



FLEMING
COUNTY SCHOOLS

Request for Proposal

Copier Lease Agreement and Maintenance

Period: July 1, 2025 to June 30, 2026 (Additional 4 Years Optional)

Fleming County Schools

Request for Proposal

1 INTRODUCTION

Fleming County Schools is a PreK-12 school district located in Flemingsburg, KY. Our district has six buildings, including five schools and one central office.

We have been involved in a copier contract for the past several years; this contract is due to expire on June 30, 2025 for all buildings. We are interested in continuing a district-wide copier lease for all buildings. Fleming County Schools will be accepting a proposal for multifunction copier service agreement, for all buildings. We would like proposals for 60-month lease option.

Proposals must be received in the Office of the Superintendent by 10:00 a.m., April 9, 2025 to the address below and addressed to Denise Brown.

Denise Brown, IT Director
COPIER LEASE AGREEMENT
Fleming County Schools
211 West Water Street
Flemingsburg, Kentucky 41041

Another option for delivery is by email. All emails must be delivered by 10:00 a.m., April 9, 2025. Proposals need to be emailed to Denise Brown, denise.brown@fleming.kyschools.us, and Andy Plank, andy.plank@fleming.kyschools.us.

2 GENERAL PROPOSAL INSTRUCTIONS AND CONDITIONS

2.1 Acceptance of Proposal

The Board of Education reserves the right to accept any proposal, to reject any or all proposals, to waive any irregularities or informalities in proposals received where such acceptance, rejection, or waiver is considered to be in its best interest. The Board of Education also reserves the right to reject any proposal where evidence or information submitted by the bidder does not provide satisfactory proof that the bidder is qualified to carry out the details of the contract.

All responses may be rejected at the discretion of the Fleming County School District. Fleming County Schools reserves the right to choose the response that best suits the Fleming County School District's needs. This RFP in no way constitutes a contract or commitment to purchase or lease. If all responses are rejected, the Fleming County Schools reserves the right to publish an RFP at a later date.

Proposal forms must be signed by either an officer or an agent of the firm who is authorized to legally bind the firm. The Board of Education reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposal as may be deemed to its interest, and to award

by item, combination or items or lot. Awarding of proposal is contingent upon an approved contract between bidder and Fleming County Board of Education.

All proposals shall be effective for thirty (30) days from date of opening unless otherwise specified in special conditions of bidding, and no bid may be withdrawn prior to that time.

All bids MUST be submitted in a sealed envelope to the Fleming County School District, with Appendix information included. Another option would be to submit by email. Emails must be delivered to both Denise Brown, denise.brown@fleming.kyschools.us, and Andy Plank, andy.plank@fleming.kyschools.us.

2.2 Model Procurement

The models or equivalent models as stated in section 3.3 Specifications of this RFP will be the standard for any and all bids. In the event of any conflict between this request for proposal and any bidders bid, the specifications shall control.

2.3 Specifications

The Board of Education reserves the right to determine the ability of any bidder to perform the work and any bidder shall, upon request, furnish such information as may be necessary to determine such ability, including performance bond, if requested.

It is to be understood that the bidder, if awarded an order or contract, agrees to protect, defend and save harmless the Board of Education from any suits or demands for payment that may be brought against it for the use of any patented material, process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract; and the bidder further agrees to indemnify and save harmless the Board of Education from suits or damages received or sustained by any party or parties by, or for, any of the acts of the contractor, his/her servants or agents.

2.4 Background Check

Vendor must supply the Fleming County Board of Education with background checks for employees that will be entering school buildings.

2.5 Taxes

Fleming County School's tax-exempt status applies in accordance with 103 KAR 26:070. A state sales tax exempt certificate upon request shall be provided to the awarded bidder. Federal Excise Taxes or Kentucky Sales and Use Taxes are not applicable to any purchase made for use of the Board of Education. Proposals should not include any such taxes. Exemption certificates will be furnished as required. This district's Kentucky Sales and Use Tax Number is: B228.

2.6 Non-Discrimination

During the performance of this Contract, the Seller agrees as follows:

1. The Seller shall not discriminate against any employee, applicant, or subcontractor because of age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. The Seller shall take affirmative action to ensure that applicants are employed without regard to their age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. Such action shall include, although not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Seller agrees to post in conspicuous place notices setting forth the provisions of the Equal Opportunity clause. 2. The Seller shall in all solicitations and/or advertisements for employees placed by or on behalf of the Seller, state that all qualified applications shall receive consideration for employment with regard to age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. 3. The Seller shall cause any subcontractor engaged to perform any services required by this Contract to include this Equal Opportunity clause in all solicitations, advertisements and employment practices it shall perform.

3 SCOPE OF THE RFP

3.1 Pricing Structure/Billing Decision

The winning proposal will be based upon: quality of machine, price, service reputation, references, response time for service, and features available.

All pricing information should reflect a five (5) year leasing project of all buildings. Pricing should be shown as monthly payment. Each school and Central Office shall be billed separately for the equipment at their location on a monthly basis. Each invoice shall detail the equipment, usage, and state any overage for the period.

Cost per copy will be fixed for term of lease agreement, without any price increase. That includes no price increases for base charges or click charges.

3.2 Proposal Spreadsheet

All pricing and proposal information must be entered on the spreadsheet listed in Appendix 1. The only information that will be considered during the bid opening is the information included on the district's spreadsheet. Bids that do not include information on the district's spreadsheet will be rejected. If bidder would prefer excel spreadsheet to complete, district will provide to bidder by request.

3.3 Hardware and Maintenance

Prices must be stated in units of quantity as specified and extended in total column for each item and/or lot in Appendix 1. All proposal prices must include transportation, delivery, installation, network connectivity, and training of the equipment to the specified Fleming County Schools locations.

Lease agreement must include full maintenance and service for the full length of the lease agreement, INCLUDING toner.

Full network support services for the full length of the lease agreement.

Only OEM parts, including those used for servicing machines, will be acceptable.

3.4 Delivery/Removal of Equipment

All items provided pursuant to the copier contract may be delivered to the buildings directly. Vendor would need to contact Denise Brown, IT Director, to coordinate delivery times. Vendors must be willing to coordinate removal and return of our current equipment to incumbent vendor. There is to be no down time between current copiers and new copiers if possible.

All delivery and installation charges shall be part of the original bid. The successful vendor will be responsible for the unloading, assembling of equipment, setting in place in each building and the removal of waste and debris. In addition, initializing network services needs to be coordinated with district-level technology personnel.

Upon termination or non-renewal of any lease agreement or contract, vendor of the machines will be responsible for removal of their machines from the property controlled by Fleming County Board of Education within 14 business days. There shall be zero return or shipping fees assessed or paid by the Fleming County Board of Education, as vendor of the machines assumes all such fees.

3.5 B/W Copy Allocation

Copy allocation should be an unlimited allocation for black and white copies. This will be for all printers vendors provide within District. Monthly usage estimates are provided in section detailing current equipment.

3.6 Color Copy Allocation

Colored copies will be paid for on a per sheet basis. This price will be requested on pricing sheet, Appendix 1. Additional expense due to color copies will be invoiced, on a monthly basis, to the location where copy was incurred.

3.7 Equipment to be included

All multifunction equipment must meet Energy Star compliance standards.

Staples must be included as part of maintenance agreement for full length of lease for all copiers that have stapling finisher.

All copiers in each facility must be 100% new and not used, remanufactured, or newly remanufactured in each location. Vendor may not choose to place used or reconditioned equipment as part of this Bid. The Board of Education reserves the right to evaluate proposals based upon best value for the schools.

Universal Features to be included on all copiers:

Users must be able to enter code for tracking copies.

Fax must be a function on majority of equipment.

4. AWARDING OF CONTRACTS

Contracts may be awarded to the best overall evaluated bidder meeting all specifications and conditions, and subject to all other provisions of this request for proposal. The Board of Education has the right to reject any and all proposals if it is deemed in its best interest. Bids will be evaluated based on the following criteria: price, quality of service, answers to questions in Appendix 3, copier quality, and prior relationship with district.

The agreement is for a term of one year, July 1, 2025 through June 30, 2026, with the ability to renew the agreement annually for terms up to five consecutive years.

5. APPENDIX

5.1 Appendix 1 – New Lease Copier Spreadsheet (Excel Spreadsheet is available upon request.)

Copier #	Location	# of B/W Copies	Proposed Make	Proposed Model	Electrical Hookup (110/220)	Speed (pgs per min)	Lease Price Per Month	Price Per Color Copy	Additional Notes and Features of Machine
1	FCHS	unlimited							
2	FCHS	unlimited							
3	FCHS	unlimited							
4	FCHS	unlimited							
5	FCHS	unlimited							
6	EES	unlimited							
7	EES	unlimited							
8	EES	unlimited							
9	HES	unlimited							
10	HES	unlimited							
11	CO	unlimited							
12	CO	unlimited							
13	FES	unlimited							
14	FES	unlimited							
15	FES	unlimited							
16	FES	unlimited							
17	SMS	unlimited							
18	SMS	unlimited							
19	FCHS	unlimited							
20	HES	unlimited							

5.2 Appendix 2 – Current Copier Fleet

Model	Location	Est Monthly Usage
VersaLink C400	Fleming County High School	4,500
AltaLink C8155	Fleming County High School	35,000
AltaLink C8155	Fleming County High School	50,000
VersaLink B405DNMFP	Fleming County High School	1,500
Phaser 6280N	Fleming County High School	NA
AltaLink C8155	Ewing Elementary School	21,000
AltaLink C8155	Ewing Elementary School	25,000
VersaLink C405DN	Ewing Elementary School	1,000
AltaLink C8155	Hillsboro Elem School	30,000
AltaLink C8155	Hillsboro Elem School	6,300
AltaLink C8155	Central Office	12,000
AltaLink C8155	Central Office	16,000
Phaser 6180N	Flem Elem School	NA
AltaLink C8155	Flem Elem School	8,500
AltaLink C8155	Flem Elem School	43,000
AltaLink C8155	Flem Elem School	32,000
VersaLink B7035 MFP	Simons Middle School	10,000
AltaLink C8155	Simons Middle School	37,000
VersaLink B7035MFP	Fleming County High School	25,000
VersaLink B7035	Hillsboro Elementary School	3,500

6.3 Appendix 3 – Questionnaire

Please provide a brief answer for the following questions:

1. How are meter readings reported/supplied to the awarded vendor?
2. How does your company track and respond to service calls?
3. Please provide a list of at least 3 business references?
4. Provide the number of factory-trained technicians that are available to service Fleming County Schools, with listing of city in which the technicians are located.
5. Please provide the process for emergency call and parts situations.
6. Provide the process for replacement of equipment that cannot be repaired by your company.
7. Provide a detailed implementation plan for installation, training, and network support.
8. What makes your company stand out among all other companies bidding on our contract?