

Hillsdale Community Schools
30 S. Norwood Ave
Hillsdale, MI 49242
517-437-4401

CONDITIONS OF THIS PROPOSAL

**CONTRACT SPECIFICATIONS
LEASE OF COPIERS FOR Hillsdale Community Schools**

BIDS WILL NOT BE CONSIDERED UNLESS SUBMITTED ON ATTACHED BID FORMS.

THIS PROPOSAL MUST BE IN THE CENTRAL OFFICE NOT LATER THAN

**Friday, January 24, 2025 3:00 p.m.
Bids will not be accepted after the above date and time.**

The Board reserves the right to reject any or all bids or parts of bids, or to split award by items or to accept bid which will best serve the interest of the Board of Education.

Bidders must make their proposals strictly in accordance with requirements and specifications, otherwise they may not be considered.

Bidders are granted the privilege of withdrawing their bids, if they desire, between the time they are submitted and opened.

Bidders are invited to consult with Central Office concerning conditions required for submitting bids, use of materials, or previous quotations.

Hillsdale Community Schools

January 3, 2025

THIS IS NOT AN ORDER

The undersigned proposes to deliver F.O.B., any one or all of the items at prices specified to:

LOCATION: Hillsdale Community Schools / Various Locations No bids shall be accepted from, or contract awarded to, any person who is in arrears to the Board of Education of Hillsdale Community Schools upon debt or contract, or who is defaulter as security or otherwise upon an obligation to the Board of Education of Hillsdale Community Schools.

BID DESCRIPTION

**CONTRACT SPECIFICATIONS
LEASE OF COPIERS FOR Hillsdale Community Schools**

The undersigned proposes to lease copiers and furnish maintenance service at different locations for a period of 5 years beginning April 1, 2025 for prices as indicated on the attached Bid Sheet. The lease will be a two party lease.

See attached for Bid Breakdown of locations, Quantities, and Bid Sheet for Specifications.

Prices quoted shall include all cost of travel, labor and tools.

**Equipment must have color usage controls and print release options.

If you do not wish to bid but would like to remain on our bid list, please place a check mark here_____, complete the vendor information below and return this page to Hillsdale Community Schools, Attention: Alyssa Smith, Admin. Asst. to Finance, 30 S. Norwood Ave, Hillsdale, MI 49242.

In the event that this proposal is accepted to furnish whatever is included in this bid, the successful bidder agrees to furnish compensation insurance (if labor is required in the fulfillment of this contract order), which will amply protect the interest of the Board of Education.

This is to certify that the prices, quality, quantity and delivery of the above-mentioned material or commodity will be in exact conformity, unless clearly noted, with the specifications, samples and proposition therefore, and declare that it is made without collusion with any other person, firm, or corporation making any other proposal, or who otherwise would make a proposal, and agree to furnish in strict accordance with the specifications.

COMPANY NAME _____
CONTACT PERSON _____ PHONE # _____
ADDRESS _____ FAX # _____
CITY _____ ST _____ ZIP _____
E-MAIL _____

COPIER LEASE BID

SECTION II: GENERAL SPECIFICATIONS

1. The lease will be for a combination of new and/or refurbished equipment.
2. The Bid equipment will not be discontinued models at the time of bid and/or delivery.
3. The lease will be for a period of five (5) years.
4. The lease bid should state whether personal property taxes are included in the lease price. If not, an estimate should be given on additional costs.
5. The bid should state if there is a \$1.00 buy out option.
6. The lease shall provide a complete maintenance agreement for all (quantity) copier machines. The maintenance agreement will include the following:
 - a. All parts, labor, toner, developer, and preventive maintenance (excluding paper and staples).
 - b. The maintenance agreement will be implemented and performed by the organization issuing the lease.
 - c. Any service call placed with the vendor that is not addressed by a service technician within four business hours, the individual school will be given a credit based upon daily costs. The credit will be the total time in excess of four hours until the time a service technician responds to the call. Any credit will be applied to next month's invoice.
 - d. Immediate replacement with "comparable" equipment of any machine down for repairs or waiting on order of parts for more than 48 hours. Failure to do so warrants a credit on the next month's invoice.
 - e. Vendor agrees to replace any machine that does not operate to (School District) expectations with comparable product for remainder of lease.
 - f. Guaranteed availability of service, parts and supplies for life of lease.
 - g. The agreement shall not contain any maintenance escalation clause.
7. ALL GUARANTEED ITEMS MUST BE IN WRITING AT TIME OF BID.
8. Sufficient staff training is required for knowledgeable operation and will be performed by the vendor issuing the lease. Minimum training requirements are at the time of delivery, training at the start of each school year, and upon principal's request.
9. Leaser maintains full time professional maintenance team which includes network professionals.
10. Additional costs that could exceed those projected in the lease must be clearly spelled out in the lease. At no time will any other additional costs be entertained.
11. The lease payments will be negotiated between Hillsdale Community Schools and awarded vendor. Lease payments must be broken down between equipment rental and maintenance.
12. Delivery and set up of all copiers is expected by March 26, 2025, unless noted in bid.

Tentative Timeline:

- Bids Requests emailed January 3, 2025
- Bids received January 24, 2025 3:00 p.m.
- Vendor award by the Board of Education at the February meeting.
- Vendor delivery the week of March 24- March 28, 2025

Any deviations and/or concerns with the tentative timeline should be stated at time of bid in a separate letter.

Please call or email Alyssa Smith with any concerns or clarifications of this bid. (517) 689-1404
E-Mail: alyssa.smith@hillsdaleschools.org or fax (517) 439-4194.

Hillsdale Community Schools Request for Printing Proposal

1/2/2025

Location	Proposed Equipment (please indicate copies per minute)	Finisher	S=Scan P= Print/copy F= Efax C=Color Print	Monthly Lease Cost (60 mo lease)	Cost per copy (B & W)	Black Copy Mo. Average	Monthly Copy Cost (Black Copies)	Annual Copy Costs (based on 10 mo of copies)	Annual Lease	Total Annual Cost
Bailey Office		Yes	SPFC			7118				
Bus Garage		Yes	SP			1526				
DMS Library		Yes	SP			30602				
DMS Office		Yes	SPFC			36503				
DMS Teacher Lounge		Yes	SP			38268				
Gier Library *		Yes	SP			65983				
OR										
Gier Library *	95 ppm Pro Digital Prod. Press	Yes	SP			65983				
Gier Office		Yes	SPFC			1556				
Gier Work Room		Yes	SP			34971				
HS Office		Yes	SPF			14079				
HS Teach Lounge **		Yes	SP			46303				
HS Teach Lounge **		Yes	SP			42589				
OR										
HS Teach Lounge **	95 ppm Pro Digital Prod. Press	Yes	SP			88892				
Supt. Office		Yes	SPFC			5632				

* Currently have 1 machine and looking at 2 machines or 1 press

** Currently have 2 machines and looking at keeping it at 2 machines or 1 press