschool.org

ADDITIONAL TERMS AND CONDITIONS

A. Contract: Contracts must contain a buy-out option at the end of the lease for each machine. Contracts should have both a 48-month and a 60-month option. No auto-renewal terms will be accepted.

B. Applicant Expenses: Applicants responding to this RFP do so at their own expense. The District will not consider any successful applicant costs related to this RFP or to negotiating a contract as reimbursable or as eligible costs under the contract.

. **District Right to Modify or Suspend RFP:** The District, through its Superintendent, reserves the right at any time and from time to time, and for its own convenience, in its sole and absolute discretion, to modify or suspend any and all aspects of the selection process, including, but not limited to this RFP, and all or any portion of the successful vendor selection process in or subsequent to the RFP; to obtain further information from any successful vendor, to waive any defects as to form or content of the RFP or any other step in the selection process; to reject any and all responses submitted; to reissue the RFP; procure the desired services by any other means or not proceed in procuring the services; to negotiate with any, all, or none of the respondents to this RFP as to fees, scope of services, or any other aspect of the RFP or services; to negotiate and modify any and all terms of an agreement; and to accept or reject any vendor for entry into a contract.

A. Claims Against the District: Each vendor by responding to this RFP, waives any claim, liability or expense whatsoever against the District and its respective employees and agents by reason of any or all of the following: any aspect of this RFP, the selection process or any part thereof, any informalities or defects in the selection process, the failure to enter into any agreement, any statements, representations, acts or omissions of the District, the exercise of any discretion set forth or concerning any of the foregoing, and any other matters arising out of all or any of the foregoing.

B. Open Records: As the District is a public local government entity in the state of Wisconsin, vendors are advised that responses to this RFP may be subject to open records requests. There should be no assumption that responses or other communications with the District will remain confidential.

RFP Response

Company _____

Contact _____ Email _____

B/W Units _____ Monthly Lease Cost _____

Make & Model _____

Accessories _____

Cost Per Page _____

Minimum Monthly Volume (if any) _____

Notes _____

Color Unit _____ Monthly Lease Cost _____

Make & Model _____

Accessories _____

Cost Per Page _____

Minimum Monthly Volume (if any) _____

Notes _____

References

1.

2.

3.

Contract Pricing

Green Initiatives

Technical Support/Maintenance System/Procedure

Additional Information

Signature _____ Date _____