

PROJECT SUMMARY & TIMETABLE

1.1 SUMMARY

- A. Northville Public Schools (the "Owner") is soliciting Bids until **2:00 PM, May 7, 2025** (the "**Due Date**") for the purchase of Multi-Function Printers (MFP) for the following locations include:
1. Amerman Elementary School
 2. Moraine Elementary School
 3. Ridge Wood Elementary School
 4. Silver Springs Elementary School
 5. Thornton Creek Elementary School
 6. Winchester Elementary School
 7. Meads Mill Middle School
 8. Hillside Middle School
 9. Northville High School
 10. Cooke School
 11. Operations and Technology Building
- B. All questions and correspondence concerning this Request for Bid ("RFB") should be submitted to Rob Richcreek Wright & Hunter, Inc. Address all correspondence and questions to richcreek@wriighthunter.com.
- C. Sealed Bids will be received at the Owner's office up until the Due Date for submission of Bids noted above.
- D. The Owner reserves the right to accept or reject any and all Bids, either in whole or in part, to waive any informalities or irregularities therein, and to award the Contract to other than the Bidder(s) submitting the best financial Bid (low bidder), in its sole and absolute discretion. The Owner may award a contract to a single prime Contractor for all elements for the entire Project or may award any of the elements separately.
- E. Contractors must submit a single Bid for all of the elements described in this RFB. No Bid may be withdrawn after the Due Date for the receipt of Bids for at least ninety (90) days.
- F. The formal Bids to be received will be evaluated by several criteria including but not limited to cost, concurrence with technical specifications and requirements, with priority on a timely installation schedule.

1.2 INTRODUCTION

- A. The intent of this RFB is to secure under contract, all labor, materials, equipment and services of every kind necessary for the proper installation and maintenance of SEC in accordance with the technical specifications included in this RFB and all applicable codes and standards.
- B. This RFB solicits Bids for Multi-Function Printers to meet the current and projected needs of the Owner.

1.3 STATEMENT OF PURPOSE

- A. This RFB solicits Bids for the following major elements as detailed in the specifications section:
1. Multi-Function Device capable of copying, printing, scanning and faxing
 2. Paper Trays
 3. Finishing Components
 4. Connecting to Owner's Ethernet network
 5. Systems Programming
 6. Testing and Training.
 7. Removal and recycling of existing MFP units being replaced.
 8. Provide all equipment materials, labor, and services, not specifically mentioned or shown, which may be necessary to complete or perfect all parts of the installation. Ensure that they are in compliance with the requirements stated or reasonably inferred by the contract documents.

1.4 TIMETABLE

- A. The anticipated timetable of key dates for this RFB are as follows:
- | | |
|----------------------------------|---------------------------|
| 1. RFB Available for Contractors | April 17, 2025 |
| 2. Contractor Questions Due | April 28, 2025 by 5:00 PM |
| 3. Contractor Answers Due | May 2, 2025 by 5:00 PM |
| 4. Bids Due | May 7, 2025 at 2:00 PM |
| 5. Award to Contractor | May 29, 2025 |
| 6. Start Date | June 16, 2025 |
| 7. Complete Date | August 1, 2025 |

1.5 WORK HOURS

- A. General
1. Summer break begins June 12, 2025. Work onsite shall not commence until June 16, 2025.
 2. All Work during the summer break shall be performed from 7:00 AM to 4:00 PM Monday through Friday.

1.6 FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

- A. As required by Public Act 232 of 2004, all Bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the Contractor and any member of the Northville Public Schools board, or the superintendent of the School District.

- B. The Owner will not award a bid from a Contractor that does not submit this sworn and notarized disclosure statement.

1.7 IRAN ECONOMICS SANCTIONS ACT

- A. As required by the Iran Economic Sanctions Act, Public Act 517 of 2012, all Bids shall be accompanied by a sworn and notarized statement certifying that the Contractor is not an "Iran linked business" within the meaning of Act.
- B. The Owner will not award a bid from a Contractor that does not submit this sworn and notarized disclosure statement.

1.8 CRIMINAL BACKGROUND CHECK

- A. All Bids shall be accompanied by a sworn and notarized statement certifying that the Contractor has performed and/or will perform sufficient criminal background checks, including at a minimum, an Internet Criminal History Tool ("ICHAT") check, for all of its owners, employees, agents, representatives, contractors and/or other personnel who will be on any School District premises to carry out the services contemplated by the Contract Documents.
- B. The Owner will not award a bid from a Contractor that does not submit this sworn and notarized disclosure statement.

SECTION 2

CONTRACTOR INFORMATION & BIDDING PROCEDURES

CONTRACTOR INFORMATION

2.1 CONTRACTOR RESPONSIBILITY

- A. At the time of the Bid opening, each Contractor shall have examined the premises and sites to compare them with this RFB Documents.
- B. Failure or omission of any Contractor to examine any form, instrument or document contained in this RFB shall in no way relieve any Contractor from any obligation with respect to their Bid. No allowances or extra payment will be made to a Contractor for failure to comply with the provisions of this Section, or by reason of error or oversight on the part of the Contractor.
- C. It is understood, and the Contractor hereby agrees, that it shall be solely responsible for all equipment and/or services that it bids. Notwithstanding the details presented in these specifications, it is the responsibility of the Contractor to verify the completeness of the equipment required and its suitability to meet the intent of this Bid. Each system bid shall be for a complete turnkey system.
- D. The Owner reserves the right to withdraw this RFB at any time or the right to accept or reject any and all Bids, either in whole or in part, submitted in response to this RFB, without penalty. The Owner also reserves the right to waive any informalities or irregularities therein, and to award the Contract to other than the Contractor(s) submitting the best financial Bid (low bidder), in its sole and absolute discretion. The Owner further reserves the right to select a single Contractor as a prime for the entire Project or for only portions of it. The Owner will be the sole judge of its needs and of the best elements of a Bid to meet those needs. The Owner's decision is final.
- E. Bids containing terms and conditions different from this section of this RFB may be rejected.

2.2 CONTRACT LIABILITY

- A. The Contractor will be required to assume responsibility for all contractual activities offered in this Bid whether or not the Contractor performs them. Further, the Owner will consider the Contractor to be the sole point-of-contact with regard to contractual matters, including payment of any or all charges resulting from the anticipated Contract. If any part of the Work or component of the Bid configuration is to be subcontracted, such Bids must include a list of subcontractors, including firm name and address, contact person, complete description of Work to be subcontracted or component to be provided and descriptive information concerning the subcontractor's responsibilities.
- B. The Owner reserves the right to approve subcontractors for this Project and to require the Contractor to replace subcontractors found to be unacceptable. The Contractor is totally responsible for adherence by the subcontractor to all provisions of the Contract. All Contract clauses between the Owner and the Contractor shall also apply to any contract between the selected Contractor and its subcontractor(s).

2.3 BID MODIFICATIONS

- A. Any exceptions, explanations or statements, which the Contractor wishes to make, must be written on or attached to the Bid Form. Unless indicated, it is understood that the Bid is in strict accordance with all requirements and specifications contained in this RFB, including the Contract. The Technology Designer and/or the Owner may request additional information to clarify the Contractor's Bid, to verify responsiveness to mandatory specifications, or to facilitate the fair comparison of competing Bids.
- B. Bids shall be deemed final, conclusive and irrevocable. No Bid shall be subject to correction or amendment for any error or miscalculation unless unit prices for the additional or missing item(s) are included on the Bid Form. Submitted Bids may be adjusted by unit prices up or down to ensure all Bids submitted are compliant and compared fairly. Bid prices shall provide for a complete turnkey system as specified. Installation shall include, but is not limited to, all labor required for a turnkey system.

2.4 DISCREPANCIES, OMISSIONS AND INTERPRETATIONS

- A. Contractors shall promptly notify Wright & Hunter (the "Technology Designer") of any ambiguities, inconsistencies or errors, which it may discover upon examination of this RFB, the Bid Form, Drawings, AIA documents, the Contract, purchase orders generated by the Owner, any addenda to the aforementioned documents and all other documents pertaining to the systems (the "Contract Documents") or of the site and local conditions. A Contractor requesting clarification or interpretation of the Bid/Contract Documents shall make a written request no later than **April 28, 2025 by 5:00 PM**. E-mail all questions to:

Rob Richcreek
Email: rrichcreek@wrihthunter.com

- B. All questions and answers will be shared with all Contractors issued through the SIGMA and School District websites via addenda which shall become part of this RFB. Each Contractor must in its Bid, to avoid any miscommunication, acknowledge all addenda which it has received, but the failure of a Contractor to receive, or acknowledge receipt of, any addenda shall not relieve the Contractor of the responsibility for complying with the terms thereof.
- C. If prior to the Due Date for submission of Bids, a Contractor fails to notify the Technology Designer of a known error in this RFB or of an error that reasonably should have been known to the Contractor and if a Contract is awarded to the Contractor, the Contractor shall not be entitled to additional compensation or time, by reason of the error or its later correction.
- D. In the event it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFB, addenda or revisions will be provided to all known recipients of the initial RFB.
- E. Failure to acknowledge receipt of addenda or revisions, in accordance with the instructions contained in such addenda or revision, may result in Bids not being considered. Each Contractor's Bid shall stipulate that it is predicated upon all the terms and conditions of this RFB and any addenda or revisions thereto.
- F. The submission of a Bid is an acknowledgment to comply with all terms of this RFB, the form of Contract and any other Bid/Contract Documents, except and only to the extent that the Contractor provides an express objection to a provision or provisions in writing, attached as a separate document along with its Bid Form, and specifically identifying the objection and

providing a Bid alternative thereto. Any exceptions to the terms and conditions contained in the Contract, or any other special considerations or conditions requested or required by the Contractor relative to this RFB or the form of Contract shall be expressly/specifically enumerated by the Contractor and be submitted as part of its Bid, together with an explanation as to the reason such terms and conditions cannot be met by; provided however, that exceptions or special conditions of the Contractor will not be binding upon the School District unless those exceptions or special conditions are expressly accepted by the School District, and incorporated into the final Contract.

2.5 WITHDRAWAL OF BIDS

- A. Bids may be withdrawn, modified and resubmitted at any time prior to the time set for the Due Date of Bids. The Contractor may not withdraw its Bid prices during the ninety (90) day period immediately following the Bid opening. All Bids and Bid prices shall be guaranteed for that period of time.
- B. When the selected Contractor(s) (the "Contractor") receives the notice of award from the Owner within the above ninety (90) day period, it shall guarantee the prices through the interval required through the duration of the Project.

2.6 ACCEPTANCE OF BID

- A. The Contract Documents shall include all bidding requirements and specifications, the terms of this RFB, the form of Contract, approved Project specifications and approved Project manual. Except as to any specific objection as required by Paragraph 2.04.F above, all of the foregoing, as well as the accepted portions of the Contractor's Bid shall become contractual obligations of the Contractor upon award by the Board of Education. Failure of the successful Contractor to accept these obligations in a contractual agreement may result in cancellation of the award and this RFB, forfeiture of the entire Bid bond, and any additional damages incurred by the Owner. If the terms, conditions or assumptions included in the Contractor's Bid or response to this RFB differ from the Contract Documents, the terms and conditions that are most favorable to the Owner, as determined in the Owner's sole discretion, shall be binding.

2.7 SYSTEM ACCEPTANCE

- A. Payment will be made only to the successful Contractor for services properly performed under the Contract. The Owner will withhold retainage of 10% until final payment, which will follow the Contractor's fulfillment of all obligations.

2.8 INSPECTION OF WORK AND ACCEPTANCE TESTS

- A. The Contractor shall at all times, permit and facilitate inspection of the Work by the Technology Designer and by public authorities having jurisdiction. The Technology Designer shall have the authority to stop the Work, if necessary, to insure its proper execution. Tests will be performed and documented by the installing Contractor and turned over to the Owner as part of the "as-built" drawings at the time of completion. Deviations and/or corrections to the installation will be completed within ten (10) working days.

- B. At the time Bids are submitted, Contractors are required to submit a ninety (90) day Bid Guarantee Bond (5% of the total dollar amount).
- C. The successful Contractor will be required to furnish a Labor and Materials Bond valued at the full amount of the Contract at the time the Contract is awarded for all labor and materials to be contracted and, in any event, before any Work commences.
- D. The successful Contractor will be required to furnish a Performance Bond valued at the full amount of the Contract at the time the Contract is awarded and, in any event, before any Work commences.

2.9 INSURANCE

- A. The Contractor shall purchase and maintain insurance for protection from the claims set forth below which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by the Contractor or Subcontractor, or by anyone directly employed by any of them:
 - 1. Claims under workers or workmen's compensation, disability benefits and other similar employee benefit acts;
 - 2. Claims for damages because of bodily injury, occupational sickness or disease, or death of the Contractor's employees;
 - 3. Claims for damages because of bodily injury, sickness or disease, or death of any person other than the Contractor's employees;
 - 4. Claims for damages insured by usual personal injury liability coverage, which are sustained by any person as a result of an offense directly, related to the employment of such person by the Contractor;
 - 5. Claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; and
 - 6. Claims for damages because of bodily injury or death of any person or property damage arising out of the maintenance or use of any motor vehicle. The insurance required shall be written in the following minimum limits:
 - a. General and Data Network Disruption Liability:
 - 1) \$1,000,000
 - 2) Including personal injury and property damage
 - 3) \$2,000,000 each aggregate
 - b. Automobile Liability:
 - 1) \$1,000,000
 - 2) \$2,000,000 each aggregate
 - c. Workers' Compensation:
 - 1) As required by the State of Michigan
 - d. Employers' Liability:
 - 1) \$1,000,000

2) \$2,000,000 each aggregate

- B. Certificates shall name the Owner as additional insured.
- C. The Contractor's insurance shall either be (i) occurrence-based and in effect from the commencement of work and for 18 months following final completion of the work, or (ii) claims-based and in effect from the commencement of work and in effect for 6 years following final completion of the work.

2.10 QUANTITIES

- A. It is understood and agreed that the Owner reserves the right to either increase or decrease quantities and to buy additional services under the terms of any Contract resulting from this Bid, so long as in accordance with law.

2.11 PRICES

- A. Purchase prices shall remain firm throughout the entire Contract.
- B. The Contractor must use the Bid Form included with this RFB. If additional pages are necessary, they must be in the same format as the original.
- C. Any rebates applied in response to this RFB must be applied to line-item pricing, and not be included as one lump sum.

2.12 ALTERNATIVES

- A. All Bids must be based upon the specifications included in this RFB. In addition to a base Bid, the submission of voluntary alternatives is acceptable. The base Bid must conform to the materials, labor and terminations established by the Bid specifications in this RFB. The Contractor must Bid the base Bid to be eligible to Bid an alternative. Each Contractor must identify in their response any deviations to the scope of Work and any construction requirements not addressed. Any alternate product quoted not meeting the RFB specifications or requirements of the District, shall be replaced by the Contractor, at no additional cost with the specified product or may be cause for rejection of the bid.

2.13 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

- A. By submission of a Bid, the Contractor certifies, and in the case of a joint Bid, each party thereto certifies as to its own organization, that in connection with this procurement:
 - 1. The prices in this Bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Contractor or with any competitor.
 - 2. Unless otherwise required by law, the prices, which have been quoted in this Bid, have not been knowingly disclosed by any Contractor and will not knowingly be disclosed by the Contractor prior to procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other Contractor or to any competitor.
 - 3. No attempt has been made or will be made by the Contractor to induce any other person or firm to submit or not to submit a Bid for the purpose of restricting competition.

- B. Each person signing this Bid certifies that:
1. He/she is the person in the Contractor's organization responsible within that organization for the decision as to the prices being offered herein.
 2. He/she is not the person in the Contractor's organization responsible within that organization for the decision as to the prices being offered herein, but that he/she has been authorized in writing to act as agent for the persons responsible for such decision.
- C. By submission of Contractor's Bid to this Project, the Contractor certifies, and in the case of a joint Bid, each party thereto certifies as to its own organization, that in connection with this procurement: that no relationship exists between the Contractor and the procuring or contracting agency that interferes with fair competition or is in conflict of interest, and no relationship exists between the Contractor and another person or organization that constitutes a conflict-of-interest that is adverse to the Owner.

2.14 PROPRIETARY INFORMATION

- A. This is a public Bid. Information submitted in response to this RFB is subject to Freedom of Information Act requests and to be viewed by any interested party by request. Any Bids identified in whole or in part as proprietary will be disqualified.
- B. Unless specifically excluded from this provision, all data, documentation and innovations resulting from contractual services will become the property of the Owner. Data contained in the Bid and all documentation provided as a result of these contractual services cannot be copyrighted and innovations developed as a result of these contractual services cannot be copyrighted or patented. Bids must clearly specify any data, documentation, software, or other innovations that are bid to be excluded from this provision and specifically provide, where applicable, for licensing of these materials to the Owner for the life of the system.

2.15 NONCOMPLIANCE

- A. Failure to include in the Contractor's Bid all information requested in this RFB may be cause for rejection of the Bid. When responding to this RFB, please clearly state whether your firm complies with each section.

2.16 COST LIABILITY

- A. The Owner assumes no responsibility or liability for costs incurred by the Contractor prior to the signing of any Contract resulting from this RFB.

BID PROCEDURES

2.17 SEALED BID RECEIPT

- A. BIDS MUST BE RECEIVED AND TIME STAMPED AT OLD VILLAGE SCHOOL, 405 W. MAIN STREET, NORTHVILLE, MICHIGAN 48167 ON OR BEFORE THE DUE DATE AND TIME SPECIFIED. CONTRACTORS ARE RESPONSIBLE FOR TIMELY RECEIPT OF THEIR BID. BIDS WHICH ARE RECEIVED AFTER THE SPECIFIED DUE DATE AND TIME WILL NOT BE CONSIDERED.

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- B. The Owner is soliciting Bids until **2:00 PM ET on May 7, 2025**. Sealed Bids will be received at the Northville Public School's Old Village School Building, located at 405 W. Main Street, Northville, MI 48167 up to this time at which time they will be publicly opened and read aloud.
- C. The **one (1) original, plus two (2) hard copies, and one (1) full electronic copy** of the Contractor's Bid must be delivered in sealed package(s). All packages shall be clearly labeled with the following information:
1. Devin Kling, Asst. Superintendent for Finance & Operations
Northville Public Schools
405 W. Main Street
Northville, MI 48167
 2. Contractor's Name and Address
 3. Project Title: Multi-Function Printers 25-NPS-MFP-01
 4. Bid Due Date

2.18 BID REQUIREMENTS

- A. Provide the following information as required under each tab, assembled in a three (3) ring binders complete with a Table of Contents. All pages shall have page numbers, which shall be included in the Table of Contents.
- B. The Table of Contents shall be as follows:
1. Tab No. 1 Cover Letter
 2. Tab No. 2 Required Bid Forms and Documents
 - a. Microsoft Word Document
 - 1) Bid Forms
 - 2) Familial Relationship Disclosure Statement
 - 3) Iran Economic Sanctions Act Disclosure Statement
 - 4) Criminal Background - Sex Offender Affidavit.
 - b. Bid Bond or Bid Surety
 3. Tab No. 3 Organizational Chart / Schedule / Manpower
 4. Tab No. 4 Multi-Function Printers
 5. Tab No. 5 Warranty, Maintenance and Service Agreements
 6. Tab No. 6 Company Profiles for Prime Contractors, Major Subcontractors, and Major Suppliers
 7. Tab No. 7 Miscellaneous (Optional)

C. Description of Contents:

1. Tab No. 1, Cover Letter, shall include an executive overview of the Project and depict the Contractor's complete understanding of the Project.
2. Tab No. 2, Required Bid Forms and Documents, shall include a completed Bid Form with price break downs by building and completion dates, the Familial Relationship Disclosure Statement, Iran Economic Sanctions Act Disclosure Form and Criminal Background - Sex Offender Affidavit.

Other required forms include a Bid Bond or Bid Surety, and Appendix A shall include a complete bill of materials, by building depicting quantities, manufacturer, catalog number, complete description, material unit price, labor cost breakdown and extended price.

3. Tab No. 3, Organizational Chart, shall depict the prime Contractor, the subcontractors, major suppliers, Project managers, superintendents, executive staff of each firm, service staff, the names of the individuals occupying those positions, telephone numbers, and e-mail addresses of all individuals on the organizational chart.
 - a. The Contractor shall provide a schedule that depicts major milestones required to achieve the completion dates previously specified. Typical milestone events are as follows:
 - 1) Equipment delivery date and installation dates.
 - 2) Completion of system install / power up by site.
 - 3) Installation completion dates
 - 4) Final testing dates
 - 5) Provide an estimate of anticipated manpower required at each building to meet the specified completion dates.
4. Tab No. 4, Multi-Function Printers, shall include the following information:
 - a. Manufacturers' names.
 - b. Installation company's name.
 - c. Number of years installing similar infrastructure.
 - d. List of clients of similar size and type with contact information.
 - e. Description of system operations.
 - f. Equipment model numbers.
 - g. System configuration.
 - h. Complete bill of material indicating quantities (include line-item prices), product descriptions, part numbers, and take-off for the products being provided must be included. Lump sum discounts are not acceptable.
5. Tab No. 5, Warranty information with sample maintenance and service contracts. Include current service rates, trip charge rates and any additional charges that may apply.
6. Tab No. 6 and 7 are self-descriptive as to their intended content.

SECTION 3

CONTRACT REQUIREMENTS

3.1 GENERAL

- A. A form of Contract is included with this RFB and shall be binding between the Owner and Contractor (the "Contract"). It is acknowledged that the form of Contract incorporates by reference the terms of this RFB and, in the event of any conflict among the Contract Documents; the provision most beneficial to the Owner shall govern. Notwithstanding the foregoing, the Owner reserves the right in its sole discretion to negotiate any term of the Contract prior to Contract award so long as any negotiated term does not affect the propriety of the competitive bidding process. While not limiting the breadth of the form of Contract's incorporation of the RFB, the following are all required Contractual provisions:

3.2 LAWS AND PERMITS

- A. The Contractor shall comply with all federal, state and municipal laws, rules, regulations, ordinances, or orders governing or affecting in any way the Work under this Contract, including board of education policies. Also, the Contractor shall give all notices and obtain all permits necessary and required for the Work and shall pay all costs and fees for the same. The Contractor must furnish copies of all approved inspection certificates and approvals from authorities having jurisdiction within thirty (30) days of completion and acceptance of Work as evidenced by applicable acceptance documents.
- B. Where appropriate, all equipment and installation workmanship shall comply with specifications contained in Electronics Industries Association Standards and the National Electrical Code. As pertinent, all equipment shall be FCC-certified, FCC type accepted and/or UL listed. All Work shall be conducted according to the standards of good engineering practice.

3.3 PROTECTION OF PERSONS AND OTHER STRUCTURES

- A. The Contractor agrees to exercise special precautions to avoid damage to facilities of the Owner and others. The Contractor hereby assumes responsibility for any and all damage to such facilities arising out of or caused by the conduct or property of the Contractor, whether by the negligence of the Contractor, its agents, employees or subcontractors. The Contractor shall make an immediate report to the Owner and the Technology Designer of any damage to the facilities or others. The Contractor hereby agrees to repair or replace at their own expense or to reimburse the Owner for expenses incurred by the Contractor in making necessary repairs and replacements.
- B. The Contractor shall assume all responsibility for bodily injury to persons, including death or damages sustained or claimed by its employees, the employees of the Owner, or by any other person, and also for damage to property, including property of the Contractor, the Owner or any other person; and also, for any interruptions to electric or community antenna television or other communications service which may occur or allegedly occur because of, or result from, or in any manner are connected with, or directly or indirectly, arise out of or are caused in whole or in part by the material provided or the Work performed by the Contractor, its agents, employees or subcontractors under the Contract.

3.4 SAFETY

- A. Each Contractor shall be responsible for its own safety and hazard program. Each program shall be in accordance with provisions of the Occupational Safety and Health Act (OSHA), Michigan OSHA (MIOSHA), the Environmental Protection Agency (EPA), and the Material Safety Data Sheets (MSDS). The Contractor shall maintain an effective safety program and conform to all federal and local safety codes. Upon written request by the Owner and/or the Project Manager, the Contractor shall provide the registered programs documenting safety and hazard programs.
- B. During Projects in construction zones or if site conditions require, the Contractor and all of his/her staff, agents and/or subcontractors must wear Contractor provided hard hats anytime they are onsite. The Contractor shall assume sole responsibility and liability for hat usage of his/her staff, agents and/or subcontractors.

3.5 IMPLEMENTATION PLAN

- A. The successful Contractor must prepare and submit a final implementation plan and timeline as part of the final Contract Documents. The Contractor and the Owner will mutually determine the critical dates that must be met, so long as consistent with the then-applicable Project Schedule. The Contractor will be required to adhere to, meet and maintain activities to the timeline schedule as planned. The Contractor will also be required to be flexible towards changes in the priorities of the timeline schedule during the entire Project and will make all related changes at no additional cost to the Owner.

3.6 ADDITIONAL RESOURCE REQUIREMENTS

- A. If the Contractor fails to complete the Project or a segment of the Project within the time period agreed to in the Contract Documents, and if as a result, the Owner finds it necessary to incur any additional costs and/or expenses (for example, needing to hire additional Contractors to complete Work which is not being completed in a timely or satisfactory manner), the Contractor shall pay all those costs and expenses incurred by the Owner. These costs and expenses may include, but are not limited to, such items as additional hours spent by the Technology Designer, additional architectural fees and fees related to the acquisition of additional Contractors to complete the job. These costs and expenses may be retained by the Owner from any payments otherwise due to the Contractor for Work, which has not been completed within the terms of the Contract Documents. The Owner may hire additional Contractors if seven (7) day notice has been given to the Contractor and the Contractor has failed to remedy the failure, to act in accordance with the notice, or has repudiated the Contract. Failure by the Contractor to give adequate assurances when deadlines on the timeline have not been met will also result in the Owner's right to bring in other Contractors to complete the Contract or a segment of the Contract.

3.7 CLEAN-UP AND MAINTENANCE

- A. During preparation and construction, the Project area must be kept free from scrap and debris in accordance with established safety and health standards. Upon completion of Work, each day and at the end of the Project, the Contractor will be held responsible to clean up and remove debris from the site. Damage to any portion of equipment or existing structure is the responsibility of the Contractor and repairs must be completed before acceptance and final payment is issued.

3.8 PAYMENT FOR SERVICES

- A. No later than two (2) weeks prior to the date of the first application for payment, the Contractor shall furnish the Owner with a breakdown of the Contract amount setting forth the schedule of values of labor and materials of the various parts of the Work on which the Contract is based as detailed from the specifications or as further directed by the Owner. A meeting between the Technology Designer and the Contractor shall also be required before the first application for payment is submitted to set forth the procedure and format in which all applications are to be submitted. Final payment will be made only after the successful completion of a performance-testing period, the Owner's acceptance of the system and final documentation has been received and approved by the Technology Designer and the Owner.
- B. Final payment by the Owner to the Contractor shall be made within thirty (30) days of final completion, Owner acceptance of the system as installed and receipt and approval of final documentation by the Technology Designer and the Owner.
- C. Ten percent (10%) of the total Contract amount will be withheld and will not be paid until after final acceptance, which includes submission and approval by the Owner and the Technology Designer of all Work, testing results, documentation and as-built drawings.

3.9 CONTRACT PAYMENT SCHEDULE

- A. The Contractor shall pay all sales, consumers, use and any and all other applicable taxes required by law.
- B. The Technology Designer will review and certify the accuracy of invoices for the Owner's subsequent review, approval and payment. Certification by the Technology Designer that the invoice is an accurate account of Work properly performed does not prevent the Owner from disputing the propriety of any applicable payment. Any questions regarding the payment process should be directed to Rob Richcreek by e-mail at richcreek@wriighthunter.com. All invoices and requests for payment should be sent directly to the Technology Designer at richcreek@wriighthunter.com.
- C. Rates quoted in response to this RFB are firm through the duration of the Project. No increases will be permitted. Any requests for modification to the original design and/or scope of Work must be approved in writing by the Owner prior to any modification.
- D. Each Application for Payment shall be consistent with previous applications and payments as certified by the Technology Designer and paid for by the Owner.
 - 1. The Application for Payment at time of Substantial Completion and the final Application for Payment involve additional requirements.
- E. Payment Application Times: The date for each progress payment is the 15th day of each month. The period of construction Work covered by each Application for Payment is the period ending fifteen (15) days prior to the date for each progress payment and starting the day following the end of the preceding period.
- F. Payment Application Forms: Use AIA Document G 702 and Continuation Sheets G 703 as the form for Application for Payment.
- G. If the Bid involves more than one Project, each Project shall have separate payment application forms. The Technology Designer will identify each Project.

- H. Application Preparation: Complete every entry on the form, including notarization and execution by the person authorized to sign legal documents on behalf of the Contractor. Incomplete applications will be returned without action.
 - 1. Include amounts of Change Orders and Construction Change Directives issued prior to the last day of the construction period covered by the application.
- I. Transmittal: Submit three (3) executed copies of each Application for Payment to the Technology Designer. One copy shall include waivers of lien, proof of items stored, proof of insurance for stored items and similar attachments, when required.
- J. Waivers of Mechanics Lien: With each Application for Payment, submit waivers of mechanics lien from every entity who may lawfully be entitled to file a mechanics lien arising out of the Contract, and related to the Work covered by the payment. The Contractor acknowledges that liens cannot be placed on public property and are therefore inapplicable to this Project.
- K. Application for Payment at Substantial Completion: Actions and submittals that shall proceed or coincide with this application include:
 - 1. As built drawings (should be received by the Technology Consultant once Contractor states the Project is complete – before punch list has been issued to the Contractor).
 - 2. Warranties (guarantees) and maintenance agreements.
 - 3. Test/adjust/balance reports.
 - 4. Maintenance instructions.
 - 5. Start-up performance reports.
 - 6. Final cleaning.
 - 7. Application for reduction of retainage, and consent of surety.
 - 8. Punch list of incomplete Work.
- L. Final Payment Application: Actions and submittals that shall precede or coincide with this application include:
 - 1. Completion of Project closeout requirements.
 - 2. Completion of items specified for completion after Substantial Completion.
 - 3. Transmittal of required Project construction records to the Owner.
 - 4. Proof that taxes, fees and similar obligations have been paid.
 - 5. Removal of surplus materials, rubbish, and similar elements.

3.10 CONTRACTOR'S SWORN STATEMENT AND WAIVER OF LIEN

- A. The Contractor's sworn statement and waiver of lien shall be submitted with the invoice. The Contractor must state all subcontractors and status of payment for labor and materials to each. Payment will not be processed until these forms have been received.

3.11 INTERRUPTION OF OCCUPANCY

- A. The installation must not interrupt the normal activity of the Owner. All Work which will cause disruption of the Owner's existing systems and services must be accomplished during time periods when it is least inconvenient to the Owner and completed in the shortest possible time frame (i.e. after normal school hours). The Owner is not responsible for any overtime and/or premium time not identified in the Contractor's Base Bid pricing response.

- B. Each Contractor is responsible to plan, coordinate and execute their Work in such a manner that there will be no disruption of the Owner's operations. If an interruption of operations is unavoidable, the Work will be scheduled with the Owner prior to beginning such Work.

3.12 REJECTING DEFECTIVE WORK

- A. The Technology Designer and/or the Owner will have the authority to disapprove or reject Work, which is defective, unsatisfactory, faulty, does not conform to the requirements of the Contract Documents or does not meet the manufacturers' requirements. The Technology Designer and/or the Owner will also have the authority to require special inspection or testing of the Work whether or not the Work is fabricated, installed or completed.

3.13 SPECIFICATION DEVIATION

- A. Commodities procured under these specifications shall not deviate from those originally Contracted for without written approval from the Owner and so long as consistent with law.
- B. The Owner has sole responsibility for the interpretation of all documents. Any claims and/or disputes associated with and/or arising from this RFB must be submitted in writing and directed to the Owner within thirty (30) days of dispute and/or claim.

3.14 EXECUTED CONTRACT TO CONSTITUTE ENTIRE AGREEMENT

- A. All Contracts for Work herein are subject to all existing and applicable provisions for the payment of prevailing rate of wages to laborers, workmen and mechanics engaged in the Work.
- B. Except as set forth in Paragraph 3.14.C below, the contents of the Contract Documents of the successful Contractor shall be contractual obligations upon Bid acceptance. Failure of the successful Contractor to accept these obligations in the Contract may result in a cancellation of award and forfeiture of bid bond.
- C. The Owner reserves the right to negotiate provisions in addition to those stipulated in this RFB or proposed by the successful Contractor for the purpose of obtaining the best possible Bid. If the Contractor should discover any provisions in the Contract that are contrary to or inconsistent with the law, ordinance, order or decree, the Contractor shall immediately report it to the Owner in writing.

3.15 CONTRACT SUSPENSION, TERMINATION AND CANCELLATION

- A. The Owner may cancel the Contract effective as a result of this RFB in whole or in part as follows:
 - 1. By mutual agreement of the contracting parties. Upon such termination, the Owner's liability shall be limited to the reasonable value of services performed and deemed acceptable by the Owner upon the date of such mutual agreement.
 - 2. If the Owner deems that such termination is in its best interest. In the event that the Owner gives notice to terminate pursuant to this subsection, such notice shall be given no less than thirty (30) days prior to the date on which the termination becomes effective. Upon such termination, the Owner's liability shall be limited to the reasonable value of services performed and deemed acceptable by the Owner as of the effective date of the termination.

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3. For cause, which shall include, but is not necessarily limited to, failure or unwillingness of the Contractor to comply with the approved program, including attached conditions; failure to comply with applicable state statutes or other applicable laws or policies; or failure to comply with such directives as may become generally applicable at the time; refusing/failing to provide enough properly skilled workers to timely complete the Work; failing to pay subcontractors and suppliers; failing to prosecute the Work with diligence; and breaching any term of the Contract.
 4. Due to lack of appropriation of necessary funding, cancellation due to lack of appropriation shall be without penalty. Upon such cancellation, the Owner's liability shall be limited to the reasonable value of services performed and deemed acceptable by the Owner as of the effective date of cancellation.
- B. The Contract may only be modified by: (i) mutual written agreement of the parties, (ii) a properly-executed change order, signed by the Contractor, Owner and Technology Designer describing the additional/different Work, price and time frame for performance, and (iii) a construction change directive issued by the Owner, for which the Contractor must commence prosecution of the Work promptly (but no less than 10 days) and any modification to Contract price or time will be later determined. In the event the parties cannot mutually agree to an adjustment in price or time for a construction change directive, the Technology Designer shall have the right and authority to determine same. If the Contractor objects to such determination, it may file a claim in accordance with the Contract. Rejection by the Contractor of any construction change directive may be the basis of Contract suspension, termination or cancellation.
 - C. No cancellation will affect any expenditures or legally binding commitments made prior to receiving notice of the cancellation, suspension or termination provided such expenditures or commitments were made in good faith and not in anticipation of cancellation and are otherwise allowable.
 - D. Upon execution of the Contract, the Owner shall be deemed the owner of all materials and equipment actually incorporated into or purchased for the Project, as well as the owner of all documentation used with respect to same. In the event of cancellation prior to the full term of the Contract, the Contractor shall arrange to provide the Owner with all Work documents, computer programs and files used/developed by the Contractor during the period the Contract was effective. The title to such programs and materials as well as any equipment and materials supplied while the Contract is in effect, shall rest with the Owner.

3.16 DELAYS AND EXTENSIONS OF TIME

- A. If the Contractor is delayed at any time in the progress of the Work by any act or neglect of the Owner, an employee of the Owner, any separate Contractor employed by the Owner (whether related to technology improvements or non-technology improvements), changes ordered in the Work, acts of God, fires, floods epidemics, quarantine restrictions, or any other cause beyond the Contractor's reasonable control, then the Contract time shall be extended by change order for such reasonable time as the Owner and the Contractor may determine. An extension of time for performance shall be the only remedy for any such delay, and damages related to any such delay are inapplicable.
- B. If the Technology Designer and/or the Owner determines that the progress of the Work falls behind the current Project schedule due to the control, management, direction, acts or omissions of the Contractor, its agents, employees or subcontractors the Contractor shall take whatever remedial action as directed, including, but not limited to the following:

1. Increase staff and labor force
 2. Work overtime
 3. Add or change subcontractors
 4. Utilize more expensive materials/methods
 5. Reschedule
- C. Costs of any remedial action, which are caused by the control, management direction, acts or omissions of the Contractor, its agents, employees or subcontractors, shall not be assigned to the Owner and no increase in Contract price will be authorized.

3.17 DELIVERY OF EQUIPMENT AND/OR MATERIALS

- A. Delivery shall be destination, set in place, ready for use unless otherwise specified, with packing and debris removed by the Contractor. The Contractor shall receive and accept its equipment and/or materials from the transportation company or carrier and shall provide all handling, carrying, etc., to the final location for each piece of equipment and/or materials in the building. Crating materials and other trash resulting from the installation shall be removed from the premises daily. Excelsior and similar hazardous trash shall be removed immediately upon unpacking. No accumulation of trash shall be permitted.
- B. The Contractor must have a representative at the job site during all unloading and placing of equipment. This service shall be included in the Contractor's Bid (and, thus, the Contract Sum). The Owner shall hold this representative operationally responsible for the services indicated and he/she shall have such capability and be given such responsibility by the Contractor that he/she can act on the Contractor's behalf in any situation, which may arise on the site of delivery. The Contractor's representative shall use some method, approved by the Owner, to show the item has been inspected and whether it has been "Approved" by the Contractor or if repairs or replacement is necessary. This shall be done prior to the Owner's final inspection. Any Owner rejection shall be honored, even if the Contractor has previously "approved" the equipment.
- C. Contractors are cautioned to check their manufacturing and shipping schedules carefully before fixing their proposed delivery schedule. If, for any reason, any items of equipment should arrive prior to the building being ready to receive them, the successful Contractor shall make its own arrangements for temporary storage arrangements at no cost to the Owner. No on-site storage will be available and all staging should be complete before delivery and installation of the equipment.
- D. Contractors doing Work are to cooperate fully and coordinate the Work of all other Contractors to expedite the proper and timely completion of the furnishing Projects. It is acknowledged that coordination with non-technology Contractors (e.g., mechanical and electrical Contractors installing improvements to facilitate technology upgrades) is expected and required, so as to provide a seamless and efficient installation of all Owner improvements pursuant to the bond Project.
- E. In making delivery and installation, the Contractor must repair, at its own expense, any damage done to any of the schools, equipment or property that are a part of this Project that occur as a result of the control, management, direction, acts or omissions of the Contractor, its agents, employees or subcontractors and hold the Owner harmless from any other claims or property damage and/or personal injury.

3.18 SUBCONTRACTING AND ASSIGNMENT

- A. The Contractor shall be responsible to the Owner for the acts and omissions of all its employees and all subcontractors, their agents and employees and all other persons performing any of the Work under a Contract with the Contractor.
- B. This Contract, with all its rights and duties, and any part thereof, shall not be deleted, subcontracted or assigned to another Contractor without prior written permission of the Owner.

3.19 RECORD KEEPING AND RECORD RETENTION

- A. It is acknowledged and agreed that the Contractor shall not be entitled to any additional costs or expenses for its scope of Work, other than as is consistent with the Contractor's accepted Bid. For a change in the scope of Work, the Contractor's costs shall be determined: (a) if a change order, as agreed in the approved change order, and (b) if a construction change directive and the parties cannot mutually agree to a modified amount, as determined by the Technology Designer. For purposes of the Technology Designer's determination, the Contractor shall establish and maintain adequate records of all expenditures incurred under the construction change directive. All records shall be kept in accordance with general accepted accounting procedures. All procedures shall be in accordance with Federal, State, and local ordinances.
- B. The Owner shall have the right to audit, review, examine, copy, and transcribe pertinent records or documents relating to any Contract resulting from this RFB held by the Contractor. The Contractor shall retain all documents applicable to the Contract for a period of not less than six (6) years after final payment.

3.20 RISK OF LOSS OR DAMAGE

- A. The Owner shall be relieved from all risks of loss or damage to materials or equipment during the period of transportation, installation, and during the entire time the equipment is in possession of the Contractor, unless and until such time as unencumbered title for the equipment is vested in the Owner and the materials or equipment is in the exclusive possession of the Owner.
- B. Should the materials or equipment be lost or damaged under such circumstances where the Owner is relieved from the risk of loss or damage, the Contractor shall immediately cause the damaged materials or equipment to be repaired or replaced at no cost to the Owner.
- C. In such event, any payments for the lost or damaged equipment shall be suspended from the time loss or damage occurs until such time as the lost or damaged materials or equipment is repaired or replaced and accepted by the Owner.
- D. It is understood, and the Contractor hereby agrees, that the Contractor shall be solely responsible for all equipment and/or services that the Contractor proposes. Notwithstanding the details presented in these specifications, it is the responsibility of the Contractor to verify the completeness of the equipment required and its suitability to meet the intent of this RFB. Any additional equipment required for installation shall be provided by the Contractor; it is understood that complete operating systems are required.

SECTION 4

MULTI-FUNCTION PRINTERS

PART 1 - GENERAL

4.0 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract Documents apply to work of this section.

4.1 SUMMARY

- A. The Vendor shall provide the services necessary to engineer, furnish, install, test, certify and provide support to a fully operational and integrated Multi-Function Printers ("MFP") conforming to manufacturer specifications and acceptable industry standards. All work shall be in accordance with the true intent of these drawings and specifications, and as required to leave the MFP complete and in satisfactory operating condition, excluding those items listed under "Related Work Provided by Others."
- B. The Vendor shall provide a complete Bill of Materials per building, catalog cuts, unit and extended cost for labor and materials.
- C. The Vendor shall verify dimensions and conditions at the job site prior to bidding, installation, and perform installation in accordance with these Specifications, manufacturers' recommendations and the latest edition or revision of all applicable codes and standards.

4.2 SCOPE OF WORK

- A. This Scope of Work ("SOW") is intended to provide a standard base from which to evaluate quotes for Multi-Function Printer ("MFP") and to provide the Vendor flexibility in providing the most appropriate and cost effective MFP for the Owner. The Owner is not obligated to purchase any system. After receipt of the Contract Documents and prior to signing the contract, the Owner has the right to modify the proposal by adding or deleting specific equipment or optional features from system requirements. Preference will be given to the vendor who provides a comprehensive, cost-effective solution for current SOW, who has the capability to complete the project within the time frame, and perform ongoing service and support. The SOW response should address the specific requests of this document.
- B. However, if the vendor proposing a solution, has a recommendation that would provide a better solution and value to the Owner, this should be done via the voluntary alternate section of the Bid Form. It is extremely important to provide itemized pricing on all components, as an item that is not itemized cannot be modified in any way. This should be done in both the unit pricing category of the Bid Form, and in the detail pricing provided in the Bill of Material (BOM) .
- C. This SOW establishes the requirements necessary to achieve the intended performance and function consisting of a MFP at Northville Public Schools. This SOW solicits proposals for solutions to meet the current and projected needs of the Owner.
- D. The Vendor shall remove the existing MFP units being replaced and resell or recycle at their sole cost and responsibility. The Vendor shall remove the hard drive from each existing MFP unit and label it prior to removal of the MFP from the premises and deliver to the Technology Department.

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- E. The MFP shall consist of multi-function printer, copier, and scanner system together with finisher units to form a cohesive integrated system.
 - F. The components and materials shall be new, of modern design, and current standard production of the manufacturer, unless otherwise noted.
 - G. The MFP should include at a minimum, the following principal components and materials for the Owner:
 - 1. Copier
 - 2. Printer
 - 3. Scanner
 - 4. Ethernet network interface
 - 5. Finisher options
 - 6. Documentation
 - 7. User acceptance training as specified
 - 8. PaperCut upgrades to provide the latest version for all new and existing MFPs
 - 9. Supply a five (5) year warranty and maintenance contract on all components, materials, labor and consumables, including all toner and staples.
 - H. The Vendor shall furnish all materials, labor and any engineering services necessary to provide complete and professionally installed systems in excellent working order as described herein. Laborers shall be specialized and experienced in MFP installations of type and size described in the SOW documents.
 - I. **This response must include complete itemization of all components including pricing itemization on all base system units, finisher units, paper trays, interfaces, modules, management software, cabling, accessories, and any other required components. This BOM is in addition to the requests on the Bid Form.**
 - J. The Vendor shall provide any additional items not specifically mentioned herein, necessary to meet system requirements as specified, without claim for additional payment. Such items may include other devices for proper installation, interface, integration, and functionality.

4.3 CONFLICT BETWEEN DRAWINGS AND SPECIFICATIONS

- A. It is intended that the Vendor furnishing materials or labor necessary for the completion of these specifications shall furnish them in compliance with these specifications. Where conflict exists with other specifications concerning such materials and labor, these specifications take precedence unless otherwise approved in writing by the Owner.
- B. Drawings pertaining to these specifications shall be considered as a part of said SOW and shall be a part of the Contract Documents.

4.4 RELATED WORK PROVIDED BY OTHERS IN BASE BID

- A. Category 6 data network cable to each MFP.
- B. Ethernet network switch ports and programming including necessary VLAN modifications.
- C. 110 volt, 20-amp electrical power outlets at all MFP locations.
- D. Vendor must disclose all electrical requirements for each system and option proposed.

4.5 REQUIREMENTS OF REGULATORY AGENCIES

- A. The system shall be registered under the most current applicable rulings of the Federal Communications Commission (FCC). The Vendor shall provide the FCC registration number with the equipment submittal. All components and installations shall bear an Underwriters' Laboratories (UL) listing and shall conform to the latest edition or revision of the following codes and standards:
 - 1. ANSI American National Standards Institute
 - 2. ASTM American Society for Testing and Materials
 - 3. BICSI Building Industry Consulting Services International
 - 4. EIA Electronics Industries Association
 - 5. FCC Federal Communications Commission
 - 6. ICEA Insulated Cable Engineers Association
 - 7. IEEE Institute of Electrical and Electronics Engineers
 - 8. ISO International Organization for Standardization
 - 9. NEC National Electrical Code
 - 10. NEMA National Electrical Manufacturers Association
 - 11. NFPA National Fire Protection Association.
 - 12. TIA Telecommunications Industry Association
 - 13. UL Underwriters Laboratories, Inc.
- B. The code or standard establishing the more stringent requirements shall be followed where areas of conflict occur between codes and standards or between codes and standards and the drawings and the specifications.

4.6 VENDOR QUALIFICATIONS

- A. The Vendor shall maintain permanent service facilities in the area of the installation. The facilities shall include a permanent source of factory trained service technicians on twenty-four (24) hour call experienced in servicing this type of multi-function system. The Vendor shall also

provide a central source of support to guarantee immediate answers to the Owner's problems and questions.

- B. The Vendor selected for this project must be certified by the manufacturer(s), adhere to the engineering, installation and testing procedures as established by the manufacturer(s) and applicable standards groups.
- C. The Vendor shall be experienced in all aspects of this work and shall be required to demonstrate direct experience on recent systems of similar type and size. The selected Vendor shall have been actively engaged in installation of similar type and size, for a period of five (5) years in the state of Michigan. Similar size refers to the number of MFPs, MFP types and number of buildings. Similar type refers to the type of MFP that the Vendor is bidding. The Vendor shall own and maintain tools and equipment necessary for successful installation and testing of all installed equipment and have personnel who are trained and certified in the use of such tools and equipment.
- D. Any subcontractor who will assist the Vendor in performance of this work shall have the same training and certification requirements.
- E. At least three (3) references must be included with this proposal. Include client name, address, contact name, contact phone number, contact email address and number of MFPs and buildings for each reference. Additional vendor information is welcome and may be included along with the completed Bid Form.
- F. All vendors must include a brief written statement, which summarizes their project implementation plan if awarded the project. It should include any pertinent information, which was not specifically asked for in other parts of this document, but which the vendor feels are important to the completion of this project. The vendor shall also include a description of its response to any alternates in this statement. If, for any reason, the vendor cannot comply with any of the terms specified in this SOW, please provide an explanation with the bid response.

4.7 SUBMITTALS

- A. Within seven (7) calendar days after award of this contract, prior to ordering any equipment or software, the Vendor shall submit one (1) hard copy and one (1) electronic copy on a USB flash drive of product data sheets to the Technology Designer for review for all device and, equipment with all project specific pertinent information highlighted or otherwise indicated.
- B. All cut sheets shall be marked with the pertaining specification paragraph or drawing number when submitted.
- C. The Vendor shall not begin installation without approval.
- D. The vendor shall also submit an implementation plan that adheres to the requirements outlined.

4.8 EXISTING CONDITIONS

- A. The awarded Vendor shall schedule all dates and times for any necessary building visits. Do not request information from building personnel, as their input is not binding. The bid documents and addenda are the binding documents for this project.
- B. The vendor is required to check-in at the Main Office upon arrival.

- C. No subsequent allowance will be made due to failure observe and verify conditions that may affect the work. The Vendor shall report to the Technology Designer any discrepancies between these specifications and existing conditions and similarly report obvious omissions.

4.9 JOB CONDITIONS

- A. The Vendor shall keep the job adequately staffed always. Unless illness, loss of personnel or other reasonable circumstances beyond its control, the Vendor shall maintain the same individual in charge throughout the contract.
- B. The Vendor shall cooperate with all appropriate parties in order to achieve well-coordinated progress with the overall construction completion schedule and satisfactory final results.
- C. The Vendor shall watch for conflicts with work of other contractors on the job and execute, without claim for extra payment, moderate moves or changes as are necessary to accommodate other equipment or to preserve symmetry and an aesthetically pleasing appearance.
- D. The Vendor shall do all cutting, patching and painting necessary for proper and finished installation of the system and repair any damage done as a result of such installation. The Vendor shall clean up and dispose of trash from all work areas daily.
- E. Northville Public Schools is a smoke free and weapons free environment.
- F. Google Mail is the District Standard.
- G. Network Infrastructure
 - 1. The District has a private fiber Wide-Area Network (WAN) between the District data center located in Hillside Middle School and each building. The WAN connections between the buildings are ten (10) Gigabit per second (Gbps).
 - 2. The District has a copper Category 6 Local-Area Network (LAN) in each building with one (1) Gbps to each network port and 10 Gbps between the Main Distribution Frame (MDF) and Intermediate Distribution Frame (IDF) within the building.
- H. Server Infrastructure
 - 1. Microsoft Windows Server 2025 Standard licensed and implemented under VMWare on the SAN.
- I. User Authentication and Permissions
 - 1. The user authentication database is Active Directory (AD) Microsoft Server 2022. The MFP must interface with AD for user authentication for user network rights and permissions including copy, print, scan rights and settings.
 - 2. The District is currently designing an access control system for building door access via a proximity card or fob. MFP must be equipped and configured with a proximity reader that is **HID iClass and/or Multi-class** compliant.
- J. The Vendor shall keep driveways and entrances clear always. These areas are not to be used for storage of material or parking.

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- K. The Vendor shall remove all debris, rubbish and materials resulting from cutting, drilling and demolition or patching. It is the Vendor's responsibility to clean the work site each day.

4.10 QUALITY ASSURANCE

- A. Parts listed shall be complete, type numbers accurate and equipment furnished shall conform to manufacturer's specifications.
- B. All materials provided by the Vendor shall be new and shall conform to applicable provisions of UL and the ANSI.
- C. The Vendor shall procure and pay for all necessary permits, licenses and inspections and observe any requirements stipulated therein. The Vendor shall conform in all trades with all local regulations and codes.
- D. The Vendor shall comply with federal, state and local labor regulations and applicable union regulations.

PART 2 – PRODUCTS

4.11 GENERAL

- A. The following are requirements for the Owner's Multi-Function Printers. Capabilities must be demonstrated by the proposed manufacturer's equipment and software, and guaranteed by the Vendor, so that the new systems will not only serve today's needs but also allows for future growth.
- B. The Vendor shall provide all equipment, interconnection/expansion cables, terminations, materials, parts, miscellaneous equipment and labor for a complete and satisfactory operating system whether included in this specification or not.
- C. The proposed equipment line shall have a consistent architecture to reduce total cost of ownership for on-going support, maintenance and training.
- D. SYSTEMS SHALL BE IN FULL ACCORDANCE WITH THE RECOMMENDATIONS OF THE EQUIPMENT MANUFACTURERS, WITH THE REQUIREMENTS OF THE SPECIFICATIONS AND WITH ALL CURRENT EDITION OR REVISIONS OF ALL APPLICABLE CODES AND STANDARDS AS PREVIOUSLY LISTED UNDER "REGULATORY AGENCIES" OF THIS SECTION OF THE SPECIFICATIONS.
- E. The MFP shall provide copying, network printing, network scanning and finishing services.
- F. The District currently has an access control system for building door access via a proximity card or fob. Please supply a proximity reader and fob that is compliant with the **HID iClass and/or MultiClass readers** currently utilized for building access.
1. This reader will track user identification and usage for each installed MFP.
 2. Follow-You Printing (pull printing) is required to permit user to print and present a proximity card or fob to release print job at any MFP throughout the building or within the District.
- G. In preparing the bid, the bidder should consider the following:

1. No claim will be made against the Owner for any costs incurred by the bidder for any equipment demonstrations which the Owner requests.

4.12 APPROVED MANUFACTURERS

- A. The functions and features specified are vital to the operation of this MFP, therefore; inclusion of acceptable manufacturers does not release the Vendor from strict compliance with the requirements of these specifications.
- B. MFP hardware shall be manufactured by Canon, Konica Minolta, Ricoh, Toshiba, and Xerox or other manufacturer approved by the Owner.

4.13 HIGH-CAPACITY MONOCHROME MFP

- A. The High-Capacity Monochrome MFP shall be equipped with the following **minimum** specifications.
 1. Basis of Design: Toshiba e-Studio 8518A
 2. Copy and print speed of 85 pages per minute (PPM).
 3. Print resolution 600 x 600 dpi, 2,400 (Equivalence) x 600 dpi (With Smoothing), 1,200 x 1,200 dpi (2-bit)
 4. Copy resolution of 2,400 dpi (Equivalence) x 600 dpi (with Smoothing)
 5. Scan resolution 600 dpi
 6. Scan Speed - Simplex 120 ipm; Duplex 240 ipm (monochrome or color)
 7. Color and monochrome scanning
 8. Scan to email, USB, and PDF
 9. Scan to user's secure network data storage folder on OneDrive and Google Drive, based on Active Directory credentials via front panel, network, and proximity card and/or fob.
 10. 720,000 maximum monthly duty cycle
 11. 10/100/1000 Mbps network interface card
 12. First page copy in 4.1 seconds or less
 13. Bypass paper sizes 3.9" x 5.8" to 13" x 19"
 14. Standard paper capacity of 3,520 sheets
 15. Expandable paper capacity of 6,020 sheets
 16. Equipped paper capacity of 3,520 sheets
 17. Paper weight of 16 to 110 lb. from Bypass Tray

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18. Paper weight 16 to 140 lb. from the Paper Trays
 19. Auto Reproduction Ratio 25% to 400%
 20. 120-page automatic duplex document feeder (auto reverse)
 21. 4 GB RAM memory
 22. 320GB internal SSD hard drive storage
 23. 10.1" color WSVGA touch screen tilting display panel
 24. HID iClass and/or MultiClass compliant proximity reader integrated
 25. Individual and group account codes to control usage
 26. Provide a power surge suppressor to connect all MFP components to existing 110-volt outlet.
 27. Finisher options
 - a. Multi-position 50-page stapler
 - b. Two-hole and three-hole punch
 - c. High volume output finisher with multiple sorting trays for dividing and sorting print and copy jobs
 28. The Vendor shall provide all modules required to interconnect the MFP components.
 29. The Vendor shall provide a solution such as FM Audit or equivalent to provide automated meter reads and toner levels. The Owner wants the MFP fleet configured to automate these type of activities.
 30. Provide the following quantities of High-Capacity Monochrome MFPs:
 - a. Northville High School – nine (9)
 - b. Hillside Middle School – six (6)
 - c. Meads Mill Middle School – four (4)
 - d. Amerman Elementary School- three (3)
 - e. Moraine Middle School – three (3)
 - f. Ridge Wood Middle School – five (5)
 - g. Silver Springs Elementary School - three (3)
 - h. Thornton Creek Elementary School - three (3)
 - i. Winchester Elementary School - three (3)

- j. Cooke School – three (3)
- k. Old Village School – three (3)
- l. Facilities & Operations – one (1)

4.14 HIGH-CAPACITY COLOR MFP

A. The High-Capacity Color MFP shall be equipped with the following minimum specifications.

1. Basis of Design: Toshiba e-Studio 7516AC
2. Copy and print speed of 75 PPM color or 85 PPM monochrome.
3. Print resolution 600 x 200 dpi (8 bit), 1,200 x 1,200 dpi (Color/2 bit) or 3,600 x 1,200 dpi (BW/ with Smoothing)
4. Copy resolution 600 x 600 dpi
5. Scan resolution 600 dpi
6. Scan Speed (Monochrome or Color) - Simplex 120 ipm; Duplex 240 ipm
7. Scan to email, network folder, and PDF
8. 600,000 maximum monthly duty cycle
9. 10/100/1000 Mbps network interface card
10. First page in 5.4 seconds color and 4.1 seconds monochrome
11. Bypass paper sizes 3.9" x 5.8" to 13" x 19"
12. Standard paper capacity of 3,520 sheets
13. Expandable paper capacity of 6,020 sheets
14. Equipped paper capacity of 3,520 sheets
15. Paper weight of 16 lb. to 140 lb. bond.
16. Auto reduction to 25% and enlargement to 400%
17. 4GB memory (RAM)
18. 320GB SSD Hard Drive storage
19. Scan to user's secure network data storage folder on OneDrive and Google Drive, based on Active Directory credentials via front panel, network, and proximity card and/or fob
20. 10.1" color WSVGA touch screen tilting display panel
21. HID iClass and/or MultiClass compliant proximity reader integrated

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22. Individual and group account codes to control usage via PaperCut
 23. Provide a power surge suppressor to connect all MFP components to existing 110-volt outlet.
 24. Finisher options
 - a. Multi-position 50-page stapler
 - b. Two-hole and three-hole punch
 - c. High volume output finisher with multiple sorting trays for dividing and sorting print and copy jobs

- B. The Vendor shall provide all modules required to interconnect the MFP components.
- C. The Vendor shall provide a solution such as FM Audit or equivalent to provide automated meter reads and toner levels. The Owner wants the MFP fleet configured to automate these type of activities.
- D. Provide the following quantities of High-Capacity Color MFPs:
 1. Old Village School – one (1)

4.15 PAPER CUT LICENSES

- A. Print drivers, scanning software, server software, copy management software, including quota management, shall be included for all MFPs.
- B. PaperCut MF 24.1.6 is the District standard.
 1. Provide upgrade for forty-seven (47) current PaperCut MF licenses.
 2. The Vendor shall provide, install and configure forty-seven (47) PaperCut MF licenses.
 3. Vendor to provide and install five (5) additional years of licenses and updates in the base bid.
 4. It is the Bidders responsibility to provide the correct number and type of licenses based on the functional requirements of the MFP.
- C. Installation and configuration of all software is the responsibility of the Vendor and shall be performed by a manufacturer certified technician.
- D. The Owner shall configure and modify any and all print server configurations. There are currently four (4) print servers.

4.16 CABLING

- A. The Vendor shall provide cabling per manufacturers' recommendations for each of the systems, components, and devices specified and required for a complete operational system.

B. Line Cords

1. The District shall provide a Category 6 line cord required to connect the MFP to the network for printing and scanning capabilities. The District will perform any patching in the MDF or IDF to extend network connectivity to the wall jack at each MFP.
 2. The patch cord shall be of appropriate length to connect MFP components.
- C. The Vendor shall provide any additional items, not specifically mentioned herein, necessary to meet system requirements as specified, without claim for additional payment.

4.17 SPARE PARTS

- A. The Vendor shall guarantee the availability of spare parts and maintain locally an adequate compliment of components that are applicable to the MFP for term of the warranty.
- B. The Vendor shall supply two (2) sets of new equipment hardware and software manuals to the Technology Department.
- C. The Vendor shall supply one (1) set of new equipment hardware and software manuals at each MFP.
- D. The Vendor shall supply one (1) set of toner cartridges for each MFP in each building stored in the Main Office,
- E. The Vendor shall supply two (2) waste containers for each MFP in each building stored in the Main Office.

PART 3 - EXECUTION

4.18 GENERAL

- A. All miscellaneous equipment required for a complete, professional installation shall be included in the base bid. No allowances for additional equipment, hardware, software, cabling, or miscellaneous items will be considered unless specifically excluded from the base bid.
- B. The Vendor shall meet with the Owner to establish all individual user and group accounts to control general usage and availability of color copying and printing.
- C. The Vendor shall program all individual user and group accounts into each machine to control general usage and availability.
- D. Time shall be allocated in the bid response for the purpose of training the Owner's personnel in the proper use and maintenance of the MFP equipment.
- E. All work materials shall be removed at the end of the workday and the work area left in the same condition as found including ceiling tiles.
- F. Adherence to a schedule of working hours, which is agreeable with the Owner, will be required.
- G. All cables must be routed and managed for a neat and aesthetically pleasing appearance. All work must be installed in a neat and workman like manner.

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- H. The Vendor shall work carefully with all ceilings and return ceilings to original conditions. Any damages or expenses are the responsibility of the Vendor. Every effort will be made to schedule the requirements under this contract in such a manner so as to complete all above ceiling work prior to ceiling tile installation.

4.19 SYSTEM INSTALLATION

- A. Install MPF equipment and components, as specified.
- B. Connect the MFP to the building data network system.
- C. Create clone configuration image for each MFP model. Test deployment and functionality including printing, scan to a network folder, scan to email, and copy.
- D. The Vendor shall import all individual user and group accounts into each MFP to control general usage and availability.
- E. The Vendor shall configure the proximity reader to read, identify the user and release the user's print job.
- F. The Vendor will develop a naming scheme acceptable and approved by the Owner for labeling of equipment.
1. Labels shall be machine generated; handwritten labels are not acceptable.
 2. Labels shall be affixed to the equipment as directed by the Owner.
 3. Labels shall include the telephone number for maintenance service and MFP ID for service or supply identification.
- G. MFP locations will require job aids on how to perform basic functions as a help guide to users.
- H. The Vendor shall install and configure PaperCut on the server and MFPs for a fully functional and monitored environment.
- I. The Vendor shall configure regular monthly reports and interim reports in PaperCut.
- J. The system shall be installed in accordance with the manufacturer's installation instructions. The cabling for the system shall be installed per manufacturer's specifications. This Vendor shall coordinate all work as required.
- K. The Vendor shall assure that at the completion of cable installation, cables are free from twists, kinks, sharp bends, cuts, gouges or any other physical damage that might cause alterations to the electrical characteristics of the cables.

4.20 TESTING AND CERTIFICATION

- A. The Multi-Function Printer shall be tested as follows:
1. Confirm network connectivity.
 2. Copy and finisher options.

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3. Print from networked computers.
 4. Print from networked computer and hold for release until the user's proximity card or fob is presented to release the print job.
 5. Scan to network folder via Active Directory credentials and proximity card or fob.
 6. PaperCut
 - a. Print management functions including quota limits, overrides, accounting, job management, MFP management and regular reporting.
 - b. Group and individual user accounts.
 - c. Group and individual usage restrictions.
 - d. Generate standard reports created.
 - B. System test witnessed by the Technology Designer and/or the Owner and correction of any deficiencies noted.
 - C. All deficiencies noted in the above test shall be corrected and demonstrated to the Technology Designer or Owner to confirm the corrective action have been performed.

4.21 SYSTEM REMOVAL

- A. The Vendor shall physically remove the hard drive from the existing MFP units, label the hard drive with the machine ID, and deliver to the Technology Department at the Technology and Operations building.
- B. The Vendor shall disconnect and package the existing MFP units for removal.
- C. The Vendor shall remove all existing MFP components and resell or recycle the MFP units.
- D. An existing MFP shall not be removed until the new MFP is onsite and ready for installation to minimize downtime. At all times a minimum of one (1) MFP shall remain operational in each building.
- E. The District fleet total monochrome pages from March 2020 to March 2025 is 59,110,375. The District fleet total color pages from March 2020 to March 2025 is 556,021.

4.22 WARRANTY, MAINTENANCE CONTRACT AND TRAINING

- A. Supply a five (5) year warranty and maintenance contract on all equipment, materials, labor and consumables. Consumables includes toner, waste containers, recycle containers and staples.
- B. The Vendor shall be available on-call and shall respond onsite within four (4) hours of notification and without additional cost to the Owner during the term of the maintenance contract, following acceptance of the systems, to assist the Owner and/or its representatives within any problems.

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- C. The per page or click rate shall be provided for each machine to include all maintenance and consumables including toner, waste containers, toner recycle containers, staples and excluding paper.
 - D. Maintenance and consumable contracts shall be reviewed and renewed on an annual basis at the sole discretion of the Owner.
 - E. The Vendor shall provide personalized instruction, or (where applicable) instructional guidance, to appropriate district personnel (teachers, administrators, staff and support personnel) that incorporate timely learning conducive to operations and troubleshooting of each machine.
 - F. The Vendor shall provide a minimum of twenty (20) hours of instruction and training to the Owner's personnel on operation, maintenance and troubleshooting of the machines.
 - G. Training will be provided as follows:
 - 1. One (1) session at each building.
 - 2. Each training session shall be one half (1/2) to one (1) hour in length.
 - 3. Scheduling of training must be coordinated with the Owner as all individuals may not be able to attend at the same time.
 - H. The Vendor shall coordinate the training schedule and topics with the Owner.
 - I. The Vendor shall submit the name of the instructional personnel and their professional resume with the bid proposal.

4.23 DOCUMENTATION AND MANUALS

- A. Provide and affix a user manual to each machine for general operations and troubleshooting.
- B. Fully detailed documentation and record of the installation and performance shall be submitted for review within five (5) days of completion of work and shall include as a minimum those items detailed in this section.
- C. In addition to the user manuals affixed to each machine, one (1) electronic (soft) copy on USB flash drive will be required for all MFP documentation including job aids. Documentation should provide enough detail to allow troubleshooting. Handwritten documents are not acceptable.
- D. All documentation therein becomes the sole property of the Owner.
- E. An electronic back up of each system configuration shall be provided by the Vendor.

4.24 CLOSEOUT

- A. Punch List
 - 1. The Vendor shall perform required remedial work, without claim for additional labor or other costs. Where required, the Vendor shall re-test and submit a revised Test Report.
 - 2. The Vendor shall notify the Technology Designer of completion of the Punch List.

3. If after notification and inspection by the Technology Designer, the identified Punch List items have not been corrected the Vendor will be notified that remedial work is still required. Additional time spent by the Technology Designer, due to the failure of the Vendor to correct Punch List items and finish the project by the agreed upon completion date as set forth in the Contract Documents, will be charged to the Vendor at the rate of one hundred twenty-five dollars (\$125) per hour and deducted from the Vendors retainage.

4.25 OWNER'S RIGHT TO USE

- A. Acceptance of the Work of this Section will occur after completion of corrections and adjustments required by the "Punch List" (as generated during on-site inspections and review of testing documentation).
- B. The Owner reserves the right to use equipment, material and services provided as part of Work of this Section, prior to Acceptance, without incurring any obligation to accept any equipment or completed systems until Punch List work is complete and systems comply with Contract Documents.