

REQUEST FOR PROPOSALS

for

Grove City Area School District

for

Copier Lease

RELEASE DATE: 03/10/2026

RFP DUE DATE/TIME: March 31, 2026 by 11:00 AM

Grove City Area School District
% Beth Harris, Business Manager
511 Highland Avenue
Grove City, PA 16127

Equipment to be installed between June 1 and July 31, 2026.

SEND ALL SEALED BIDS TO THE ISSUING AGENCY ADDRESS AS SHOWN BELOW:

Direct all inquiries concerning this RFP to: **Beth Harris**

CLOSING DATE FOR SUBMISSION OF BID: March 31, 2026 @ 11:00 AM

Scope of Work

Grove City Area School District is soliciting competition for the lease of copiers as outlined below.

Term of Contract:

This Contract and Agreement will be binding from the date of award (contract signature date) and shall be in effect for a period of 48 months from the date equipment is delivered and installed and made operational by the vendor.

Lease Document:

A blank copy of the lease document, which shall be subject to review and acceptance by Grove City Area School District, must be included with any proposal submitted in response to this RFP. Third Party Lease is not acceptable. The lease document must acknowledge that the lease is contingent upon the availability of funding and must not contain any penalty language.

Acceptance and Rejection of Bids and Contracts:

Grove City Area School District reserves the right to reject any and all bids, to waive any informality in bids, and unless otherwise specified by the bidder, to accept any or all item(s) in the bid.

Delivery/Installation:

The equipment is to be delivered and installed at **Grove City Area School District** locations. Delivery, set-up and installation are to be included in the lease price quoted herein. For installation to be considered complete, all optional accessories (i.e. print, and scan kits) must be operational on the **Grove City Area School District** network.

Power Protection Requirement:

Each copier installed under this contract shall include a power protection device at no additional cost to **Grove City Area School District**.

Removal:

It shall be the responsibility of the vendor to remove the copiers at the expiration date or cancellation of the lease. Removal charges are to be included in the lease price quoted herein. The lease shall end on the date indicated in the lease document or date specified by **Grove City Area School District** if cancelled.

Insurance:

Upon delivery and installation of the leased equipment and during the term of the lease, the risk of loss to the leased equipment from fire, theft, and/or other hazards will rest with **Grove City Area School District**. Upon request, successful bidder will be provided with a Certificate of Insurance evidencing said coverage. **Grove City Area School District** will provide a minimum of ten (10) days written notice to successful bidder of any change or cancellation of insurance.

Conditions:

All proposed equipment must be new and be from the same manufacturer.

Specifications:

Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and the successful bidder will be held responsible. Deviations must be explained in detail on attached sheet(s). Submit specification sheets and product literature if offering manufacturer and model other than as specified.

Governing Laws:

The Contract shall be construed in accordance with and governed by the laws of the State of **Pennsylvania**.

Taxes:

The vendor retains the title to all rental equipment and is responsible for payment of property, income or federal taxes. Grove City Area School District is exempt from payment of all federal tax and Pennsylvania State and local taxes on its purchase. A sales tax exemption form will be provided upon request.

Training:

Vendor must provide on-site training within 48 hours upon installation of the equipment. Additional training, if needed, shall be provided within five (5) calendar days upon request and at no additional charge to **Grove City Area School District**.

Maintenance and Support:

The vendor shall be responsible for all post-installation support and maintenance. Support and maintenance should include provision of all consumables required by the device (excluding paper and staples), phone support and trouble-shooting,

on-site support and trouble-shooting, on-site mandatory maintenance and upgrades, and replacement of all irreparable components and/or devices. Post-installation and support shall be included in lease price quoted herein and include all supplies, parts, labor and travel.

A maximum response time of (4) four hours is desired on service during normal working hours (8 a.m. to 3 p.m. weekdays). Provide average response time, telephone information, and location from which service will be provided:
Do you have a toll-free number for service calls: ___ Yes ___ No

If yes, state toll-free (800) number:

Address of service facility:

What is your average response time? _____

Supplies:

All supplies required for a fully operational copier, excluding paper and staples shall be included in the lease price quoted herein. Adequate and satisfactory availability of supplies is necessary. Provide contact information for supplies.

Device Monitoring:

The vendor shall be responsible for providing a method to monitor devices and their output on a network. **Grove City Area School District** requires the ability to monitor device configuration, and status information, including the operational status of the multifunctional device such as toner level, paper supply, online status, etc... from a workstation on the network.

References:

A minimum of three (3) references are to be provided with contact information and persons and length of time they have been customers.

Response to the RFP should be as follows:

Questions related to this RFP must be submitted in written form to
Beth Harris, Business Manager
Grove City Area School District
511 Highland Avenue
Grove City, PA 16127

no later than: **March 31, 2026 @ 11:00 AM**

A written response to all questions submitted will be provided to ALL bidders.

Bid Due Date: Bids must be sealed and can be either hand delivered or sent via U.S. Mail, Federal Express, etc... to **Grove City Area School District, Attention. Beth Harris.** Envelope must be clearly marked with RFP: Copier. It is the responsibility of the bidder to have the bid in this office by March 31, 2026 @ 11:00 AM.

Proposal Elements

- Proposer must submit a detailed plan for implementation.
- Proposer must submit a training plan.
- Proposer must supply any and all parts and supplies to maintain equipment in condition necessary to produce quality copies.
- All equipment shall include a "like-for-like" replacement provision.
- Proposer must provide a dedicated team to support the business requirements. Names, titles, and phone numbers must be provided.
- Manufacturer of proposed equipment must be ISO 9001 Certified, meet independent service organization standards.
- Proposer must submit financial and experience requirements as requested.
- Proposer must submit a list of three similar or larger sizes of education accounts which proposer has similar copier solutions.
- Proposer must submit its last audited financial statement or other documentation which must show it has sufficient working capital to properly fund its proposal and that proposer has sufficient financial stability to service contract over its life.

- **Contract Specifications**

- The agreement shall include full service with a 1 hour call back and 4-hour average onsite target response time to site.
- All machines shall remain the property of proposer and proposer/contractor shall maintain all machines in acceptable working order during the contract. Any machine deemed unacceptable by customer shall be replaced at proposer/contractor's expense.
- All costs of delivery and installation shall be included.
- Proposer must supply descriptive literature for the equipment being recommended to include copiers and compatible hardware/software.
- Contractor/Proposer shall provide user training in the use of all covered equipment, including general copy skills, and detailed features.

- **Billing**

- Contractor/Proposer will provide monthly invoice.
- Credits for bad impressions or test impressions used during a service call shall be credited on each monthly invoice if applicable.

- **Expenses**

Cost of installation and removal of the covered equipment will be the responsibility of the Proposer.

- **Installation**

Equipment installations and removals will be done at mutually agreeable times established by customer.

Installations of equipment provided via terms of this Agreement will be within 60 days of the award, but not earlier than June 1, 2026.

Electrical receptacles required for any new or newly remanufactured equipment will be provided by the Contractor/Proposer and installed by Customer. Network drops will be provided by Customer.

Contractor/Proposer shall review implementation plan with Customer prior to

installation.

- **Replacement of Covered Equipment**

Customer reserves the right to request a replacement unit for each unit that fails to meet reliable performance expectations at no expense to Customer.

- **Networking**

Customer seeks networking capabilities to integrate with current infrastructure. All proposed equipment must be new and be from the same manufacturer.

All machines must meet or exceed the specifications. Interested proposers must have documented qualifications/specifications in each of the areas specified in the body of the RFP and furnish those with the response to the RFP.

- **Contractor Requirements**

- A factory-trained service force capable of meeting a targeted 4-hour response time and a "fix or replace" policy.
- The vendor must provide a certificate or letter from the manufacturer stating that the service and supply dealer is authorized for the equipment proposed.
- An established program for service and support as demonstrated by contracts with comparable educational entities.
- Authorized installation and service training on proposer/contractor-provided copiers outlined in this section.
- A clearly defined chain of command from the service technician to a higher level service and support.
- Established mechanism for resolution of complex or recurrent problems.
- Equipment guarantees to replace equipment with service issues at customer's request.
- An established program for reporting numbers of impressions made by **Grove City Area School District**.
- Vendor must provide on-site same day service if called by Grove City Area School District no later than 10:00 AM. If called after 10:00 AM, on-site service must be received by 10 AM the next business day.
- Provide supplies and parts for all covered equipment (excluding staples and paper).
- Provide a detailed service history and equipment performance upon request.
- Provide installation of proposer/contractor provided equipment.
- Maintain a consistent physical platform facilitating ease of use and implementation.

- Proposed equipment must have a common user-friendly interface.
- Proposed equipment is required to have customer replaceable units (turnkey, no tools required to include drums, fuser units, toner cartridge, feed rollers) to ensure maximum uptime, on site.
- Proposed equipment must be National Information Assurance Partnership (NIAP) Certified Level 2 equipment to maximize security on our network. Please provide copies of certification.
- Proposed equipment must have a "secure print" feature, preventing unauthorized viewing or removal of important or confidential documents that have been sent to the MFP.
- Vendor must attach literature for each equipment model.
- Allow for absolute network integrity and security via ID and password protection or network login restricting access to the device as well as the network.
- The risk of loss due to cause other than preventable by the **Grove City Area School District** (i.e. natural disaster, Act of God) will remain with the vendor. Replaced equipment will not require new contract terms.
- Vendor shall furnish a Certificate of Insurance upon award.

▪ **System Requirements**

- Require no additional PC workstation to facilitate any scan or e-mail functionality.
- Scan new jobs while the device is network printing or copying without network interruption.
- Send an electronic confirmation to the end users workstation or printed at the device upon successful transmission from the multi-tasking unit.
- Provide for the storage of all network community e-mail addresses to reside at the device, retrievable and editable only by an authorized network administrator for updating and revision.
- Allow for direct communication and workflow integration with print shop job queues.
- Allow network users to access any **Grove City Area School District** mail server(s) via authorized network login and password.
- Must have Customer Replaceable units to maximize machine uptime

ADDITIONAL SPECIFICATIONS FOR EQUIPMENT

Copier 1, 2, 3 & 4 (Main copiers in HS, MS, Elementary and Elementary STEAM Lab)

Minimum Requirements:

- Minimum 70 ppm with 125 GB HDD
- 130 sheet single pass dual scan automatic document feeder
- Must be network ready for printing /copying/scanning
- Unlimited job queue management with user name and type of job
- Must be NIAP Certified for any configuration to include copy/print functionalities for maximum security
- Must be able to have automated meter reading with no user intervention
- Must have 4 paper sources with a minimum 2 paper source with a capacity of 2,000 letter sized sheets and additional paper sources to include 8 ½ X 11, 8 ½ X 14, and 11 X 17.
- Must include manual feed
- Must have Bi-directional drivers to allow for users to see device status to include consumable levels, job status, paper levels, etc.
- Must be able to scan ahead a minimum of 10 jobs from device
- Must be able to perform all tasks simultaneously
- Must be able to duplex automatically
- Walkup users must be able to scan a copy job while the unit is printing another job without the loss of any features
- Must have copy/print/scan Queue and Job Status at the device user interface
- Must be able to print next job at print queue if first job is unable to be completed.
- Must have offset stacking, 50 sheet staple and 3 hole punch option

Copier 5 (Business Office)

Minimum Requirements:

- Minimum 55 ppm and 128 GB HDD
- 130 sheet single pass dual scan automatic document feeder
- Must be NIAP Certified for any configuration to include copy/print functionalities for maximum security
- Must be able to have automated meter reading with no user intervention
- Must have 4 paper sources with a minimum 2 paper source with a capacity of 2,000 letter sized sheets and additional paper sources to include 8 ½ X 11, 8 ½ X 14, and 11 X 17.
- Must include manual feed
- Must have Bi-directional drivers to allow for user to see device status to include consumable levels, job status, paper levels, etc.
- Must be able to perform all tasks simultaneously
- Must be able to duplex automatically
- Must have fax capabilities
- Must have offset stacking, 50 sheet staple and 3 hole punch option

Copier 6 (Middle School Copy Center)

Minimum Requirements:

- Minimum 136 ppm and 320 GB HDD
- 250 sheet single pass dual scan automatic document feeder
- Must be NIAP Certified for any configuration to include copy/print functionalities for maximum security
- Must be able to have automated meter reading with no user intervention
- Must have 4 paper sources with a minimum 2 paper source with a capacity of 2,700 letter sized sheets and additional paper sources to include 8 ½ X 11, 8 ½ X 14, and 11 X 17.
- Must include manual feed
- Must have Bi-directional drivers to allow for user to see device status to include consumable levels, job status, paper levels, etc.
- Must be able to perform all tasks simultaneously
- Must be able to duplex automatically
- Must have copy/print/scan Queue and Job Status at the device user interface
- Must have offset stacking, 50 sheet staple and booklet finisher up to 200 sheets for 50 sheet booklets

Copier 7 (Cafeteria)

- Minimum Requirements:
- Minimum 47 ppm
- 250 sheet tray
- Stand with storage
- Dual scan doc feeder (60 sheets)
- Must be able to duplex automatically
- Must have copy/print/scan queue and job status at the device user interface
- Must be able to have automated meter reading with no user intervention

▪ Pricing

All responses must be based on a 4 year Lease, please provide a copy of the terms and conditions of the lease for review.

Once pricing for the lease of equipment and one pricing for the maintenance and repairs cost per page. Maintenance and repair cost per page includes maintenance and repair of copy machines, supplies to fix the copiers and toner.

Fixed Pricing for both the copier lease and the maintenance and repair cost for the length of the contract.

Lease to include all property taxes, documentation fees, delivery, installation, training & removal of equipment at end of term.

Vendor will not charge shipping fees for consumables.

Training is included and will be provided upon installation.

All pricing will include equipment, maintenance & supplies (excluding paper and staples).

▪ Contractual Terms and Conditions

Contract negotiation between **Grove City Area School District** and selected vendor will take place upon award of contract. (No Third Party Lease will be accepted.) Please attach a copy of your contract terms and conditions.

- **Non-Collusion Affidavit**

A non-collusion affidavit is attached to this document. Please complete and submit this affidavit with your bid documents.

- **Evaluation and Award Process**

All proposals submitted in response to this RFP will be evaluated by **Grove City Area School District** personnel. Contract will be awarded to the vendor whose proposal, conforming to this RFP, will be the most advantageous. Grove City Area School District will judge the merit of proposals received in accordance with the evaluation criteria described below.

1. Quality and performance of the equipment.
2. Maintenance, supply and repair services.
3. Experience of the bidder and demonstrated ability to provide equipment
4. References
5. Additional benefits to Customer.

- **Award Criteria**

Award will be based on Best Value (most advantageous to **Grove City Area School District** as determined by consideration of):

- Prices offered.
- Quality of equipment offered.
- General reputation and performance capabilities of the bidder.
- Conformity with specifications herein.
- Delivery and installation schedule.
- Location and availability of service and repair facilities and personnel.
- On-site service response time..
- Suitability for intended use.
- References provided for proposed equipment.
- Demonstration and training of proposed equipment.
- Any other factor(s) determined to be in the best interest of Grove City Area School District.

NON-COLLUSION AFFIDAVIT

Contract/Bid. _____
State of _____
County of _____

I state that I am _____ of

(Title)

(Name of Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

(1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder, or potential bidder.

(2) Neither the price(s) nor the amount of this bid, and neither the approximately price(s) nor approximately amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

(4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

(5) _____, its affiliates, subsidiaries,

(Name of my firm)

officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and

(Name of my firm)

acknowledges that the above representations are material and important, and will be relied on by Grove City Area School District in awarding this contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Grove City Area School District if the true facts relating to the submission of bids for this contract are thereafter determined to be different than those set forth herein.

(Name and Company Position)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____
DAY OF _____
20__.

Notary Public

My Commission Expires: