Dexter Community Schools
2704 Baker Road
Dexter, Michigan 48130
www.dexterschools.org
(734) 424-4100

Request for Proposal
for
Copiers

Issue Date: November 21, 2024
Proposal Due Date: December 9, 2024 at 2:00 pm ET

Bid Contact:
Jennifer Miceli, Fiscal Services Coordinator
Dexter Community Schools
2704 Baker Road
Dexter, MI 48130
(734) 424-4100 x1013
Email: bond@dexterschools.org

Specifications Contact:
Rick Munir, Director of Technology
Dexter Community Schools
2704 Baker Road
Dexter, MI 48130
(734) 424-4100 x6351
Email: munirr@dexterschools.org

Scope of Bid:
Dexter Community Schools is accepting proposals for the purchase and maintenance costs of a new copier fleet for nine buildings.

Bid Specifications:
Volumes
The district's current copier usage, along with associated annual volumes, is outlined below. These volumes, categorized by building and current copier models, should be carefully considered when designing and presenting a proposed copy management solution.

Model	Location	Annual Mono Volume	Annual Color Volume	Annual Total Volume	Total Count (Life of Printer)
e-STUDIO 8508A	WES	275,226	0	275,226	3,092,204
e-STUDIO 4505AC	WES - Main Office Color	62,813	97,169	159,982	1,381,159
e-STUDIO 8508A	MCM - Main Office	529,000	0	529,000	4,352,443
e-STUDIO 4505AC	MCM - Media Center	149,887	54,799	204,686	1,325,439
e-Studio 5506AC	Bates - Business Office	85,412	31,843	117,255	876,355
e-STUDIO 4505AC	Bates - Community Ed	44,772	32,667	77,439	497,573
e-STUDIO 8508A	BES - Copy Room	374,655	0	374,655	3,086,847

e-STUDIO 4505AC	Anchor - Main Office	118,231	50,738	168,969	1,518,878
e-STUDIO 8508A	Anchor - Planning Room	229,736	0	229,736	3,343,541
e-STUDIO 4505AC	Transport	7,216	14,301	21,517	187,916
e-STUDIO 8508A	CIS - Main Office	403,051	0	403,051	3,962,208
e-STUDIO 4505AC	CIS - Teacher's Lounge	154,299	47,710	202,009	1,652,674
e-STUDIO 8508A	DHS - Media Center B&W	552,824	0	552,824	4,329,076
e-STUDIO 4505AC	DHS - Main Office Color	120,565	93,724	214,289	1,490,103
e-STUDIO 4505AC	DHS - Athletics Copier	6,823	4,448	11,271	211,920
e-STUDIO 8508A	DHS - Main Office B&W	631,603	0	631,603	6,027,718
e-STUDIO 4505AC	Jenkins - Library	21,556	14,362	35,918	336,823
e-STUDIO 4505AC	Beacon	32,134	23,636	55,770	1,686,095
Totals		3,799,803	465,397	4,265,200	

Technical specifications

Historically, all nine buildings have utilized the same model for both black-and-white and color copiers, which has proven effective for standardization, operational flexibility, and ease of use across the district. However, there may be opportunities to enhance efficiency in some locations by replacing high-consumable-cost color printers and the primary black-and-white copier with a larger 11x17 color copier. For instance, DHS may benefit from having two or three copiers. Similarly, the Administration building could potentially streamline operations by replacing a black-and-white copier and multiple color printers with a single 11x17 color copier.

However, we are looking for your recommendation for a copier/printing solution districtwide.

Proposed copiers should include the following minimum capability and features:

- Network configured
- Maximum original 11x17
- Maximum copy size 11x17
- Reduction/enlargement
- Stapler
- 3-hole punch
- Scanning capabilities to email
- Sorter
- 3 paper trays plus bypass
- High-capacity paper tray (3,000 sheets)

Include pricing and describe your capability to track usage. Ideally, usage should be tracked and reported for network submitted print jobs by individual network login AND walk up copy jobs. We have approximately 500 staff logins and 3,500 student logins. Separate pricing tiers.

Include Technical Specifications & Datasheet for proposed copier(s) and identify manufacturer’s monthly volumes and life expectancy volume.

Pricing

Dexter Community Schools is a member of numerous purchasing consortiums, so feel free to provide

consortium pricing or better. If pricing is based on a consortium, please reference which consortium and the discount structure (NJPA, National IPA, US Communities, Sourcewell, Omnia, etc.) on Bid Proposal Form.

All pricing is to include unit price, freight/delivery, and installation.

Please provide pricing for initial purchase of copiers and cost per copy including a guaranteed 72 months of maintenance, consumables, and staples (excluding paper) agreement.
Papercut fob reader should be included on all copiers. Include 72 months of service with the Papercut licensing.

Demonstration copier
To become familiar with the proposed copier, bid finalist(s) will be requested to provide a Demonstration copier, of the same model proposed, for a 2-week trial, at a building of our choice.

Installation
Installation is required.

The Vendor is responsible for removing from the project all the waste materials and rubbish resulting from his operations and installation, including all packing cartons and debris.

The Vendor shall be responsible for final cleaning of the equipment installed. All protective materials shall be removed, all surfaces cleaned of dirt, smears, fingerprints, etc. All items are to be prepared for final acceptance by Owner.

Vendor to coordinate delivery and installation no later than the week of March 24, 2025. Vendor shall guarantee delivery between 7:00am-4:00pm.

Building Addresses:
Anchor Elementary: 7480 Dan Hoey Rd. Bldg. A, Dexter, MI 48130
Beacon Elementary: 7480 Dan Hoey Rd. Bldg. B, Dexter, MI 48130
Wylie Elementary: 3060 Kensington St., Dexter, MI 48130
Creekside Intermediate: 2615 Baker Rd., Dexter, MI 48130
*Mill Creek Middle School: 7305 Dexter Ann Arbor Rd., Dexter, MI 48130
*Dexter High School: 2200 N. Parker Rd., Dexter, MI 48130
Bates School (Administration): 2704 Baker Rd., Dexter, MI 48130
Jenkins ECLC: 2801 Baker Rd., Dexter, MI 48130
Transportation: 7229 Marshall Rd., Dexter, MI 48130

*Multi-story building; elevators available

Damage to Equipment
The Manufacturer/Vendor is responsible for all damages and losses until the installation has been completed and accepted by the Owner. The Owner will judge the damage. Damaged or defective equipment shall be replaced and/or repaired at no cost to Owner. Vendor shall provide all protection necessary to carpeting, walls, and other surfaces.

Warranties
The Vendor shall provide written documentation from the Manufacturer, which guarantees items against defects in materials, manufacture and workmanship, for a minimum period of one (1) year from the date of project completion and Owner acceptance. Upon notification from the Owner, the Vendor or

Manufacturer shall, by repair, replacement, or otherwise, place the item in a condition satisfactory to the Owner in every respect. Usual wear and tear and results of Owner's accidents are exempted from the requirements of this guarantee. Everything required to fulfill this guarantee shall be done without additional cost to the Owner. The products or workmanship of any Vendor are to be covered in the primary Manufacturer's guarantee.

The vendor shall provide maintenance and cleaning instructions as written by the manufacturer for each item.

Vendor Code of Conduct

The purpose of the Dexter Community Schools and its employees is to provide a safe, positive learning environment for the students of the District. In providing that environment it is mandatory that all employees, visitors, and Vendors follow certain levels of conduct, dress, and demeanor.

In general, it is expected that everyone entering a Dexter Community Schools facility, whether a school, support facility, or the surrounding grounds, must dress, act, and talk in a manner that is conducive to the education process of children while assuring their overall safety and security.

Proposal Submission:

This request for proposal (RFP) is posted on Dexter Community School's website for a minimum duration through the proposal due date. From www.dexterschools.org, follow the links to "Departments" to "Business Office" to "Bids/RFP."

Questions regarding the bid specifications must be submitted to the Specifications Contact **AND** Bid Contact. Questions regarding the bidding process may be submitted to the Bid Contact.

Should a Bidder/Vendor find discrepancies in, or omissions from the specifications, plans, drawings, details, instructions and bid proposal form, or should the Bidder be in doubt as to the meaning, the Bidder should notify, at once, the Specifications Contact and Bid Contact who will send written instructions to all appropriate Bidders. The Specifications Contact and Bid Contact shall not be responsible for any oral instructions.

Please submit a proposal and/or quote, as set forth in this Request for Proposal, by the Proposal Due date/time. Email of entire proposal is preferred to Bid Contact, bond@dexterschools.org. No verbal or faxed proposals will be considered.

Include the attached **Vendor Deviation Form, Bid Disclosure Statement and Affidavit, and Bid Proposal Form** with your proposal.

Indemnification

The Bidder/Vendor hereby agrees to indemnify the Dexter Community Schools for all claims, demands, liability and causes of action arising from or related to the services provided by Bidder/Vendor, including, but not limited to, any act or omission occurring on or about the Dexter Community Schools' premises or the premises where the services are provided, including acts or omissions involving Bidder/Vendor's use of equipment of the Dexter Community Schools. Bidder/Vendor's indemnification includes, but is not limited to, any act of negligence of the Bidder/Vendor and/or also includes, but is not limited to, claims, demands, liability and causes of action involving injury or damages of whatsoever kind or nature to any person or persons or the property of any person, persons, corporations, school districts or any other entity. Bidder/Vendor's agreement to indemnify the Dexter Community Schools covers all costs, expenses, liabilities and fees, including attorney fees, incurred by Dexter Community Schools in the event an action, litigation or proceeding in initiated against the Dexter Community

Schools. Bidder/Vendor shall upon written notice from the Dexter Community Schools, defend such litigation, action or proceeding. In certain instances, determined by the Dexter Community Schools, the Dexter Community Schools shall retain the right to request that the Bidder/Vendor provide proof of public liability insurance in such sums as shall be deemed appropriate by the Dexter Community Schools. The Bidder/Vendor shall not be responsible for any action or inaction of Dexter Community Schools or its officers, agents, or employees, nor for insurance costs of legal fees related thereto.

Awarding Contract:
After the qualities of equipment are evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the vendor most qualified to deliver the best overall solution will be recommended. The responsible district administrator (or the Board of Education, when required by board policy) will authorize awarding the contract.

Contracts for professional, technical, and consultant services shall be awarded on the basis of an analysis of the quality of the service and may be based on the presence of a continuing relationship with the provider.

Whenever goods and services are of comparable quality and cost, qualified local businesses shall be given preference. A qualified local business is defined as one whose principal place of business is located within the geographic boundaries of the school district.

The District reserves the right to reject any or all proposals, to waive any informalities, irregularities or technical defects in proposals; and, in general, to make awards in any manner deemed to be in the best interest of the District. The District retains the right to qualify or disqualify vendors on the basis of available information pertaining to their service and/or the suitability of the goods and services proposed. No bid shall be accepted from or contracted to any person who is in arrears to the District upon debt through contract or purchase, or who is the defaulter of security or otherwise upon an obligation to the District, or who shall in other respects be disqualified.

All prices proposed by the vendor must be firm for 180 days from the due date of the proposal.

All purchases are to be exempt from all taxes, including state and federal taxes. A Michigan Sales Tax Exemption Certificate is available on the district website or will be furnished upon request.

Dexter Community Schools
Vendor Deviation Form

Vendor Name: _____

Vendor Address: _____

Vendor Phone: _____

Contact Name: _____

Contact Address: _____

Contact Phone: _____

Contact Email: _____

☐ Vendor certifies there are no deviations.

The vendor assures the buyer of full compliance with the specifications and conditions relating to the copier equipment as detailed in this Request for Proposal.

☐ Vendor proposal deviates from District specifications

The vendor proposal deviates from the specifications. Please fully document and list each deviation in complete detail including reasons for the deviation. General statements are not acceptable. (Attach additional pages as needed.)

Vendor name _____

Name (Printed) _____

Title _____

Signature _____ Date _____

Dexter Community Schools
Bid Disclosure Statement and Affidavit

☐ Initial The vendor affirms that there is no direct or indirect business relationship between this firm and any of its employees, with any member of the Dexter Community Schools Board of Education or any school district employee in a position of influence and there is no conflict of interest, except as indicated below:

_____
_____
_____
_____
_____

☐ Initial The vendor certifies that it is not an Iran Linked Business per bid requirements under Michigan's "Iran Economic Sanctions Act," effective April 1, 2013.

Vendor name _____

Name (Printed) _____

Title _____

Signature _____ Date _____

STATE OF)

COUNTY OF)

This instrument was acknowledged before me on the _____ day of _____, 20_____, by

_____.
(name of vendor)

_____
_____, Notary Public
_____County, Michigan
My Commission Expires: _____
Acting in the County of: _____

BID PROPOSAL FORM

PROJECT NAME

Project Name: **Dexter Community Schools Copiers**

NAME OF BIDDER/VENDOR

Firm Name: _____

Address: _____

Phone: _____

Email: _____

BID CONTACT

Name: _____

Address: _____

Phone: _____

Email: _____

CONSORTIUM INFORMATION

If pricing is based on a consortium, please reference which consortium and the discount structure (NJPA, National IPA, US Communities, etc.).

_____

_____

_____

NAME, TITLE AND SIGNATURE OF INDIVIDUAL DULY AUTHORIZED TO EXECUTE CONTRACTS:

The undersigned understands and agrees to all Bid Specifications in the Request for Proposal for Dexter Community Schools Copiers dated November 21, 2024. If award is made to us under this proposal, we agree to enter into an Agreement with **Dexter Community Schools** to furnish copiers, and installation service, in strict accordance with this proposal, bid documents and all pertinent portion of plans, drawings and specifications.

Name: _____

Title: _____

Signature: _____

Date: _____