



UPPER ARLINGTON CITY SCHOOL DISTRICT
1619 ZOLLINGER ROAD
UPPER ARLINGTON, OHIO 43221

REQUEST FOR PROPOSALS
COPIER EQUIPMENT LEASE AND MAINTENANCE
SERVICES

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April 15, 2026

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SPECIFICATIONS

ARTICLE 1: GENERAL GUIDELINES

ARTICLE 1.1: Introduction

The Upper Arlington City School District Board of Education (the “Board” or the “District”) is requesting proposals for the provision of Copier/Multi-Function Device Equipment Lease and Maintenance Services which, among other things, provide equipment leasing for printing, copying, facsimile and scanning functionality and the maintenance of such equipment (“Copier Services”), to begin on or around July 1, 2026 for a period of approximately 60 months. The District has an interest in receiving proposals only from professional quality companies (hereinafter “Vendor”).

Each proposal should be in the form specified below, should clearly state all material assumptions on which it is based, and must be received by the District no later than **12:00 noon** Eastern Standard Time on **April 29, 2026**. The Board may award a contract to the Vendor submitting the Best Proposal (as defined below). The Board reserves the right to consider all relevant and reasonable criteria in selecting the Best Proposal, whether or not such criteria are specifically set forth in this RFP. Any aspect(s) of the Copier Services requirements not addressed in this RFP are left for the Vendor to address.

ARTICLE 1.2: Rejection of Proposals

The Board reserves the right, in its sole discretion, to reject any and all proposals.

ARTICLE 1.3: Waiver of Nonmaterial Defects

The Board reserves the right to waive any and all nonmaterial defects, informalities, and/or technicalities where the best interests of the District may be served, including the right to award a contract with or without any further discussion or negotiation with anyone proposing these services.

ARTICLE 1.4: Definitions

The following terms, as used in this proposal, have the meanings stated herein.

Appendix: Supplemental Information attached to this RFP that further describes the District's school and administration buildings for which Copier Services are requested.

Best Proposal: The proposal that is determined by the Board in its sole discretion to be the most responsive and responsible proposal that is in the best interest of the District.

Board/District: The Upper Arlington City School District and its Board of Education.

Cost Proposal: The price(s)/cost(s) at which a Vendor agrees to provide the Multi-functional devices and maintenance services.

Copier Services: All copier/multi-function device equipment leasing and maintenance services required by the Board as further described in this RFP and Appendix.

Proposal: A set of complete, properly signed (where applicable) documents proposing to provide the Copier Services described for the Term in accordance with this RFP including but not limited to: (a) a narrative description of how the Vendor would provide the Copier Services, addressing each question or requirement set forth in this RFP; (b) a Cost Proposal (see Appendix B); and (c) any additional documents the Vendor desires to submit.

RFP: This request for proposals.

Specifications: The requirements for proposals are set forth in this RFP and its Appendix/ Supplemental Information.

Term: July 1, 2026, through approximately June 30, 2031.

Vendor: Any party that submits a proposal in response to this RFP.

ARTICLE 2: INSTRUCTIONS AND CONDITIONS

ARTICLE 2.1: Invitation; Deadline for Submitting Proposals

To be considered by the Board, each proposal must actually be received by the Board no later than 12:00 noon Eastern Standard Time on **April 29, 2026**, or any extension thereof made by addendum. Proposals received after the closing time and date for receipt of proposals will not be considered. All proposals shall be identified with the Vendor's name and address. If the proposal is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "Copier Services Proposal Enclosed" on the outside. The Board shall not assume responsibility for any delay resulting from the failure of the mails or any delivery service to deliver any proposals on time. Each proposal must offer to provide all of the District's Copier Services needs for the Term; must conform to all stipulations in the RFP; must fully comply with all applicable laws and regulations; and must remain open and may not be modified, canceled, or withdrawn for sixty days after the due date for proposals.

ARTICLE 2.2: Delivery Instructions

One (1) copy of each proposal is to be submitted, each in a sealed envelope clearly marked "Competitive Proposal: Copier Services" and should be delivered in person, sent by USPS postage prepaid, or sent by express courier to Mr. Greg Thompson, Chief Operating Officer, Upper Arlington Schools, 1619 Zollinger Road, Upper Arlington, Ohio 43221. In addition, one (1) electronic copy should be emailed to gcthompson@uaschools.org & mvooss@uaschools.org. Vendor shall assume full responsibility for the timely delivery of proposals at the location designated above. Oral, telephone, telegraphic, or faxed proposals are invalid and will not receive consideration.

ARTICLE 2.3: Program Growth

Vendors are requested to propose one total base cost for the entire Term. It will be assumed that any service increases necessary and/or other factors that may increase (or decrease) costs over time will be included in the Cost Proposal.

ARTICLE 2.4: Opening of Proposals; Discussions with Vendors

At 12:00 p.m. Eastern Standard Time on April 29, 2026, all proposals that have been received by the District will be opened. The District will then begin considering the proposals, which may include discussions with any and all Vendors in which the District has an interest. Any discussions would be set up at a later date.

ARTICLE 2.5: RFP Availability

The RFP is available on the District's website.

ARTICLE 2.6: Award of Contract

The solicitation of proposals by this RFP does not commit the Board to award a contract. The Board intends to enter into discussions for the award of a contract with the Vendor submitting the Best Proposal, which contract shall include all applicable terms of these specifications for Copier Services for the Term, and such additional provisions as may be agreed between the parties.

ARTICLE 2.6.1: The term of any contract will be from approximately July 1, 2026, through approximately June 30, 2031.

ARTICLE 2.6.2: Any contract issued as a result of this RFP will be subject to annual appropriation by the Board. The contract may also be terminated at any time in the event of a material breach by the Vendor that remains uncured after notice for a reasonable

period of time, or in the event of a determination by a court or administrative agency that any material provision of the contract is contrary to law or that any material provision of the contract may not lawfully be carried out.

ARTICLE 2.7: Any contract entered into will be evidenced and finalized upon the approval and execution by the Board.

ARTICLE 2.8: Acceptance by the Board

ARTICLE 2.8.1: All prices quoted by Vendors must be firm prices for a maximum period of sixty (60) days after the due date for proposals to allow review and acceptance by the Board. Upon award of the contract, the prices will then be firm for the term agreed by the Vendor and Board.

ARTICLE 2.8.2: All prices and quotes must be in ink or typewritten. No pencil figures will be permitted. Mistakes are to be crossed out and corrections inserted adjacent thereto and initialed by the person signing the proposal. Also, any corrections made with correction tape or fluid are to be initialed.

ARTICLE 2.8.3: The Board will consider all of the following factors when evaluating proposals:

- a) Experience of the Vendor
- b) Extent of options, services, and incentives offered by the Vendor
- c) Financial Condition of the Vendor
- d) Vendor's Conduct and Performance of Previous Contracts
- e) Vendor's Management Skills and Service Record
- f) Vendor's Ability and Resources to Properly Execute the Proposed Contract
- g) Number and Type of Support Staff to be Supplied by the Vendor
- h) Vendor's Responsiveness

- i) Vendor's Local Supervision
- j) Vendor's Safety Record, Reputation, and Experience
- k) Input from Vendor's Past and Current Customers and Other References
- l) Any Other Evaluation Criteria Deemed Relevant by the Board
- m) Evidence of strong collaboration with school district technology departments to ensure secure login operability and seamless functionality on the district network.

ARTICLE 2.9: Proposal Documents

ARTICLE 2.9.1: This RFP shall be used in the preparation of individual proposals. The Board assumes no responsibility for misinterpretations resulting from the use of an incomplete RFP.

ARTICLE 2.9.2: All requested support data shall be furnished. Failure to address all segments of the RFP may result in rejection of the proposal at the Board's discretion.

ARTICLE 2.9.3: The Vendor shall make no additional stipulations nor qualify their proposal in any other manner. Alternative proposals may be submitted, provided that they are clearly identified as alternative proposals and that the base proposal is clearly identified as the base proposal. Separate costs shall be specified for the base proposal and for each alternative proposal submitted.

ARTICLE 2.10: The proposal shall include the legal name of the Vendor and a statement whether the Vendor is a sole proprietor, a partnership, a corporation, or other legal entity. Each copy of the proposal shall be signed by the person or persons legally authorized to bind the Vendor to a contract. A proposal submitted by an agent shall have a current Power-of -Attorney attached certifying the agent's authority to bind the Vendor in contract. A proposal must identify the state in which the Vendor is organized to do business and the address of its principal place of business.

ARTICLE 2.11: Submission of Proposals

ARTICLE 2.11.1: The proposal, signed Verification and Noncollusion statements, and any supporting data required to be submitted with the proposal shall be enclosed in the same sealed envelope. Vendors are reminded to complete and submit all forms appearing in the Appendices along with their proposal.

ARTICLE 2.11.2: All proposals and any supporting materials submitted therewith in response to this RFP become the property of the District. The District may choose to retain or return these proposals/materials to the Vendor, at the Vendor's expense.

ARTICLE 2.12: Each Vendor, by submitting its proposal for consideration, represents that:

ARTICLE 2.12.1: It has read and understands the RFP and its proposal is made in accordance therewith.

ARTICLE 2.12.2: Its Cost Proposal is based upon personnel, supplies, equipment, and all other specifications, conditions, and terms contained in this RFP, without exception.

ARTICLE 2.13: Qualification of Vendors

ARTICLE 2.13.1: Each Vendor shall submit as part of their proposal a statement of the Vendor's qualifications. The Board shall have the right to take such steps as it deems necessary to determine the ability/qualifications of the Vendor to provide the services requested in the RFP.

ARTICLE 2.14: Discussion of Proposals

ARTICLE 2.14.1: After opening the proposals, the District may conduct discussions, request additional information from, and/or seek clarification(s) with any Vendor(s) with respect to any aspect of any proposal submitted in order to determine the Best Proposal

and to identify the proposal that would be in the best interests of the District, including but not limited to negotiating prices/costs.

ARTICLE 2.14.2: Proposals categorized as not responsive, unacceptable, or not falling within the competitive range may be returned to the Vendor. Any Vendor whose proposal has been returned shall not be permitted to submit supplemental information amending the proposal.

ARTICLE 2.15: Amendment, Interpretation, or Correction of the Request for Proposal, Specifications, or Appendices.

ARTICLE 2.15.1: Vendors shall promptly notify the Chief Operating Officer of any ambiguity, inconsistency, or error that they may discover upon examination of this RFP, Specifications, or Appendices/Supplemental Information.

ARTICLE 2.15.2: Vendors desiring clarification or interpretation of this RFP, including but not limited to any Appendices/Supplementary Information, shall make a written request to the Chief Operating Officer at least five (5) days prior to the closing date for receipt of proposals. If an explanation is made, it will be in writing and made available to all Vendors.

ARTICLE 2.15.3: Any interpretation, correction, or change in this RFP, Appendices/Supplementary Information will be made by written modification, issued by the Chief Operating Officer. Interpretations, corrections, or changes in the RFP, Specifications, or Appendices/Supplemental Information made in any other manner will not be binding, and Vendors shall not rely upon such interpretations, corrections, and changes.

ARTICLE 2.16: Modification or Withdrawal of Proposal

ARTICLE 2.16.1: A proposal may not be modified, withdrawn, or canceled by the Vendor during the 60-day period following the time and date designated for the receipt of proposals, except for any item(s) or conditions agreed to by the District.

ARTICLE 2.16.2: Prior to the closing time and date designated for the receipt of proposals, proposals submitted early may be modified or withdrawn only by notice to the District at the place and prior to the closing time designated for receipt of proposals. Such notice shall be in writing over the signature of the Vendor and received by the Chief Operating Officer prior to the official closing time and date for the receipt of proposals.

ARTICLE 2.16.3: Any modification shall be so worded as not to reveal the amount of the original proposed sum. To do so will render the modification and original proposal invalid.

ARTICLE 2.16.4: Withdrawn proposals may be resubmitted up to the closing time designated for the receipt of the proposals, provided that they are then in full compliance with these instructions to Vendors.

ARTICLE 2.17: The Board reserves the right to reject all proposals, waive technicalities, advertise/issue a new request for proposals relating to the required services, or enter into no contract, even if all the stated requirements are met. The Board reserves the right to contract with a single Vendor or to contract with multiple Vendors. The Board reserves the right to reject any or all proposals, in whole or in part, with or without cause. In addition, the Board may enter into negotiations with one or more entities simultaneously and award a contract without notification. At the sole discretion of the Board, bidder presentations may be requested before award of the contract.

ARTICLE 2.18: Pricing

ARTICLE 2.18.1: The proposal submitted shall include all personnel, materials, equipment, supplies, insurance, overhead, and profit, and all other related costs associated with providing the Copier Services.

ARTICLE 2.18.2: The Board reserves the right to correct mathematical errors in the Vendor's Cost Proposal. The Board's corrected proposal sum total shall take preference over the Vendor's computed proposal sum total.

ARTICLE 3: CORPORATE REGISTRATION

ARTICLE 3.1: Foreign Corporations

ARTICLE 3.1.1: Foreign corporations, to conduct business within the state of Ohio, are required to be registered with the Ohio Secretary of State and must be in good standing.

ARTICLE 3.1.2: Any foreign corporate Vendor not registered with the Ohio Secretary of State at the time of proposal submittal shall be required to become registered and be declared in good standing prior to the issuance or receipt of a contract.

ARTICLE 3.2: Domestic Corporations

Domestic corporations are required to be in good standing with the requirements and provisions of the Ohio Secretary of State.

ARTICLE 4: EQUAL OPPORTUNITY

ARTICLE 4.1: Nondiscrimination

The Board is committed to a policy of providing equal job opportunities on public contracts and prohibiting discrimination against any employee, applicant, contractor, subcontractor or vendor because of age, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. The Vendor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their age, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. Such action shall include, although not be limited to, the following: employment, promotion, demotion or transfer;

recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

ARTICLE 5: SCOPE OF SERVICES

ARTICLE 5.1: Service Levels

The Vendor must be capable of providing all of the personnel, equipment, supplies, and materials needed to perform the Copier Services for the Term. All equipment supplied is to be pre-equipped in a configuration so it is fully compatible with the District's networks, which currently run both Mac OS and Windows environments. The majority of staff are Apple users. The equipment will provide copy, print, scan, fax, and finishing requirements that are equal to or better than the current units in use and are Energy Star or comparably rated.

ARTICLE 5.2: Supplies, Equipment, and Personnel

The provision of supplies, equipment, materials, and personnel necessary to perform the Copier Services will be the sole responsibility of the Vendor, and all such items/personnel necessary to perform the Copier Services shall be included in the Cost Proposal.

ARTICLE 5.3: Minimum Equipment Features

At a minimum, the equipment provided will include the following:

a) **ARTICLE 5.3: Minimum Equipment Features**

b) At a minimum, the equipment provided will include the following:

Driver requirements: All equipment must be network-ready with connectivity for at least Gigabit Ethernet. Support is required for all LPD/LPR or IPP printer protocols. We are a 95% Apple environment, and all systems must function on Apple devices. Print drivers must support MacOS Sequoia and later Operating Systems. All staff use MacBook Air laptops and 10th-generation.

Scanning Feature: All scanning equipment must be able to scan to the user's home directory and or directly to their email account. Must support integration with Active Directory credentials. Must support Microsoft Windows servers. The system should allow for a security mechanism to

prevent guests from scanning to personal email and or home folders. Should allow for guest scanning to a common FTP repository or directory system.

Printing feature set: Solution must be able to store printed documents until released with a PIN for selected jobs. Solution should be able to set expiration times for stored jobs, such as after 24 hours, automatically deleting any stored jobs.

Document retention and security: Solution should have the capabilities to digitally shred any stored images after deletion, such as from copies, fax, prints, etc. Include security policy in your proposal, as well as destruction of hard drive at lease end procedures.

- c) **Feature(s) of value:** Central Management reporting software capability for all units to allow for tracking of copy, fax, scanning, printing, and BW/Color usage by device (MFD). Supply usage and life expectancy. Central ability to manage departmental/user-level accounting codes if so desired.
- d) Provide the District with a license for Papercut, which supplies monthly reports on building user-level usage.
 - i. All copiers should be set up for secure print release across the district.
 - ii. All copiers should allow for proximity card authorization access (keyless card system) and PIN codes
 - iii. All copiers should allow for “follow me” printing and be retrievable from any device on the network.
 - iv. Should list field replaceable parts (turnkey, no tools), drums, fusers, toner, etc.
 - v. Prior to each school year, for the length of the term of the contract, the selected vendor will perform preventative maintenance and equipment check-up services.
- e) Provide information literature on each equipment model being proposed, showing:
 - i. General specifications with footprint for the area needed to install and required utilities for warrantable operation of your equipment.
 - ii. Device management information for all equipment features offered for copy, print, scan, fax, etc.

- iii. Full Warranty, in writing, on the equipment you are offering for the 100% digital multi-function devices.
 - iv. Guarantee provision, in writing, that provides for a total and complete customer satisfaction guarantee on any equipment provided.
- d) The District's expectation is that upon request for an equipment replacement, Vendor will replace the equipment identified as operating unsatisfactorily, with an identical model or one of equal or better capabilities and features without any additional cost being incurred by the District during the life of the lease.

ARTICLE 5.4: Maintenance Services

Vendor shall supply equipment maintenance services that include the following, at a minimum:

- a) **Response Time (if tiered, please explain):** Provide your guaranteed response time to the site for routine calls, during working hours (varies, but the district's standard operating hours are typically 7:30 a.m. to 4:30 p.m.), and your response time to the site for emergency service calls during, before, or after working hours (please explain).
- b) **Technical Support Staff Expertise:** Please provide qualifications and credentials of staff who would be responding to service calls and providing training, as well as, any other services as proposed within the RFP.
- c) **Materials (Equipment Covered, Etc.):** MATERIALS (EQUIPMENT COVERED, ETC)– UACS requests that only OEM parts and supplies be used in establishing your offering. Aftermarket parts and supplies are not acceptable for the BASE BID being offered. Please also list field replaceable parts (turn key no tools), drums, fusers, toner, etc., and what percentage of these consumables the district distribution center would be able to keep on-hand to meet immediate needs as may occur from time-to-time.

ARTICLE 5.5: Process and Timeline for Equipment Delivery and Installation

Vendor shall provide its process and timeline to have at each location:

- a. Equipment on site, and state any concerns or limitations you may see.
- b. Proposed installation dates: **June 8-12, 2026.**
- c. Training staff on location, initial, 30-day follow-up, and annual training offered each year of the 60-month lease (August).

ARTICLE 5.6: Terms and Conditions of Lease Agreement

The terms and conditions of the equipment lease agreement shall include, at a minimum:

- a) Length of Lease: 60 months fixed price lease. Prices offered shall remain firm for the entire agreed-upon term of the contract.
- b) Lease Start Date, aka Lease Commencement Date: Will be the date the Board signs off for the final implementation site and determines that all commitments of the Agreement have been fulfilled by the Vendor as agreed upon during the final review.
- c) Lease Ending Date: The ending date will be mutually agreed to with the successful bidder. The Board requests that at the end of the 60-month lease, the option to use the same fixed monthly cost structure be extended to extend the agreement on a month-to-month basis for up to an additional 12 months.
- d) Lease Cost: Shall include all costs to the District during the full term of the lease and maintenance offered to include, but not limited to any and all equipment cost to acquire, install, train (initial and ongoing needs), service, maintenance, warranty claims, guarantee claims, supplies (including staples) and removal and/or relocation of the equipment.
- e) Copy Volume: Available upon request

NOTE: The District does not imply or guarantee the volume or accuracy of copies to be as shown. The volumes are offered to show a baseline for evaluative purposes only and may not reflect future volumes. The worksheet is for illustrative purposes and provides all vendors with the same reference point for a reasonable quote.

- f) A consolidated billing statement/invoice: All costs incurred at each site and machine are to be summarized on a single monthly invoice. Along with each summary billing statement, there will be a summary by site for data for each piece of equipment as follows:
 - i. By site for each multi-function device: current monthly volume for each copy, scan, print, fax.
 - ii. By site for each multi-function device: a running total to-date.
- g) Maintenance History/Warranty Agreement/Guarantee of Customer Satisfaction Agreement: To be provided in writing for each piece of equipment. Meetings to be provided quarterly or more frequently as needed, showing maintenance history with mean copies between failures, service calls, and any other trend data, as well as, to report any information that may require corrective action or agreement between both parties to determine escalation or warranty issues. This would also be a time when the Vendor would acknowledge that the District has the right to request realignment, movement, and or addition or removal of multi-function devices to other areas of the operation due to changes in usage/user patterns, etc. Provide assurance of adequate spare parts inventory to meet the required service levels. Describe average equipment downtime specifications and how your company works to ensure that it is reduced.
- h) Service and Maintenance Agreement: To be provided in writing and agreed upon by both parties, which covers all service, labor, and supplies (less paper) and all equipment for newly leased equipment by factory-certified technicians to service the equipment located within the district. E.g., if the average response time is guaranteed to be two (2) hours and onsite within four (4) hours, please include pricing such that if service calls exceed the specified response time, the required payment by the Board will be reduced from the payment.

ARTICLE 6: INSURANCE/INDEMNIFICATION

ARTICLE 6.1: Insurance

The Vendor who may be awarded a contract must maintain and provide proof of the following insurance coverage, issued by a carrier or carriers licensed to do business in the state of Ohio and approved by the Board, each required policy naming the Board as an additional insured: General Liability insurance of at least \$1 million each occurrence. If this Agreement is for the supply of any type of product or commodity or any facility construction or maintenance, this insurance shall include Products and Completed Operation liability. If this Agreement is for Seller to provide to District professional and/or consulting services, Seller shall maintain Professional Liability insurance of at least \$1 million per claim. Seller must provide to the District a Certificate of Insurance with at least 30 days' notice of cancellation or change in coverage.

ARTICLE 6.2: Indemnification

The Vendor who may be awarded a contract will agree to indemnify and accept full responsibility for any and all damages, including damage to the District's real and personal property and/or any person(s) as a result of the Vendor's provision of services under the contract.

ARTICLE 7: REFERENCES

Vendors shall supply a list of no less than five (5) references and contracts currently held, describing Vendor's experience in providing copier leasing and maintenance services for school districts of similar size and demand for the services requested. Please detail the length of time the contract has been in effect and the scope of services provided. The references should be for similar services and for contracts of similar size and scope as this RFP. Names, addresses, and phone numbers of the references must be included. Vendor shall also supply a list of the

contracts it has lost during the past five years. To the extent possible, all references and contracts (current and former) should be limited to Ohio school district references/contracts.

ARTICLE 8: OTHER PROVISIONS

ARTICLE 8.1: Permits/Licenses

The Vendor will be responsible for obtaining all permits and licenses required for the performance of any contract.

ARTICLE 8.2: Applicable Law

This RFP and any contract arising therefrom shall be construed under Ohio law.

ARTICLE 8.3: Contractor's Terms and Conditions

Contractor's terms and conditions submitted with the response/proposal that are contrary to those set forth in this RFP will not be incorporated into any contract.

ARTICLE 8.4: Costs Incurred for RFP Submissions

The Board is not responsible for any costs associated with the Vendor's preparation of and/or submission of any response/proposal to, and/or participation otherwise in this RFP process.

ARTICLE 8.5: RFP Pricing Errors:

Where applicable, when there are RFP responses with errors in multiplication or other mathematical errors, the unit price will be used for calculating the correct total price. If the error is in the unit price, the Vendor may be disqualified.

ARTICLE 8.6: Assignment

Any contract entered into with the Vendor will contain a non-assignment clause, which will prohibit assignment of any part of the contract without the prior written consent of the Board, which consent the Board may withhold in its sole discretion.

ARTICLE 8.7: Dispute Resolution

All claims and/or disputes between the Board and the Vendor arising out of this RFP or a subsequent contract will be decided in a court of competent jurisdiction within Franklin County in the state of Ohio.

ARTICLE 8.8: Independent Contractor

Vendor shall be an independent contractor, and neither it nor its staff will be considered employees of the Board, and employees of the Vendor are not and shall not be considered to be employees of the Board for purposes of collective bargaining pursuant to Revised Code Chapter 4117.

ARTICLE 8.9: Sample Copier Services Contract

A sample copier services contract/agreement/lease should be included with each proposal.

ARTICLE 8.10: Change in Scope of Contract

The Board reserves the right at any time during the contract to reduce or eliminate the Copier Services.

Over the term of this contract, Upper Arlington Schools may expand or reduce facilities, which could lead to the possible addition or subtraction of equipment. If such changes were to occur, please detail any possible charges and/or fees the district would expect to incur.

ARTICLE 8.11: Compliance with Laws

The Vendor shall give all notices required by law or ordinances and shall pay all fees and charges incidental to the Copier Services covered by any contract; and shall otherwise comply with all applicable laws, regulations, and ordinances, state, local, and federal.

Appendix A
Upper Arlington City School District
BUILDING LOCATIONS

Barrington Elementary

1780 Barrington Rd.
UA, OH 43221

Burbank Early Childhood

4770 Burbank Dr.
UA, OH 43220

Greensview Elementary

4301 Greensview Rd
UA, OH 43220

Tremont Elementary

2900 Tremont Rd.
UA, OH 43221

Wickliffe Progressive Elementary

2405 Wickliffe Rd.
UA, OH 43221

Windermere Elementary School

1401 Windermere Rd.
UA, OH 43220

The HUB - North Mallway

1950 North Mallway
UA, OH 43221

Hastings Middle School

1850 Hastings Lane
UA, OH 43221

Jones Middle School

2100 Arlington Ave.
UA, OH 43221

Upper Arlington High School

1625 Zollinger Rd.
UA, OH 43221

Central Office-Mincy Center

1619 Zollinger Road
UA, OH 43221

The Graf Center

2020 Builders Place
Columbus, OH 43204

Transportation

4104 Roberts Rd.
Columbus, Ohio 43228

Appendix B
Upper Arlington City School District
Requested Multifunctional Device

#	<i>Building</i>	<i>Placement</i>	<i>Notes</i>	<i>Average Monthly Volume</i>
1	Barrington	2nd Floor Lounge	55 ppm	18,175
2	Barrington	1st Workroom	95 ppm	68,715
3	Barrington	Media Center	40 ppm	6,840
4	Barrington	Main Office	40 ppm - Color	12,320
5	Burbank	BECS Main Office	40 ppm - Color	3,200
6	Burbank	Student Services	55 ppm	3,050
7	Greensview	Main Office	40 ppm - Color	3,610
8	Greensview	Workroom	95 ppm	61,972
9	Tremont	Main Office	40 ppm - Color	5,255
10	Tremont	Workroom	95 ppm	69,120
11	Tremont	3 rd grade wing	55 ppm	9,765
12	Wickliffe	2 nd Floor Workspace	40 ppm- Color	14,075
13	Wickliffe	Main office Workroom	95 ppm	29,690
14	Windermere	1st floor lounge	40 ppm - Color	7,410
15	Windermere	Workroom	95 ppm	55,640
16	Hastings	Main Office	40 ppm - Color	2,800
17	Hastings	Mailroom	40 ppm	26,111
18	Hastings	Workroom	95 ppm	46,467
19	Hastings	TBD	55 ppm	18,949
20	Jones	Main Office	40 ppm - Color	4,940
21	Jones	Counseling	40 ppm	9,540
22	Jones	2nd floor workroom	95 ppm	40,410
23	Jones	Media Center	55 ppm	16,035
24	UAHS	Main Office	40 ppm - Color	7,380
25	UAHS	Food Service	40 ppm	1,500
26	UAHS	First Floor Admin	40 ppm - Color	1,561
27	UAHS	Second Floor Admin	40 ppm - Color	2,675
28	UAHS	Third Floor Admin	40 ppm - Color	2,960
29	UAHS	Media Center - 2nd	55 ppm	5,365
30	UAHS	Athletics	40 ppm	1000
31	UAHS	Teacher Workroom 1st	85 ppm	55,600
32	UAHS	Teacher Workroom 2nd	85 ppm	89,670
33	UAHS	Teacher Workroom 3rd	85 ppm	57,370
34	North Mallway	Reception	40 ppm - Color	1,200
35	The Graf Center	Technology	55 ppm	725
36	The Graf Center	Operations	40 ppm	1,400
37	Transportation	Office	40 ppm	4,365
38	Central Office	First Floor	55 ppm	3,120

39	Central Office	Second Floor	55 ppm - Color	3,780
40	Central Office	Reception	55 ppm	2,330
41	Central Office	2nd Floor	Translation	1

Summary of MFD Requested:

- 13 Multifunctional Color Copier Devices – Minimum Speed of 40 pages per minute.
- 1 Multifunction Color Copier Devices - Minimum Speed of 55 pages per minute
- 7 Multifunctional Copier Device – Minimum Speed of 40 pages per minute
- 9 Multifunctional Copier Devices – Minimum Speed of 55 pages per minute
- 3 Multifunctional Copier Devices – Minimum Speed of 85 pages per minute
- 7 Multifunctional Copier Devices – Minimum Speed of 95 pages per minute.
- 1 Multifunctional Copier Devices – Used for translation services
- 41 TOTAL DEVICES

The above copiers should include:

- a. Scan to email
- b. Large Capacity Trays on 85 or faster page per minute machines
- c. Release Print/ Follow me Printing (HID Card Capability to hold print until released)
- d. Standard finishing capabilities to include stapling, 2 sided duplexing, 8 ½ x 11 and 8 ½ x 14 paper size capabilities
- e. Fax capabilities

AGREEMENT-VERIFICATION STATEMENT

I _____ (individual), a duly authorized representative of the
_____ (Vendor), do hereby state that the proposal submitted by said
Vendor is true and accurate.

I FURTHER STATE THAT AS the duly authorized representative of the
_____ (Vendor), serving as the _____ (Title of Individual)
with said Vendor, I am duly authorized to submit this proposal on behalf of
_____ Vendor.

I FURTHER STATE THAT AS the duly authorized representative of the Vendor, I, on behalf of
said Vendor, accept and agree to abide by all of the conditions as set forth in the Request for
Proposals.

AS REQUIRED BY YOUR Request for Proposals, I hereby verify the fact that the
_____ (Vendor) is capable in every manner (with personnel, necessary
merchandise and financial resources) to furnish services for which we have submitted
proposal(s).

(Authorized Representative) _____

(Title) _____

(Date) _____

(Phone) _____

(Fax) _____

(E-mail address) _____

NON COLLUSION AFFIDAVIT

No proposal will be accepted that does not have this form fully executed.

By submission of this proposal, each Vendor and each person signing on behalf of any Vendor certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

- a. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or any competitor;
- b. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Vendor and will not knowingly be disclosed by the Vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.
- c. No attempt has been made or will be made by the Vendor to insure any other person, partnership, or corporation to submit or not submit a bid/proposal for the purpose of restricting competition.
- d. The person signing this proposal certifies that he/she has fully informed himself/herself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the Vendor as well as to the person signing on its behalf.
- e. The attached hereto (if corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signature of this proposal on behalf of the corporation Vendor.

(Individual) _____

(Corporation) _____

By: _____

Title: _____

Date: _____