



Jeffrey Wihbey
Superintendent of Schools

Alison Pierce
Director-Finance & Operations

Request for Proposals #25-1116 Copier Equipment Services

Regional School District #17 (RSD17) is seeking a vendor to provide multi-function copier equipment for offices and locations throughout the RSD17 portfolio (4 sites) to meet the needs of RSD17 faculty, staff and students.

Address Proposals as follows:

Regional School District #17, Finance and Operations
Denis Recchia - Information Technology Manager
57 Little City Road
Higganum, CT 06441

Proposals must be plainly marked in the lower left-hand corner of the envelope as follows:

PROPOSAL NUMBER: 25-1116
PROPOSAL NAME: Copier Equipment Service
OPENING DATE: Friday, March 7th, 2025
OPENING TIME: 12:00 PM

Questions related to this RFP must be submitted via e-mail to drecchia@rsd17.org no later than **4:00 PM on Monday, February 24, 2025**. All questions and the responses thereto will be published on the RSD17 website and State of CT/DAS by **Friday, February 28, 2025**.

Any addendums, if necessary, will be published on the RSD17 website, under the "District" tab, then Bids/Requests for Proposals, and State of CT/DAS site by **Friday, February 28, 2025**.

Proposals must be received in hard-copy format by the RSD17 Central Office, 57 Little City Road, Higganum, CT 06441 no later than **12:00 PM on Friday, March 7, 2025**. Proposals will be opened in the main office/reception area and names of respondents will be publicly read aloud at that time. ***If attending, access to the building via the front door will only be granted from 11:45 AM through 12:00 PM sharp.***

Background

Regional School District #17 (RSD17) is seeking a vendor to provide multi-function copier equipment for offices and locations throughout the RSD17 portfolio (4 sites) to meet the needs of RSD17 faculty, staff and students. This will require a full line of capabilities (depending on the site), including but not limited to:

- High capacity printing
- Color printing
- Network scanning/e-mailing
- Copier reporting systems
- Charge back/user tracking for approximately 2,000 users (this would include staff and students on 1:1 devices)
- Card/fob swipe for access
- Charge per copy systems
- Finishing systems (sorting, collating, stapling, etc.)
- Fax
- Active Directory / LDAP Integration
- Printer Driver Compatibility with Mac / Windows
- Secure Print / Print Routing
- 2 - 3 Hole Punch
- System Monitoring for Toner and other supplies
- Energy Star Compliance / Energy Efficiency

Required Services / Scope of Work

- RSD17 currently utilizes a copier lease with an all-inclusive pay-per-copy system that expires June 30, 2025. All existing equipment will be removed by the current vendor on the expiration date and replaced with new equipment utilizing this RFP.
- RSD17 is seeking a monthly equipment lease plus an all-inclusive pay per copy program from potential vendors utilizing all new equipment comparable to existing equipment in the existing locations as listed in Appendix B.
- Per copy rate pricing is to include the following; all maintenance (including preventative), supplies (with the exception of paper), parts, labor, travel, and training.
- Vendor is to provide a user training session at each site within 1 week of installation of new equipment.
- All equipment should be staged for installation by July 1, 2025 and fully operational by July 8, 2025. Vendor will work with RSD17 IT technicians in advanced of the staging to ensure network compatibility during the installation week. RSD17 IT will accompany technicians during their installation to ensure a smooth transition.
- Vendor is to provide RSD17 with a dedicated account management professional to coordinate with an RSD17 centralized point of contact for contract-level concerns, but vendor is expected to coordinate directly with 1 or 2 RSD17 representatives at each site for daily account needs.
- If a copier is out of service, the contracted vendor must provide a technician on site within 2 business days to return the copier to working order. If the copier cannot be returned to working order within 2 business days from the service visit, a comparable machine must be temporarily installed no later than 4 business days from the initial call for service until the original machine is returned to service.

Proposals

Respondents must provide the following in their response to this RFP:

1. General information and company history
2. Explain how your proposal will meet the needs of RDS17
3. Completed "Project References" Form
4. Pricing submitted using "[Appendix A- Pricing](#)"
5. Completed required submittal forms as outlined in this Request for Proposals

Other Considerations

- Contractor must maintain an operational facility or staffed field office in Connecticut, within 60 miles of the RSD17 Central Office at 57 Little City Road, Higganum, CT 06441.
- Reference the detailed listing of existing copiers in Appendix B and the usage data in Appendix C. Historical account data is for reference only and is not indicative of future needs.
- If refurbished equipment is installed in lieu of brand-new equipment, proof of full refurbishment from the manufacturer must be supplied and approved by RSD17 prior to installation.
- Repairs & maintenance that are the responsibility of the end user versus vendor's technician-supplied repairs & maintenance are to be specified in the proposal.
- Supplies, such as toner cartridges, are to be delivered within 48 hours after order.
- Only authorized RSD17 personnel can request for copiers to be relocated.
- All equipment is to remain in the RSD17 portfolio for the duration of the contract term.
- Provided equipment must be compatible with existing electrical requirements, including voltage, amperage, and plug style.
- The current RSD17 Portfolio consists of (4) school campuses totaling 610,096 square feet: HK High School, HK Intermediate/Middle School, Burr Elementary School, and Killingworth Elementary School, and the district has approximately 350 employees serving approximately 1,800 students.
- Resultant contract is expected to be for (3) full fiscal years (7/1/2025-6/30/28) with the option of (2) one-year renewals.
- RSD17 is exempt from Connecticut Sales Tax. Do not include sales tax in any pricing submitted.

Selection Process

Firm will be selected based on overall quality of the firm's RFP response and applicability to the needs of RSD17, relevance of experience, strength of references, and pricing. RSD17 may select firms to attend in-person interviews to determine the best fit between the firm and the needs of the RSD17.

REFERENCES

In the interest of securing competent vendors, RSD17 requires that references are provided with your Proposal. Failure to provide this information may disqualify your firm from consideration

Please provide three references for school districts or multi-site commercial clients within the state of Connecticut of a similar size to RSD17 to whom your firm **currently** provides copier equipment and services.

Customer #1

District Name: _____
Company Contact Name/Phone Number/E-Mail: _____
Service Term: _____

Description of Services / Brief History of Business Relationship:

Customer #2

District Name: _____
Company Contact Name/Phone Number/E-Mail: _____
Service Term: _____

Description of Services / Brief History of Business Relationship:

Customer #3

Company Name: _____
Customer Contact Name/Phone Number/E-Mail: _____
Service Term: _____

Description of Services / Brief History of Business Relationship:

Appendix A- Pricing

**Request for Proposals #25-1116
Copier Equipment and Services**

1. Monthly Equipment Lease (fixed for 3-year base contract term)=\$_____/month

2. Cost per Copy- Including all maintenance (including preventative), supplies (with the exception of paper), parts, labor, travel, and training
 - a. Black & White = \$ _____
 - b. Color = \$ _____

3. If applicable, state any other pricing-related terms

SUBMITTED BY:

Vendor	Contact Person
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Written signature	Title
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Address

Telephone#

Email	Date
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Tax Collector verification: _____

No delinquent taxes owed by the awarded bidder to the Towns of Haddam or Killingworth

Appendix B

RSD17 Current Copier Equipment List

**Request for Proposals # 25-1116
Copier Equipment and Services**

<u>School</u>	<u>Location</u>	<u>Current Model (Toshiba)</u>	<u>BW/Color</u>
<u>HKIMS</u>	Main Office MS	7518A	BW
	4th and 5th Grade	6518A	BW
	6th Grade	6518A	BW
	7th Grade	6518A	BW
	8th Grade	6518A	BW
	Media Center	3515AC	Color
<u>HKHS</u>	Main Office	7518A	BW
	English Office	7518A	BW
	Science Office	7518A	BW
	Math Office	7518A	BW
	Media Center	7518A	BW
	Guidance	6518A	BW
	Graphics Lab	5516ACT	Color
<u>KES</u>	Main Office	3515AC	Color
	Copy Room	7518A	BW
<u>BES</u>	Main Office	3515AC	Color
	Media Center	7518A	BW
<u>Central Office</u>	Pupil Services	4518A	BW
	Copy Room	6516ACT	Color

Appendix C

Copier Usage Data

**Request for Proposals # 25-1116
Copier Equipment and Services**

<u>School</u>	<u>Location</u>	<u>Current Model (Toshiba)</u>	<u>Copy / Print Count 2024 Year (BW / COLOR)</u>
<u>HKIMS</u>	Main Office MS	7518A	273845
	4th and 5th Grade	6518A	474414
	6th Grade	6518A	366800
	7th Grade	6518A	407679
	8th Grade	6518A	429239
	Media Center	3515AC	169468/147419
<u>HKHS</u>	Main Office	7518A	75173
	English Office	7518A	221450
	Science Office	7518A	251660
	Math Office	7518A	677276
	Media Center	6518A	52980
	Guidance	4518A	35662
	Graphics Lab	5516ACT	66517/116638
<u>KES</u>	Main Office	3515AC	86080/160085
	Copy Room	7518A	547973
<u>BES</u>	Main Office	3515AC	176156/82096
	Media Center	7518A	386350
<u>Central Office</u>	Pupil Services	4518A	73342
	Copy Room	6516ACT	38000 / 59046

Appendix D

NON-COLLUSION/NON-CONFLICT AFFIDAVIT OF RESPONDENTS

**Request for Proposals # 25-1116
Copier Equipment and Services**

The undersigned Proposer, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

The Request for Proposal has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other proposer designed to limit independent responses or competition, and no Board of Education member nor any Regional School District 17 employee or person whose salary is payable in whole or in part from the Region 17 schools, the Towns of Haddam or Killingworth, nor an immediate family member thereof, is directly or indirectly interested in the Request for Proposal, or in the services, supplies, materials, equipment, work, or labor to which it relates, or in any profits thereof.

State of Connecticut S.S.

County of _____

Subscribed and sworn before me this ____ day of _____, 20____

Legal Name of Respondent: _____

Business Name: _____

Business Address: _____

Signature and Title of Person

Notary Public

My Commission Expires _____
Date