



# Fargo Public Schools

General Bid Conditions, Specification & Instructions

Print Center Black & White Production Copier

**Due: April 17, 2025 at 2:00 p.m.**

Fargo Public Schools is accepting bids for a Print Center Black & White Production Copier. Complete specifications listed below.

**All submissions must be submitted through the online Bonfire Portal at:**

<https://fargok12.bonfirehub.com/portal/?tab=openOpportunities>

Vendors should contact the Euna Support team at [Support.Bonfire@eunasolutions.com](mailto:Support.Bonfire@eunasolutions.com) for technical questions. Vendors can also visit Bonfire's help forum at <https://vendorsupport.gobonfire.com/hc/en-us>.

Any communication related to submissions, including the posting of Addenda, will be available on <https://fargok12.bonfirehub.com> Any questions can also be asked through the available communication tools. Vendors must be registered and logged in to ask questions.

## **Bid Timeline:**

Legal Ad Publication	April 2 & 9, 2025
Bids Due and Public Opening	April 17, 2025 – 2:00 p.m.
Board Approval	May 13, 2025

## **Print Center Black & White Production Copier Specifications:**

- 5-Year Lease (Renewable, Annually, up to 5 Years)
- Ability to do uncollated slipsheeting
- Paper Size Maximum 13"x26" Weight 52-350 gsm
- Mixed stock printing
- 2,400x2400 dpi
- Minimum 135 8.5x11 - pages per minute
- Color Scanner
- Duplex Document feeder
- High-capacity Feeder – Preferably with 2 trays
- 4 other Trays & Bypass Tray
- Manual Sheet Inserter
- Paper trays programmable for color
- Manual Sheet Inserter
- Finisher Booklet Maker – 30 sheet capacity
- GBC Advanced Punch Pro with Die - .248 Pitch 4:1 Round

- Print Server – Free Flow or Fiery
  - 5 Years annual support and maintenance of Print Server
- Staples included
- Life Expectancy must Exceed 5 Years or 25 Million Copies
- Duty cycles listed
- 2/3 Hole Punch
- Service – 5 Year Locked Rate
- Removal and shipping of existing equipment back to current vendor

**\*\*All bids must include all costs including lease charges, shipping, installation, and removal of existing equipment, as well as any monthly maintenance program-specified click charges.**

**Bid Submission Instructions:**

- A. Bids shall meet all specifications and include all costs of the lease and any other charges.
- B. **All submissions must be submitted through the online Bonfire Portal at:**  
<https://fargok12.bonfirehub.com/portal/?tab=openOpportunities>
- C. Submissions by other methods will not be accepted. Minimum system requirements: Microsoft Edge, Google Chrome, Safari, or Mozilla Firefox. Javascript and browser cookies must be enabled.
- D. Vendors should contact the Euna Support team at [Support.Bonfire@eunasolutions.com](mailto:Support.Bonfire@eunasolutions.com) for technical questions. Vendors can also visit Bonfire’s help forum at <https://vendorsupport.gobonfire.com/hc/en-us>.
- E. Submission materials should be prepared in the file formats listed under Requested Information for this opportunity in the Bonfire Portal. The maximum upload file size is 1000 MB. Documents should not be embedded within uploaded files, as the embedded files will not be accessible to be evaluated.
- F. Submissions may be amended, but only before the Submission Deadline. Vendors wishing to amend their Submissions may amend before the Submission Deadline directly on the Bonfire portal.
- G. Late proposals will not be considered.
- H. Any communication related to submissions, including the posting of Addenda, will be available on <https://fargok12.bonfirehub.com> Any questions can also be asked through the available communication tools. Vendors must be registered and logged in to ask questions.

**Evaluation Criteria:** Jackie Gapp, Chief Financial Officer, will be responsible for leading the evaluation process and maintaining bid evaluation records. The Board of Education of the City of Fargo will give ultimate approval. The vendor’s bid on the required Bid Worksheet shall be the final delivered price. By submitting a bid, a vendor signifies agreement to the outlined terms and conditions.

**Sales Tax:** Prices should NOT include Sales Tax. Do NOT include Federal Excise Tax as the District is exempt.

**Delivery Charges:** All delivery charges, if applicable, must be included in the bid price.

**Service Expectations:** All products must be properly packaged and transported to prevent damage and maintain quality. The District reserves the right to reject any damaged product even when not

apparent or discovered until after the receipt of the items. Rejected products shall be picked up for credit and/or replacement at the site. Any defective items will be replaced or fixed at no charge to the District.

No substitutions or new items shall be delivered without prior approval from the District.

**Award of Bid:** The successful bidder will receive a Purchase Order upon Board approval.



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## Bid Proposal Form

Print Center Black & White Production Copier  
**Due April 17, 2025 at 2:00 p.m.**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**BID AMOUNT**     \$ \_\_\_\_\_

**\*\*All bids must include all costs including lease charges, shipping, installation, and removal of existing equipment, as well as any monthly maintenance program-specified click charges.**

I certify by my signature below that the terms and conditions of this bid are understood and accepted, and that I have the authority to obligate the company listed above to perform under the conditions outlined in the attached bid and response remains valid for 30 days following the submittal date.

Authorized Representative \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_