NOTE: Bid opening date - October 27, 2025 – 10:00 AM

SEND BID TO ATTENTION OF:

MRS. COLLEEN SZYMANSKY, SUPERINTENDENT'S SECRETARY
PENN HILLS SCHOOL DISTRICT
260 ASTER STREET
PITTSBURGH, PA 15235

The Penn Hills School District does not discriminate on the basis of age, race, color, national or ethnic origin, sex, or handicap in employment practices or in administration of any of its educational programs and activities in accordance with applicable federal statutes and regulations. Mrs. Eileen Navish has been identified as the Title VI/Title IX/Section 504/AMD Coordinator, Penn Hills School District, 260 Aster Street, Pittsburgh, PA 15235.

DATE: October 3rd, 2025

ITEM(S) OR SERVICES BEING BID: COPIERS AND PRINTERS

INSTRUCTIONS TO BIDDERS AND GENERAL TERMS AND CONDITIONS

1. All bids shall be SEALED AND ADDRESSED to: **The Penn Hills School District, Administrative Office, 260 ASTER STREET, Penn Hills, PA 15235, c/o Mrs. Colleen Szymansky, Superintendent's Secretary.**

2. All bids shall be delivered by the specified time in sealed envelope with a NOTATION ON THE FRONT of the envelope indicating "**BID: COPIERS AND PRINTERS"**

3. Bids received prior to the time of opening shall be held unopened. No responsibility will be assumed by the district or its representatives for the premature opening of a BID NOT PROPERLY IDENTIFIED as stated in item 2 above.

4. ALL BIDS ARE DUE no later than **10:00A.M**. prevailing time, **October 27th, 2025** and will be opened by the Superintendent's Secretary at that time, at the Penn Hills School District Administrative Office, which is located at 260 ASTER STREET. Bids may NOT BE HAND DELIVERED and the district is not responsible for any bid(s), which are not received through either registered mail or carrier service for which a receipt signature is required. All bids delivered by U. S. Postal service or commercial delivery service must be received by 10:00 A.M. on the date of the bid opening.

   After recording the bids received, the bids will be referred to the appropriate administrative office for tabulation, review, and subsequent recommendations for Board action. Upon acceptance from the Board a Bid Contract Acceptance Sheet will be provided to the successful respondent for appropriate signatures. IT SHOULD BE NOTED THAT THIS SIGNED/DATED BID CONTRACT DOCUMENT ALONG WITH THE AFORE MENTIONED SIGNED/DATED BID CONTRACT ACCEPTANCE SHEET WILL BE THE CONTRACT OF RECORD FOR THESE SERVICES. NO ADDITIONAL ATTACHMENT SHEETS OR SUBMITTED SERVICE AGREEMENT/S FORMS SHALL CONTAIN LANGUAGE WHICH IMPLIES ADDITIONAL AND/OR DIFFERENT TERMS OTHER THAN WHAT IS IDENTIFIED WITHIN THIS BID CONTRACT DOCUMENT.

5. It is REQUIRED THAT BIDS SUBMITTED include a form showing that their bid meets or exceeds required proposal specifications.

Each prospective bidder should print four (4) copies of the bid in its entirety. Three (3) original signed and dated copies of this bid contract document in its entirety must be submitted to the district on or before the identified deadline while the fourth copy is to be retained by the bidder. Additionally, respondent is required to provide their perspective bid response in electronic format on CD/DVDs or USB drive. All hard copies of submitted bids must be presented in a 3-hole binder along with corresponding copies (3) of any/all additional materials submitted with the signed bid contract documents. All material must be 3-hole drilled. It should be noted that the bottom of each and every page of this bid contract document must be signed and dated to validate the respondent's proposal. In the event the bidder is awarded a purchase order for a successful bid, the bid/item number shown on the price submission portion of this document, will serve as a reference for completing the purchase order.

6. The bidder shall state his bid either typewritten, or written in ink. In the case of bids that require both unit prices and extended prices, UNIT PRICES WILL GOVERN the extended bid, should an error in the extended be determined.

7. Bidders are required to bid on units, quantities, or services AS SPECIFIED. Failure to do so will result in rejection of the bid. The Penn Hills School District reserves the right to increase or decrease quantities/levels of service(s) throughout the term of this bid contract without penalty.

8. All bids shall EXCLUDE SALES AND EXCISE TAXES since The Penn Hills School District is exempt from paying such taxes. The district upon request, if required, will furnish exemption certificates after award of said bid contract(s).

9. The Board of School Directors reserves the RIGHT TO WAIVE any informalities, REJECT ANY AND ALL BIDS, or to accept or reject any item or groups of items.

10. The bidder agrees, if awarded a contract, to furnish and deliver the specified products or services, at such time, and in such places, and in such quantities as herein specified; and that all of the products or services provided shall be subject to inspection and approval of the district. In the event that any of the said products or services SHALL BE REJECTED AS UNSUITABLE, or not in conformity with these specifications, such products or services shall be obtained in proper conformity by the district through any option available to the district. Costs involved in such substitution, will be at the expense of the original successful bidder.

11. The bidder agrees that, contracts awarded by the district WILL NOT BE ASSIGNED, transferred, or sublet unless specific permission to do so is requested in writing and granted in writing by the district.

11. Delivered services to occur December 22 – January 2, 2025. Excluding December 24th, 25th, 31st, and January 1st.

12. All business relating to bids shall be transacted IN SCHOOL DISTRICT OFFICES.

13. All vendors will receive EQUAL CONSIDERATION in the bidding procedures.

14. Bids will be awarded to the BIDDER who MEETS SPECIFICATIONS, complies with all INSTRUCTIONS AND CONDITIONS, and demonstrates product superiority. PRICING will be the heaviest weighted consideration.

15. When an upgrade in Technology and/or a change in regional market pricing for the specified services within this bid result in expanded service(s) and/or reduced pricing it is the vendor's responsibility to extend these benefits to the district throughout the length of this bid contract without challenge or additional costs.

16. The BIDDER SHALL be responsible for any damages to property caused by the supplier/contractor or his agents. The bidder further covenants and agrees and does hereby ASSUME ALL LIABILITY for, and shall and does agree to indemnify and save harmless the Penn Hills School District against any and all loss, costs, suits, claims, charges, or damages arising from injuries sustained by mechanics, laborers, workmen, or by any person or persons whatsoever, to their persons or property, whether employed in or about the said work or otherwise by reason of any accidents, damages, or injuries, torts, or trespasses happening in and about, or in any way incident to or by reason of the performances of this contract and the performance of said work and labor, including costs, counsel fees, and all expenses of defense, and agrees to carry the usual Property Damage and Liability Insurance and to furnish certificates therefore, when required by the Penn Hills School District.

17. The BIDDER SHALL upon delivery be required to provide appropriate labels and data sheets for those substances identified as HAZARDOUS on the Pennsylvania Department of Labor and Industry Hazardous Materials List.

18. The bidder (if maintaining commercial or residential property) shall provide proof of current real estate tax payment to the district.

19. BID DEPOSIT required: NONE

20. The bid will be awarded at the next Board Meeting. Purchase order will be issued after the bid has been awarded.

21. Questions pertaining to this bid should be directed to Mr. Russ Seibert at rseibert@phsd.k12.pa.us.

22. **A walk through is scheduled for October 14, 2025 at 10:00 AM. Meet at PHSD Administration, Technology Office at 260 Aster Street, Pittsburgh, PA 15235.**

Specific Requirements

These detailed specifications are for the office equipment requested and maintenance of such equipment, as identified in Section One of the Request For Proposal.

The school district is currently under agreements that are near expiration. A full inventory is provided in Exhibit A. The school district desires to lease new equipment having identical or increased functionality to the equipment listed on the inventory summary if necessary.

All Copiers must support:

- Newly manufactured with no used, demo or refurbished parts or equipment
- Ethernet connectivity
- Minimum 200 DPI Black and White and Color scanning
- SMTP authentication built in allowing connectivity to both Exchange 365 and Gmail natively.
- Must scan in industry standard formats (PDF, JPG etc...)
- Email to multiple addresses
- 2-sided scanning
- Fax capable
- Capable of stapling minimum 50 sheet capacity
- Capable of sorting collating
- Capable of hole punch
- Secured use via district HID Proximity cards
- Support "follow me" printing
- Capable of automatic feeding
- Capable of duplexing
- Support mobile device printing
- Support 8 ½ x 11, 8 ½ x14, and It xi 7 paper types
- Capable of feeding envelopes
- Apple Air Print
- Must meet at minimum currently installed solution (Speed \ Input \ Output trays, finishers, etc…)

Consumable Supplies:

The successful vendor will be responsible for 'just-in-time" inventory management of all consumable supplies including end user replacement components for all output devices within this RFP.

- Vendor will supply toner and supplies needed to perform the operation of the machine
- Paper will be supplied by Penn Hills School District
- Staples will be supplied by Penn Hills School District

- Solution must integrate with Azure / Active Directory / Exchange 365
- Must report copy and print counts based on user and building monthly

Supply Expectations
Consumable supplies must meet or exceed original equipment manufacturer's specifications

- Unlimited toner
- Consumable supplies must not exceed .5% failure rate
- Vendor assumes all responsibility for hardware performance due to consumable supplies
- Cover all devices included in this RFP

Service / Maintenance requirements

Maintenance / Repair and toner replacement of current black and color laser printers. Inventory list included. Exhibit B

Monitoring

Update, maintenance, and configuration of districts current printer management solution including mobile device printing using "follow me" printing. (PaperCut)

All units will be networked and will be monitored electronically for repair and toner status

Repairs

Describe the maintenance Agreements offered by the company. Be sure to include all travel, mileage, and any other item that may impact on overall maintenance costs.

Describe the procedure and escalation process used to report trouble in the event of a minor service issue, major service issue, and major outage. Describe the response time for any situations described.

If a defect(s) remains unresolved for a period of 48 hours or more, the vendor will provide Penn Hills School District with a comparable loaner unit, including installation at no charge.

Pricing needs to be based on District volume per month

- 1,200,000 8/W Impressions
- 6,500 Color Impressions
- 100,000 Black managed
- 3750 Color managed

Delivery and Installation of Equipment

Start of Contract

Vendor shall state in its proposal the number of business days necessary for delivery and installation of equipment. Vendor must detail all anticipated expenses that will be incurred by the Penn Hills School District for the delivery and installation of equipment. The school district will not be liable for expenses not detailed in the RFP response. The vendor shall invoice the school district for delivery and installation upon written acceptance of the equipment by the school district. The vendor shall be responsible for the deinstallation and removal of all multifunction copier units. Exhibit A

Training and Materials

Delivery and installation costs shall include on-site or virtual training that will be by a fully qualified representative of the vendor. All training will be recorded and supplied to the district. All user manuals and operating guides shall be provided with the equipment. The date of the equipment training shall be chosen by the school district after delivery and installation.

End of Contract

The vendor shall be responsible and state any costs associated with de-installation and haul away of equipment at the end of the lease, including the destruction or erasure of data contained on copier hard drives. The school district will not be liable for any costs not specifically detailed in the RFP response.

Additional Terms

- Must include annual overage charges per copy
- Must be 5-year term
- Must include district's monthly payment
- Must be one contract
- List of references. Other school district references preferred

Exhibit A - Current Copiers

Copiers currently In Service

Manufacturer	Model	Speed	Functionality	Location			
				Admin Qty	ES Qty	MS Qty	HS Qty
Xerox	C8145H2 Color	45 PPM	Color, Copy, Email, Print, Scan, RFID, Duplex Print, Duplex Scan, Staple Please visit the Xerox site for additonal specifications: https://www.office.xerox.com/latest/AC8SS-03U.PDF Please attend walkthrough on 10/14/25 for Input / Output Tray, and finisher requirements.		1		
Xerox	B8145H2 Mono	45 PPM	Copy, Email, Print, Scan, RFID, Duplex Print, Duplex Scan, Staple Please visit the Xerox site for additonal specifications: https://www.office.xerox.com/latest/AB8SS-03U.PDF Please attend walkthrough on 10/14/25 for Input / Output Tray, and finisher requirements.	1	6		3
Xerox	B9100 B/W	100 PPM	Copy, Email, Print, Scan, RFID, Duplex Print, Duplex Scan, Staple Please visit the Xerox site for additonal specifications: https://www.xerox.com/digital-printing/latest/PB9BR-01U.PDF Please attend walkthrough on 10/14/25 for Input / Output Tray, and finisher requirements.		5	4	4
Xerox	D95	95 PPM	Copy, Email, Print, Scan, RFID, Duplex Print, Duplex Scan, Staple Please visit on the Xerox site for additonal specifications: https://www.xerox.com/digital-printing/latest/XD1BR-01U.PDF Please attend walkthrough on 10/14/25 for Input / Output Tray, and finisher requirements.		1		

Xerox	Primelink C9070	70 PPM	Color, Copy, Email, Print, Scan, RFID, Duplex Print, Duplex Scan, Staple, Hole Punch, Fold Please visit the Xerox site for additonal specifications: https://www.xerox.com/digital-printing/latest/PC9SS-01U.PDF Please attend walkthrough on 10/14/25 for Input / Output Tray, and finisher requirements.	1			
Xerox	B8170	70 PPM	Copy, Email, Print, Scan, RFID, Duplex Print, Duplex Scan, Staple Please visit the Xerox site for additonal specifications: https://www.office.xerox.com/latest/AB8SS-03U.PDF Please attend walkthrough on 10/14/25 for Input / Output Tray, and finisher requirements.	5		3	2
Xerox	C8135	35 PPM	Color, Copy, Email, Print, Scan, RFID, Duplex Print, Duplex Scan, Staple Please visit the Xerox site for additonal specifications: https://www.xerox.com/digital-printing/latest/PC9SS-01U.PDF Please attend walkthrough on 10/14/25 for Input / Output Tray, and finisher requirements.				1
Xerox	3635mfp	35 PPM	Copy, Print, Scan, Duplex Print, Duplex Scan Please visit the Xerox site for additonal specifications: https://www.office.xerox.com/latest/363SS-01U.PDF Please attend walkthrough on 10/14/25 for Input / Output Tray, and finisher requirements.				1

Exhibit B – Printers Needing Consumables / Maintenance / Repair

Manufacturer	Model	Location			
		Admin Qty	ES Qty	MS Qty	HS Qty
HP	Pro 200 M252DW		1		
HP	Color Laserjet 4700		1		
HP	Laserjet 2300N	1	1		
Brother	MFC-L2710DW	3	2	2	
HP	Color Laser Jet Enterprise M553	1			
Dell	2330DN	1			
HP	Laserjet 2430				1
HP	Color Laserjet 4600				1
HP	Laserjet 4200n				1
HP	Color Laserjet 4700n				1

Exhibit C – Scoring Rubric

Company Name	Pricing 35 %	Integration with current infrastructure / Proposed solution superiority 32.5%	Previous experience with service provider and references 32.5%	Total Score
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Scoring is based on a scale of 0 to 100 for each category				