



Request for Proposal (RFP)
#2627-01
District-wide Copiers

San Mateo-Foster City School District
1170 Chess Drive
Foster City, CA 94404

Proposals Due
July 31, 2026
at
2:00 pm

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NOTICE TO PROPOSERS
RFP #2627-01
DISTRICT-WIDE COPIERS

NOTICE IS HEREBY GIVEN that the San Mateo-Foster City School District of San Mateo County, California, acting by and through its Governing Board, hereinafter referred to as the DISTRICT, will receive up to, but **no later than 2:00 pm, Friday, July 31, 2026**, sealed Request for Proposals (RFPs) for the award of a contract for the lease and maintenance of copier equipment as outlined in RFP #2627-01 pursuant to Public Contract Code section 20118.2, which allows the District to receive proposals and use competitive negotiation to select a proposal that meets the evaluation standards and will be most advantageous to the District considering all factors.

All RFP responses should be sealed and clearly marked with the Proposer name, District name, and RFP number. All proposals must be received at the **San Mateo-Foster City School District Temporary Office at Beach Park Elementary School, 1058 Shell Boulevard, Foster City, CA 94404 no later than Friday, July 31, 2026 at 2:00 pm**. It is the responsibility of the proposer to deliver the proposal to the proper office at the proper time.

The District reserves the right to reject any or all proposals and to waive any informality in the proposal process. No proposer may withdraw their proposal for a period of sixty (60) days after the date set for the receipt of proposals.

The **Request for Proposal #2627-01** is available electronically. Please email Anne Smith at ansmith@smfc.k12.ca.us to request an electronic copy of the RFP.

Any questions regarding this notice must be directed in writing to Joseph Siam, Director of Information Technology, jsiam@smfc.k12.ca.us. The email subject line **MUST** include the phrase **[RFP #2627-01 Question]**.

BY ORDER OF THE GOVERNING BOARD OF TRUSTEES
San Mateo-Foster City School District
San Mateo County, California

Advertised (per Public Contract Code 20118.2(d)(2)):
July 1, 2026
July 15, 2026

Publication:
The San Mateo Daily Journal/County Times

SPECIFICATIONS

SECTION 1: INTRODUCTION/BACKGROUND

The San Mateo-Foster City School District (District) operates under a locally-elected five-member Board form of government and provides educational services to grades pre-school to 8th grade as mandated by State and/or Federal agencies. The District operates fifteen (15) elementary schools, three (3) middle schools, three (3) transitional kindergarten through 8th grade schools, one (1) child development center, and other programs as well. In addition to the schools, there are four (4) non-instructional sites but only 3 of them require copiers.

It is the desire of the District to select a vendor that will provide a copier solution that works best for our District. The successful Proposer will provide the required equipment as well as the service portion or maintenance agreement. The successful Proposer will work with the District and coordinate the delivery, installation and configuration, training, billing, and service issues with District staff.

A listing of the District's sites and quantities needed is included as Appendix A to this RFP. It is the District's intent to lease the copiers for a period of five (5) years and also purchase an annual pool of black and white copies. The District intends to pay only one (1) lease and one (1) black and white maintenance bill, unless the District exceeds its black and white copy pool.

All respondents must provide a proposal for seventy-three (73) machines total. All machines must comply with equipment specifications in Section 6 and the Minimum Technical Requirements & Features.

The proper functioning and reliability of copy machines serves an important role in our schools, and the District would like to refresh our existing equipment with more modern, cost effective, reliable machines and provide greater equity throughout all schools/sites. At the same time, working with a reliable partner to provide timely, consistent, and excellent customer service is important to maintain the copier fleet with minimal down-time.

The successful Proposer will propose a solution to the District that will meet the needs of all of our schools/sites as defined by the District. The District intends to select a vendor that will provide both copier equipment and service to the District, and will meet the specific demands of a K-12 environment. This document contains instructions and requirements including the format in which responsive proposals shall be submitted. Proposers are urged to carefully read all sections of this RFP #2627-01 to ensure that the scope of required services and responsibilities is fully understood.

Proposers shall provide evidence of their expertise, professional management capabilities and qualifications in all areas concerning the RFP.

SECTION 2: RFP SCHEDULE OF EVENTS

The following schedule will be used by the District for this RFP:

First Advertisement	Wednesday, July 1, 2026
Second Advertisement	Wednesday, July 15, 2026
End Proposer Written Question Period	Tuesday, July 28, 2026, 12:00 PM
Deadline for District to Address Written Questions	Tuesday, July 28, 2026, 4:00 PM
Proposal Submitted to District	Friday, July 31, 2026, 2:00 PM
Board Approval date	Thursday, August 27, 2026
Installation of New Copiers	Saturday, August 29, 2026

SECTION 3: RFP EVALUATIONS

This RFP is designed to evaluate the proposal that works best for the District. RFPs will be reviewed by District staff for content, completeness, experience, qualifications, price, means of providing the service and ability to provide the best solution for the District. By responding to this RFP, Proposer acknowledges that selection will be based on a comprehensive submission that meets or exceeds the District requirements and that lowest responsible Proposer requirements do not apply.

The District reserves the right without limitation to:

- Reject any or all proposals and to waive any minor informalities or irregularities contained in any submission,
- Interview one or more Proposers after the deadline for submission of Proposals,
- Execute an agreement with one or more Proposers based solely on the proposal and any approved additions,
- Enter into an agreement with another Proposer in the event that the originally selected Proposer defaults or fails to execute an agreement with the District, and/or
- Enter into negotiations with one or more Proposers.

The District reserves the right to verify any information provided during the RFP process, and may contact references listed or any other persons known to have contracted with the Proposer.

SECTION 3: RFP EVALUATIONS (continued)

The District shall evaluate proposals based on the criteria listed below in accordance with California Contract Code 20118.2.

Proposal Responsiveness	10%
Vendor Reputation and Reliability	30%
Proposer References	15%
Ease of System Integration	10%
<u>Price</u>	<u>35%</u>
Total	100%

SECTION 4: GENERAL TERMS AND CONDITIONS

Any contract with successful Proposer must include but is not limited to the following provisions:

1. **Warranties and Representations:** The supplier, manufacturer, or their assigned agent shall guarantee the product or service performed against all defects or failures of materials and workmanship for a period recommended by the manufacturer from actual delivery date. Where applicable, all merchandise must be warranted to be in compliance with California energy, conservation, environmental, educational, and products liability standards. The manufacturer's warranty must be included as part of any response.
2. **Signature Authority/Execution of Forms:** The signature of all individuals must be in long-hand and be persons who are authorized officers of the organization that have legal authority in such transactions. RFP responses by partnerships shall furnish the full names of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters. RFP responses by corporations shall be signed with the legal name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation in this matter. The name of each person signing shall also be typed or printed below the signature. When requested by the District, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished. A Proposer's failure to properly sign required forms may result in rejection of the RFP response.
3. **Equipment, Tools, Supplies:** Vendor will supply all equipment, tools, supplies, personnel, transportation, support services, and insurance required to deliver and install copiers under the Agreement.
4. **Alterations of Variation of Terms:** It is mutually understood and agreed that no alteration or variation of the terms of this proposal shall be valid unless made or confirmed in writing and signed by the parties hereto, and that no oral understanding or agreements not incorporated herein, and no alterations or variations of the terms hereof unless made or confirmed in writing between the parties hereto shall be binding on any of the parties hereto. The submission should be made without interlineations, alterations, or erasures.
5. **Award:** The District will award to the Vendor who offers a solution that is the most advantageous to the District including suitability to purpose, features, quality, service, previous experience, references, price, and ability to deliver equipment and services, or for any other reason deemed by the District to be in its best interest and, as such, will not be determined by price alone.
6. **Competency of Proposer:** In order to determine responsibility, the District reserves the right to conduct any investigations, and require any information it deems necessary. The District will consider the

Proposer's organization, financial condition (cannot be receivership or filed for bankruptcy protection within the past fifteen (15) years), facilities, personnel qualifications, performance under other contracts and industry reputation of Proposer.

7. Errors and Omission: If a Proposer discovers any ambiguity, conflict, discrepancy, omissions, or other error in the RFP, the Proposer shall immediately notify the District of such error in writing and request clarification or modification of the document. Modifications will be made by addenda.

If a Proposer fails to notify the District, prior to the date fixed for submission of proposal, of a known error in the RFP, or an error that reasonably should have been known, the Proposer shall quote at its own risk; and if awarded the contract, the Proposer shall not be entitled to additional compensation or time by reason of the error or its later correction. The Proposer should carefully examine the entire RFP and any addenda thereto and all related materials and data referenced in the RFP or otherwise available and should become fully aware of the nature and location of the work, the quantities of the work, and the conditions to be encountered in performing the work.

8. Termination Due to Non-Appropriation of Funds: If the term of this contract extends into fiscal years subsequent to that in which it is approved, such continuation of the contract is subject to the appropriation of funds for such purpose by the Legislature. If sufficient funds are not so authorized, the parties mutually agree that the contract may be terminated or amended as appropriate in response to reduction in funds. If the contract is terminated, Vendor agrees to take back any affected equipment, products, software, or hardware furnished under the contract, terminate any services supplied to the District under this contract, and relieve the District of any further obligation therefor.

9. Fingerprinting; Background Checks: The Contract is subject to the provisions of Education Code Section 45125.1. The Vendor's employees are required to submit fingerprints to the Department of Justice where an employee may come into contact with the students at any District site. The Department of Justice will ascertain whether the employee has a pending criminal proceeding for a violent or serious felony as they are defined in Penal Code Sections 667.5(c) and 1192.7(c), respectively. The Vendor shall not permit an employee to come into contact with students until the Department of Justice has ascertained that the employee has not been convicted of a felony as defined in Education Code 45122.1. The Vendor shall provide the District with a list of names of employees who may come in contact with students and must certify in writing to the District that none of its employees who may come in contact with students have been convicted of a felony as defined in Education Code Section 45122.1. The District may request the removal of an employee from a District site at any time. Failure to comply with this provision may result in termination of the Contract.

10. Force Majeure: The parties to the contract shall be excused from performance during the time and to the extent that they are prevented from obtaining, delivering or performing by act of God, fire, strike, lockout, or commandeering of materials, products, plants or facilities by the government, when

satisfactory evidence thereof is presented to the other party, provided that it is satisfactorily established that the nonperformance is not due to the fault or neglect of the party not performing.

11. Non-Discrimination: The Proposer's programs and activities shall provide equal access to and shall not unlawfully discriminate based on actual race, color, ancestry, national origin, ethnic group identification, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, genetic information, economic status, or language proficiency; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The successful Proposer will comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900 et seq.) and applicable regulations promulgated thereunder (California Administrative Code, Title 2, section 7285.0 et seq.). Successful Proposer will include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this agreement.

12. License: In those instances where required, the Proposer represents and warrants that the Proposer holds a license, permit or other special license to perform the Services pursuant to the Agreement, as required by law, or employs or works under the general supervision of the holder of such license, permit or special license and shall keep and maintain all such licenses, permits or special licenses in good standing and in full force and effect at all times while the successful Proposer is performing the Services pursuant to the agreement.

13. Independent Contractor: While performing services for the District, the selected Proposer shall be an independent contractor and not an officer, agent, or employee of the District.

14. Subcontracting: Proposer must clearly describe the reason for using any subcontractors, if applicable. Regardless of approval by the District or any provision in the agreement, Vendor will at all times remain solely and exclusively responsible for the performance of all obligations under this agreement.

15. Interviews: The District reserves the right to conduct personal interviews or require oral presentations of any or all Proposers prior to selection. Proposer agrees to provide the District with any other information that the District deems necessary for an accurate determination of the Proposer's ability to perform the services proposed.

16. Rejection of Proposals: The District reserves the right to accept or reject any and all proposals. The District reserves all its rights and options including:

- To reject any and all Proposals that fail to meet the requirements of this RFP;
- To accept Proposal(s) that are, in the judgment of the District, in the best interest of the District;
- To request clarification from any Proposer;
- To reject any and all non-responsive Proposals;

- To waive irregularities in any Proposal that the District may elect to waive;
- To reject all Proposals without cause;
- To issue subsequent requests for new proposals; or
- To discontinue discussions after commencing discussions with a Proposer, and commence discussions with other Proposer(s).

17. Proposal Exception: All exceptions which are taken to the requirements of this RFP must be stated clearly. The taking of exceptions or providing false, incomplete or unresponsive statements may result in the disqualification of the Proposal. Allowance of exceptions will be determined by the District.

18. Proposal Negotiations: A proposal response to any specific item of this RFP with terms such as “negotiable”, “will negotiate” or similar, will be considered as non-compliance with that specific term.

19. Indemnity: The Proposer shall hold harmless and fully indemnify the District, its Board of Trustees, officers, employees and agents from all damages or claims for damages, costs or expenses that may at any time arise out of the Proposer’s performance of, or failure to perform acts, required by the contract documents, including but not limited to infringement or use of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with this RFP response.

20. Prevailing Law: In the event of any conflict or ambiguity between these instructions and state or federal law or regulations, the latter shall prevail. Additionally, all services to be performed under the RFP response shall conform to all applicable requirements of local, state and federal law.

21. Governing Law and Venue: In the event of litigation, the RFP documents, specifications and related matter shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate state or federal court located in San Mateo County.

22. Assignability: A contract is not assignable by the vendor either in whole or in part. The contract shall extend to and be binding upon and ensure to the benefit of the heirs, executors, administrators, successors, and assignees of the respective parties hereto.

23. Compliance With Statute: Proposer hereby warrants that all applicable Federal and State statutes and regulations and/or local ordinances will be complied with in connection with the delivery of the services offered.

24. Price, Terms, And Conditions: Price, terms, and conditions of this proposal are considered valid for sixty (60) days, from date of proposal opening, unless the offering party in writing allows for a longer period of time.

25. Cost of Proposal Preparation: All costs for preparation of RFP response shall be borne by the Proposer.

26. Retention of Information: The District reserves the right to retain all responses, whether selected or rejected. The District will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.

27. Statement of Confidentiality: Responses to this RFP become the exclusive property of the District upon receipt. All proposals received in response to this RFP become a matter of public record and shall be regarded as public records either when (1) Staff recommends a responsive RFP to the Board of Trustees for action on a contract or (2) if disclosure is required under the Public Records Act. A Proposer may designate elements in its proposal which are defined as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary." Any proposal which contains language purporting to render all or significant portions (including, without limitation, prices) of the proposal "Confidential," "Trade Secret," or "Proprietary" shall be regarded as nonresponsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the District may not be in a position to establish that the information that a Proposer submits is a trade secret. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," the District will provide the Proposer who submitted the information with reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction.

SECTION 5: RFP INSTRUCTIONS AND FORMAT INFORMATION

All requirements and questions in the RFP must be addressed and all requested data must be supplied. The District reserves the right to request additional information that, in the District's opinion, is necessary to assure that the Proposer's competence, number of qualified employees, business organization and financial resources are adequate to perform the required services.

No proposal shall receive consideration by the District for Request for Proposal (RFP) unless made in accordance with the following instructions:

1. **Deadline for Receipt of Proposal:** Two (2) copies of the Proposal along with an electronic copy on USB shall be sealed and filed with the **San Mateo-Foster City School District Temporary Office at Beach Park Elementary School, 1058 Shell Boulevard, Foster City, CA 94404 no later than Friday, July 31, 2026 at 2:00 pm.**

All proposals submitted must be in sealed envelopes bearing on the outside the name of the proposer, the address, and the name of the project for which the proposal is submitted. It is the sole responsibility of the proposer to see that the proposal is received at the proper time and at the proper place. Any proposal received after the scheduled closing time for receipt of proposals will be returned to the proposer unopened.

2. **Questions Concerning RFP #2627-01:** Any questions relative to the RFP, regarding documents, discrepancies, omissions, doubt as to meanings, interpretations or clarifications, either administrative or technical, must be requested in writing and directed to:

Director of Information Technology, Joseph Siam, jsiam@smfc.k12.ca.us

The email subject line **MUST** include the phrase [RFP #2627-01 Question].

All written questions will be answered in writing. Oral statements concerning the meaning or intent of the contents of this RFP by any person are unauthorized and invalid.

3. **Preparation:** Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses should emphasize the Proposer's demonstrated capability to perform the required service as well as the proposed equipment that would provide the solution for the District. Literature describing the proposed products and services and extent of support included in the RFP response should be forwarded as part of the proposal. Marketing material alone without explaining how the Proposer would provide a solution to the District would not be considered a responsive proposal.

4. Checklist: Proposer shall submit the provided checklist with all items checked off and identify and add any additional content/documents included with the RFP package submission.
5. General Information Cover Page: The General Information Cover Page must be completed, signed, and submitted with response. The Proposer may also include a cover letter that includes a brief statement of intent to provide a solution for the District and any other pertinent information that the Proposer would like for the District to consider.
6. Addenda: Any addenda issued prior to the RFP due date shall form a part of the specifications issued to Proposers for the preparation of their proposals. If there are no addenda issued, this form will not be required to be included in the proposal package.
7. Supplier Questionnaire: The supplier questionnaire must be completed and submitted with response.
8. Performance References Form: The District reserves the right to reject an offer of any Proposers who previously failed to perform properly; or complete, on time, contracts of a similar nature; or to reject the offer of a Proposer who is not in a position, in the District's opinion, to perform such a contract satisfactorily. The Proposer is to furnish the names of at least three (3) agencies (preferably California Public School Districts) served by the Proposer within the past year with requirements similar to the needs of the San Mateo-Foster City School District. All references must be direct references, and not general references from a parent company. References must include the contact person's name, organization, address, phone number and email if available. The Proposer will also list the scope of work performed for the listed reference as well as the date when the work was performed.
9. **RFP Price Form and RFP Equipment Cost Breakdown Form: Proposer shall return the RFP Price Form with their proposal, fully executed in accordance with the instructions to Proposers. The Proposer must also complete the Equipment Cost Breakdown Form of proposed equipment that includes quantities of each type of machine and corresponding costs. For schools/sites, see list of current equipment included in the RFP. The fees shall include the cost of all labor, materials, equipment, supplies and space necessary.**
10. Workers' Compensation: In accordance with the provisions of Section 3700 of the Labor Code, the successful Proposer shall secure the payment of compensation to employees. The successful proposer shall sign and file with District the following certificate prior to performing the work under this contract: "I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract." The certificate is included herein.

11. Insurance Requirements: Contractor shall take out and maintain and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain:

1. Public Liability Insurance for injuries including accidental death to any one person in an amount not less than \$1,000,000;
2. Subject to the same limit for each person on account of one accident, in an amount not less than \$1,000,000;
3. Property Damage Insurance in an amount not less than \$500,000;
4. Worker's Compensation Insurance in an amount adequate to cover all employees;
5. Professional Liability Insurance (errors and omissions) in an amount not less than \$1,000,000;
6. Automotive and truck where operated in amounts as above.

12. Proof of Carriage of Insurance: Successful Proposer shall not commence work nor shall Successful Proposer allow any subcontractor to commence work under this contract until all required insurance and certificates have been delivered in duplicate to and approved by the District:

Certificates and insurance policies shall include the following clause:

"This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District stating the date of cancellation or reduction may not be less than ten (10) days after the date of mailing notice."

Certificate of insurance shall state in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date and cancellation and reduction notice.

13. Background, Qualifications, and Experience: The description shall show that the Proposer possesses the demonstrated skills and experience in specific areas of the RFP. The response shall include any additional information not provided on Supplier Questionnaire, including but not limited to the following:

- a. Proposer(s) name, address, telephone and fax numbers, email address, and authorized representative(s).
- b. Give a background of the company and detail any projects that relate specifically to this RFP and include the company's qualifications regarding sales and service/maintenance of copiers.
- c. List how long the company has been in business conducting this type of service.
- d. Upon request by the District, a Proposer shall submit promptly to the District satisfactory evidence showing the Proposer's financial resources, the Proposer's experience in the type of work being required by the District, the Proposer's organization available for the performance of the services and any other required evidence of the Proposer's qualifications to perform the proposed services.

14. Statement of Work/Implementation Plan: The work plan shall describe how the Proposer would assist the District in reaching its goals as set forth in this RFP. The Proposer should fully explain in detail how they would work with the District and why their solution would be most beneficial to the District. Timelines, meetings, District responsibilities and all other important information should be included in this section with clear details. Proposers should use this section to address the ability of Proposer's firm to undertake the project, considering Proposer's current and anticipated workload and address the Scope of Services as outlined in this RFP.

Provide the District with a statement of the services proposed as well as an implementation plan. The implementation plan must include training and set up with tentative dates. Proposer must list the number of days Proposer thinks it needs to implement approximately fifty (50) multi-function copiers District-wide, which would include coordinating the pickup and removal of all designated existing equipment. All equipment installations will be coordinated through the Business Services Department. Proposer will need to identify points of contact for key personnel that will be responsible for the implementation of the equipment. Such contacts should be for technical support, account management support, and a general representative, or others as needed.

15. Installation & Configuration: The successful proposer must provide a quality and complete installation and configuration service. For further clarity, installation and configuration shall include: delivery of equipment, unboxing of equipment in specific locations along with removal of waste and debris, disconnecting existing units, connecting new units to the network, setting up I.P. addresses, configuring network settings, configuring email settings, installing printer drives on server, configuring Active Directory connectors, configuring accounts, testing of equipment, and any other setup that is required to make copiers fully functional. Network configuration settings, existing user print access codes and local address book info must be transferred/migrated over from existing equipment by the proposer. The district's Technology Services Department will have a very limited supportive role in the installation and configuration of the copier equipment and it is expected that the successful proposer shall be able to perform and be fully responsible for the installation and configuration as described above.

16. Value Added Services: Proposal shall include an explanation of any value added services and/or enhancements that Proposer now offers, (for example the ability for district departments to order supplies via the Internet). What value enhancements does Proposer project to offer in the near future and what are the estimated initiation dates for these enhancements (i.e., services or equipment)?

17. Post-Installation Evaluation: After installation, the successful Proposer will test all equipment and settings and confirm with the District that all user account migration has been completed successfully for all schools/sites and that a complete and quality installation has been performed to the District's satisfaction. The successful Proposer will allow for a one hundred twenty (120) day post-evaluation/inspection period during which the District may contact the successful proposer with

any installation/configuration questions, concerns or issues. The successful Proposer will agree to provide the District on-site support at no extra cost to address any such installation/configuration issues.

After installation, the successful Proposer will also be asked to examine volumes for each copier to verify the proper equipment is in place and is properly utilized. Successful Proposer may be asked to replace under or over-utilized equipment with a copier of lesser/greater speed and/or capacity. If agreed upon, this shall be accomplished without extending the equipment lease and/or maintenance agreement beyond the original term.

18. Delivery: All equipment and supplies shall be bid F.O.B. Destinations delivered to all District sites.

19. Environment: As part of our District's desire to make environmentally sensitive decisions, the District requests that all hardware and consumables are manufactured, installed, maintained and recycled properly with consideration to the environment. Please describe how your company's policies complement our District's environmental goals.

Responsive proposals will describe how the District will recycle their used toner cartridges and will detail any costs associated with this process.

20. Bid Protest Procedure:

A proposer may protest a bid award if they believe that the award is not in compliance with law, Board policy, or the bid specification. A protest must be filed in writing with the Superintendent or designee before 5 pm of the third business day following bid opening and shall include all documents supporting or justifying the protest. A proposer's failure to file the protest document in a timely manner shall constitute a waiver of their right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the proposer's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the proposer in order to attempt to resolve the problem.

The proposer may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide notice to the proposer of the date and time for Board consideration of the protest at least three business days before the Board meeting. The Board's decision shall be final.

SECTION 6: EQUIPMENT

It is the District's desire to lease new equipment that is the latest model only and all equipment proposed shall be current model year or newer. The District will only consider NEW equipment; no product shall be remanufactured, refurbished or recycled as these machines will have to produce for five (5) years with heavy volume/use. Proposers who submit refurbished units will not be considered responsive. For purposes of this RFP, NEW is defined as what is freshly made and unused and further defined as newly assembled for first time use with new components.

Appendix A to this RFP is a listing of all of the District's required equipment. It is the responsibility of the Proposer to understand our intended purpose and must ask any clarifying questions. Proposers shall propose equipment according to the specifications and standards outlined in the RFP.

The District may elect to reduce or increase the number of machines at the time of the lease. The District does not guarantee the number of replacements. One to one replacement is not guaranteed.

Responsive proposers shall review the District's required specifications and propose equipment conforming to those specifications and quantities.

Proposals shall include completed product specification sheets on each product proposed which fully describes all proposed equipment, including features and optional features. Proposer may also include product brochures. Any and all literature submitted must be marked with the Proposer's name and address. If requested, equipment offered must be available at no cost or obligation for evaluation and testing by the District prior to the award of the proposal.

Definition of Machine Types

1. **Workroom Copiers** - Workroom copiers are black & white high speed machines that can print at least 86 pages per minute and have an attachable high-capacity paper tray that can hold at least 3000 sheets of 8.5x11 paper. The existing model is **Canon imageRUNNER 6786i**. Proposed machines should have the same or better capabilities.
2. **Office Copiers** - Office copiers are color-capable and can print at least 60 pages per minute. The existing model is **Canon imageRUNNER c5860i**. Proposed machines should have the same or better capabilities.
3. **Reprographics Black & White** - Black and white Reprographics machines should be able to print at least 130 pages per minute and have the equivalent capabilities of the existing **Canon varioPRINT 130** machines.
4. **Reprographics Color** - Color Reprographics machine should be able to print at least 90 pages per minute and have the equivalent capabilities of the existing **Canon imagePRESS V900**.

SECTION 7: SERVICE & MAINTENANCE AGREEMENT

The Service and Maintenance Agreement must include all repairs and maintenance for the devices and management system. Preventative maintenance must be performed to ensure reliable operation of the devices and system software.

Proposer's organization shall not contract out the service portion of the agreement to another company. All maintenance and repair of the machines will be the responsibility of the successful Proposer. The successful Proposer will be required to keep in stock typical replacement parts to prevent downtime for parts ordering.

Responsive Proposers shall provide a detailed service and maintenance plan that includes the following:

- RFP responses shall allow for replacement of equipment with like equipment during the contract agreement if any original equipment fails to perform to customer satisfaction. Devices that exhibit multiple malfunctions and/or a pattern of malfunction must be replaced by the successful Proposer at no expense to the District. Proposers shall describe the process and requirements of equipment replacement in this section.
- Describe the process for replacing a copy machine that has an excessive number of service calls that includes downtime. In the event of extended down time, the successful Proposer is to replace the unit with an equal unit. If a machine is still malfunctioning after two days, the successful Proposer must fix or replace the machine by the third day. If the device is inoperative for more than 3 working days during a leased month, the successful Proposer will be responsible for the lease payment for that month. Continued delays in repairing machines will result in a cancellation of the agreement.
- Describe the proposed training plan in detail. Explicitly state the type and amount of training the District will receive. Pamphlets, user guides, manuals, and online tutorials may also be provided as part of the on-going training throughout the term of the lease. The District is requesting initial training for all schools/sites, annual refresher training and on-demand training as requested by schools/sites.
- Outline the process of ordering supplies (toner, drums, waste containers, developer, and staples) for the copy machines and the availability of automatic toner replenishment.
- Provide a parts and labor warranty with their proposal. As part of that warranty, if a copier/printer does not perform to the manufacturer's specifications, within the first 120 days of initial installation, the successful Proposer shall replace the unit(s) with a newly manufactured copier/printer of the same make/model. After 120 days, machine(s) that develop a trend of requiring an excessive number of service calls defined as four (4) service calls in a month or six (6) service calls within a 90-day period, including, but not limited to open service orders, will be replaced with comparable equipment of equal or greater capability at no additional charge or change to contract term. The successful Proposer and District will mutually agree to the replacement, and the District will be the final authority for determining whether a machine has been subject to an excessive number of service calls. The replacement machine will be provided

within 96 hours of written request by the District. Vendor's repeated failure to comply with this obligation shall constitute a material breach of the contract.

- Propose a detailed plan that includes costs for removal of the leased equipment at the expiration of the lease.
- Provide original equipment manufacturer (OEM) parts for all toner, supplies and replacement parts over the life of the lease.
- Provide a description of the service request process, to include:
 - o Web based service requesting and telephone call-in methods.
 - o Calls may not be restricted if the machine has multiple malfunctions.
 - o Guaranteed response times for service calls throughout the life of the lease, as follows:

A technician must be on-site within four hours of a requested service call. Service response time shall be an average of four (4) hours (or better) from time of verbal/written service request by the District, Monday through Friday, exclusive of holidays, during the hours of 8:00 am to 4:00 pm. Requests submitted after 12:00 pm shall be responded to no later than 9:00 am the next business day. There shall be confirmation of service call within one (1) hour. The maximum downtime for equipment shall be one business day.

- o Description of the service technician plan which details the number of service technicians that will maintain the District's copier fleet and if there will be specific technicians assigned to the District.
- Specify the escalation path provided when services are not acceptable to the District. Provide contact names, titles and phone numbers. Detailed logs of service must be available within one week upon District request.
- Vendor personnel must comply with district policies regarding employee conduct while on District property and must fully cooperate with District personnel in the timely resolution of requests. Service personnel must be factory trained and clearly identified with uniforms and/or badge from the vendor.

The District is not responsible for the following while personnel are on District property:

- o Injuries, accidents or workplace infractions
- o Parking infractions, moving violations, fees or fines
- o Damage to or theft of tools, computers, equipment or personal items

SECTION 8: FINANCIAL ARRANGEMENT (Prices and Leasing)

Proposals will be based on a sixty (60) month Fair Market Value Lease with the option to extend for an additional year two (2) times at the same annual cost, allowing for adds or subtractions of machines. The District wishes the end of the contract to align with the end of the District's fiscal year which is June 30, 2031. Each device will be leased separately and subject to terms and conditions outlined in the lease agreed upon by the District. Lease and service/maintenance costs are to remain constant for the sixty (60) month duration of the lease.

In addition to the lease, each device will have a separate service/maintenance agreement that will be billed after one month use. The maintenance agreement must list the taxable and non-taxable parts separately. It is assumed by the District that the toner, staples and other supplies are taxable and the labor portion of the agreement is not.

An annual contract renewal letter shall be provided by the vendor. At a minimum, the letter shall include a spreadsheet with the unit identification number; school/site name; current purchase order number; actual number of copies/prints for the previous 12 month period; an estimate of the total maintenance cost for the upcoming year; lease number; lease payment amount; and lease expiration date (for each unit).

At termination of the lease, the successful Proposer will be responsible for the return of the devices. The District intends to return the devices at the termination of the lease; this intent will be assumed at the commencement of the lease with no further notification required by the District. Termination of the lease will be automatic on the payment of the final invoice and will not automatically renew.

If the successful Proposer cannot modify their leasing agreement to eliminate notification of the lease termination without additional notifications beyond our original intent, it will be the responsibility of the successful Proposer to make the notification on our behalf and assume all responsibilities for lease termination.

At the discretion of the District, the device may be rented for additional months, on a month to month basis, after the lease termination. The rental amount will be determined based on a fair market value rental of the device at that time but cannot exceed the original lease payment and service amounts. All invoices will be payable on net 30 days after the devices are installed and operational at the District unless errors are apparent.

Charges on invoices will be limited to:

- Annual Lease Payment and Applicable Taxes (Lease Invoice)
- Maintenance and Applicable Taxes (Service and Maintenance Invoice)
- Per color copy charges, if applicable

- Per Black/White copy charges that exceed annual black/white copy pool

SECTION 9: BILLING

As previously stated, the District intends to only pay one (1) annual lease payment invoice for the entire District and one (1) monthly service, maintenance, and usage payment invoice for the entire District that includes an annual black & white and color copy pool. One (1) additional annual invoice for charges for black and white copies in excess of the District's annual copy pool. The District may add machines over the life of the contract that we would incorporate into these payments.

- Lease Payments - one (1) annual invoice for a 12 (twelve) month period from July 1 – June 30 for the term of the lease contract.
- Maintenance/Usage - Monthly invoices from the 1st through the 30th/31st of each month, i.e., 7/1/26 through 7/31/26, 8/1/26 through 8/31/26, etc.

Separate invoices are required for the annual lease payment and a separate invoice for the monthly service/maintenance/usage agreement and should be consistent in appearance and formatting. Each invoice will reflect the charges for the month prior to the invoice date (billed in arrears). Each invoice will contain only the charges for the month it represents. The District will not be responsible for any charges other than the lease payments and applicable taxes and service/maintenance agreements and applicable taxes. Each lease invoice should be for the exact monthly lease payment plus any applicable taxes. Monthly Billing Statements are also helpful to enable tracking of paid and outstanding invoices.

The successful Proposer agrees to "No Charge" for any and all Scans and Faxes (if applicable). Only actual prints will be charged. With the exclusion of paper, supplies and service shall include: toner, drums, waste containers, developer, staples, equipment manuals, service calls, freight, delivery, set-up, installation, on-site training, labor and the like. Maintenance Proposal term shall be concurrent to Lease term.

The District will need to see sample invoices prior to any agreements to insure that they are properly formatted for clear communication.

Invoices must clearly identify each device it refers to. The District purchase order numbers, vendor contract numbers, serial numbers, device location and any other information specific to the devices must be on the invoice.

The District reserves the right to notify and change (increase or decrease) the annual black and white copy pool on an annual basis.

Responsive proposals will describe their billing process and detail how they would work with the District to ensure accurate and timely billing and describe in detail how they process billing disputes. Successful Proposer's organization will be responsible for ensuring an accurate billing procedure is in place and shall not contract out the billing portion of the service to another company.

Responsive proposals will provide a solution that includes an online portal to view and monitor click counts both on the aggregate (per machine) and also by individual user codes.

As a school district, we are exempt from property tax. The successful Proposer agrees to process all property tax exemption claims and complete all paperwork, if applicable.

SECTION 10: USE/"CLICK PER COPY" CHARGES

Use charges, commonly known as "click charges" shall be listed on the RFP Price Form. A single click rate will be used for all the paper sizes for the device as outlined in the device specification by the manufacturer. Color click rates and black and white click rates will be charged on the same invoice but listed separately and clear detailed usage information will be provided. Each invoice will list the previous month's use. No other months or time periods may be listed on the invoice. Invoices must clearly identify each device it refers to by providing vendor contract numbers, serial numbers, device location and any other information specific to the devices.

All use charges must be reconcilable by the Fleet Management Software for verification by the District.

All data collection required by the successful Proposer will be the responsibility of the vendor to collect without involvement of the District staff. Transmission of information must originate from inside the District and sent outward. Successful Proposer will not be permitted to access information or equipment from outside our security firewall.

MINIMUM TECHNICAL REQUIREMENTS & FEATURES

1. All quotes must include delivery and connectivity of the equipment to print and scan.
2. All copiers must have the capability of printing on stock ranging from 20 lb. bond to 110 lb. index, on sizes letter (8-1/2 x 11), legal (8-1/2 x 14) and tabloid (11 x 17).
3. All digital copiers/printers shall possess an automated document feeder, with a minimum capacity of 50 sheets of 20 lb. bond paper.
4. All digital copiers shall have the following paper capacity using standard 20 lb. copy paper:
 - 8-1/2 x 11 paper supply—minimum of 1000 sheets
 - 8-1/2 x 14 paper supply—minimum of 500 sheets
 - 11 x 17 paper supply—minimum of 250 sheets (may be an adjustable tray)
5. All digital copiers/printers shall be capable of scanning. This is scan once, print many, technology. Identify whether or not the scan feature is an option and delineate all functions of this feature. If optional, identify all costs and technical requirements necessary to the operation of this feature.
6. First copy speed must be specified.
7. All copiers shall have full offset stacking capability and a bypass tray for the purpose of printing on specialized stock.
8. All copiers shall have duplex capability (double-sided copies), including ability to duplex from networked computers.
9. **Copiers will require the following features:**
 - a. **Workroom machines**
 - i. **A large capacity paper tray that will hold a minimum of 3,000 sheets of 8.5 x 11 paper.**
 - ii. **Programming of covers and inserts.**
 - iii. **Can print at least 86 pages per minute.**
 - b. **Office machines**
 - i. **Color-capable.**
 - ii. **Can print at least 60 pages per minute.**

Note that two (2) locations do not require the high-capacity paper tray on their Workroom copier: Facilities - Maintenance - Operations and Turnbull CDC.

10. Transparencies setting: if special transparencies are required, specify type.
11. Scan 2-sided documents in a single pass.
12. Hole punch options.
13. Staple - multiple options including staple-less "eco stapling".
14. Collate.
15. All copiers shall have enlargement and reduction capability (minimum of 200 - 64%).
16. The vendor shall quote with and without stapling capability (50 sheet).
17. Consoles or stands will be provided as needed, if necessary.
18. Power filters shall be included with all units.
19. The District requires a remote meter read system. The Vendor shall indicate the type of user-less reporting system available with placed equipment.
20. Each networked digital copier/printer shall allow printing from any desktop PC within the District's network. Vendors must indicate any wireless printing capability whether from PC, Mac, Chromebook, or mobile device.
21. All digital copiers/printers shall have PIN code and/or mailbox secured access for users.
22. The system must provide a method of allowing a user to release a print job on demand. Print jobs must be stored in a secure and reliable system that facilitates the secure management of documents. Release of print jobs must be allowed by manual authentication at the device and/or card swipe methods.
23. Confirm that any data is not stored permanently and when devices are returned all hard disks and internal memory are cleared of any information that was added during the time the device was used.
24. The vendor shall specify all electrical requirements, including the necessity for special electrical receptacles, dedicated lines, etc. Lease prices must include a surge protector and line conditioner if recommended by the manufacturer.

25. The minimum required memory is 128MB.
26. Vendors must perform complete installation and verify satisfactory operation of all equipment. Vendor shall perform all standard installation and provide drivers, software, and firmware needed for District IT staff to load to the District network. Vendors must demonstrate a successful copy/print/scan/fax from the installed equipment.
27. All digital copiers/printers shall have the ability for a network connection using Ethernet TCP/IP protocol.
28. Vendors must provide, at no cost to District, all print drivers required to support printing from District's network environment (e.g. PCL, PostScript). Drivers must allow user to see status of the machine from their computer, and such status must include, but not be limited to the following: printer error, paper jam, door open, machine offline, toner low, paper low, add toner, add paper, add staples and job complete.
29. Automatic toner replenishment and meter reads.
30. All digital copiers/printers shall have programmable cost center/accounting meters with a minimum of 50 separate cost centers/meters. The successful vendor will assist in establishing codes at the equipment and at designated desktop computers.
31. For networked digital copiers with 60 pages per minute (ppm) and above capability, queue management software is required. Detail additional cost, if any, associated with this software.
32. All proposed copiers shall be Energy Star compliant per State of California.
33. All copiers/printers shall allow administrative functions to be performed remotely.
34. Each device must be able to send email error notifications to up to two designated addresses.
35. Active Directory support must be provided. Centralized user level auditing/report/PIN management integrated to Active Directory and Print Server or acceptable alternative solution must be offered.
36. Support for Google scan-to-email must be provided. Auto import of Google contacts, as opposed to manual setup, is preferred.

37. Support the following operating systems; (Windows OS “32 bit & 64 bit” 11), (Windows Server “32 bit & 64 bit” 2016, 2019), (Mac OSx 14 and higher), (Chrome OS 65 and higher), (Apple iOS 17 and higher) and (Android OS 10 and higher).
38. SNMP is accessible, enabled and default credentials are provided to the technology team.
39. Local user account management system, including administrator and end user accounts.
40. See Section 6: Equipment for the required equipment.

CHECKLIST OF DOCUMENTS

DOCUMENTS TO BE INCLUDED WITH RFP RESPONSES

Proposer shall submit this provided checklist with all items checked off and identify and add any additional content/documents included with the RFP package submission.

The following documents must be included but are not limited to the following:

- ☐ General Information Cover Page, signed
- ☐ Addenda form, signed, if applicable
- ☐ Supplier Questionnaire
- ☐ Performance Reference form, as outlined
- ☐ Request for Proposal #2627-01 Price Form
- ☐ **Request for Proposal #2627-01 Price Form - Equipment Cost Breakdown**
- ☐ Workers' Compensation Certificate
- ☐ Background, Qualifications, and Experience description
- ☐ Statement of Work/Implementation Plan
- ☐ Detailed Service and Maintenance Plan
- ☐ Qualification Information as outlined

GENERAL INFORMATION COVER PAGE

Company name, address, and contact information:

Company:

Address:

City/State/Zip:

Contact Name:

Title:

Phone:

Email:

The undersigned acknowledges:

1. Having read carefully the RFP #2627-01 conditions and specifications.
2. The Governing Board of the San Mateo-Foster City School District reserves the right to reject any and all responses and/or waive any irregularities or informalities in the RFP process.
3. Receipt of addenda, if applicable, using form provided.
4. Having read carefully the RFP #2627-01 conditions and specifications, the undersigned submits the attached response.
5. List as an attachment any special conditions the District needs to know in regards to your response.

Company Name: _____

Signer Name: _____

Title of Signer: _____

Signature of Authorized Representative: _____

Email: _____

ADDENDA

The undersigned acknowledges receipt of the following Addenda and the cost, if any, of such revisions has been included in the Lump Sum Grand Total of your proposal.

Addenda No.		Date:	
Addenda No.		Date:	
Addenda No.		Date:	

Signature		Date:	
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Print / Type Name:	
Title:	
Company:	

Q&A webpage URL:

SUPPLIER QUESTIONNAIRE

Please answer the following questions as fully (yet as succinctly) as possible.

1. Discuss your company's experience, background and qualifications regarding sales and service/maintenance of copiers, supplying of copier supplies and similar agreements.
2. State whether the Company is local, regional, national or international. Include information on any Affiliates and/or Subsidiaries.
3. How long has your company been in business?
4. Describe the Company's Support/Sales Network for Public K12 Education within the territory, including the number of Service Technicians/Field Support/Sales Representatives. For each facility within the Company's Support/Sales Network, specify the facility's Geographic Location, the functionality provided by that facility, and whether or not the facility is company owned or an independent contracted dealership.
5. State all of the locations from which the program will be administered if the Company is awarded the Agreement.
6. Describe the range of activities performed by each Location cited.
7. Furnish the District with the Company's Service Standards. Include the Company's Service Level Agreement(s), Mission Statement, and Sustainability Policies.
8. Describe how the Company will provide all the products and services required by this RFP, including any plan to subcontract any portion of the work. Proposer must clearly describe the reason for using any subcontractors, if applicable. Regardless of approval by the District or any provision in the agreement, Vendor will at all times remain solely and exclusively responsible for the performance of all obligations under this agreement.
9. Describe the Company's experience providing the products and support stated in this RFP to other customers within Public K12 education with comparable geographic distribution of operations to District.
10. Describe the systems the Company has in place to handle, in an efficient and timely manner, service interruptions during business and non-business hours covered in your pricing.

11. Describe the Company's tested Disaster Recovery or Business Continuity Plan.
12. Describe the Company's Public K12 team to be assigned if awarded contract and provide bios for account representatives, service techs, service managers, field analysts, etc.
13. Provide contact name, title, phone number and email address for local representative/account manager whom we can contact with any questions, concerns or service/maintenance issues. Who is the backup representative for this person? Provide contact name, title, phone number and email address.
14. Provide an organization chart, including functions and responsibilities of the Company's recommended account management team for District. Include the chain-of-command and escalation points for problem resolution. Provide contact names, titles, phone numbers and email addresses.
15. Describe how your company will meet the District's requirement for Company's account representatives to handle customer orders, problems, invoice disputes, etc.
16. What address are payments sent to?
17. Does your company manufacture your own equipment? If not, please specify who manufactures equipment for your company by model, and why and how long your company has been an authorized dealer for the brand of equipment proposed?
18. What is your company's business strategy regarding the following:
 - a. Length of time of Parts and supplies availability for the discontinued models of MFDs and Laser Printers?
 - b. If your company does not manufacture equipment, how often do you replace your manufacturers and why?
 - c. Does your company carry in stock all common parts for quick access by your service personnel?
 - d. Where are your parts depot locations? How quickly do you get parts to your field technicians?
 - e. How will you handle emergency delivery of supplies?
19. Do you warehouse copiers in your office? If not, where?
20. What is the average delivery time of copiers from your distributor to you?
21. What is your average delivery time for in stock copiers to us?
22. Propose a schedule for periodic Business Reviews including:

- a. Frequency of Reviews
- b. Data to be included in the Review
- c. Names and Contact information for the Review Participants
- d. Provide a sample Business Review

23. What is your response time to "down" service calls? This is the response time from when a call is placed and your company responds to our call with an ETA.

24. How are service call requests logged and on-site response time and time for repairs tracked?

25. Are preventative maintenance appointments pre-scheduled or scheduled by mutual agreement between you and the District?

26. Beyond the installation period, confirm if all analyst/technological support is included in the agreement through the life of the contract. The district is requesting an all-inclusive contract. If any analyst hours are to be billed separately for any services, please describe in detail the services, rates and reason for billing. Separate support hours cannot be billed by successful Proposer without prior District approval as part of this agreement.

27. Describe current capabilities to integrate copier access with employee badges or electronic entry key.

28. Describe the Company's normal business hours, and strategy for providing customer service, including support both during normal business hours and after normal business hours.

29. Please describe in detail your company's delivery and installation capabilities, including fulfillment process from District's purchase order submission to delivery, and a sample implementation plan.

30. Has your company been involved in any litigation with a public entity in the last five (5) years? If so, what was the nature of the litigation?

PERFORMANCE REFERENCES

The District reserves the right to reject an offer of any Proposers who previously failed to perform properly; or complete, on time, contracts of a similar nature; or to reject the offer of a Proposer who is not in a position, in the District's opinion, to perform such a contract satisfactorily.

The Proposer is to furnish the names of at least three (3) agencies (preferably California Public School Agencies of which two (2) should be Public K-12 school districts) served by the Proposer within the past year with requirements similar to the needs of the District.

Client #1:

Address:

Contact:

Phone:

email:

Client #2:

Address:

Contact:

Phone:

email:

Contact:

Phone:

Client #3:

Address:

Contact:

Phone:

email:

Company:

REQUEST FOR PROPOSAL #2627-01 PRICE FORM

LEASE EQUIPMENT PRICING

Please indicate the pricing for the recommended equipment on an annual and monthly basis for a 5 year lease and cost breakdown of proposed equipment

DESCRIPTION - Amount

Total for Proposer's recommended solution: \$_____ (annual lease payment)

SERVICE AND MAINTENANCE AGREEMENT

Please indicate the pricing for service on a twelve (12) month basis with supplies (supplies to include: toner, staples, drums, waste containers, developer) and delivery included in the pricing.

DESCRIPTION - Amount

8.5 million annual black and white copy pool \$_____ (annual maintenance payment)

PER CLICK COPY CHARGES

Black/white overages (per click) \$_____

Color copy charges (per click) \$_____

All agreement charges will remain constant for the life of the contract.

DESCRIPTION - Amount of Total base bid

Total annual cost of hardware lease and Maintenance:
\$_____ (total annual payment)

SUBMITTED BY:

Company:

Address:

City/State/Zip:

Signature:

Title:

Phone:

Print/Type Name:

Date:

email:

PRICE FORM - EQUIPMENT COST BREAKDOWN - HARDWARE ONLY

EQUIPMENT

A	B	C	D	E	F
Quantity	Type of Copier	Monthly Lease Per Model Unit Price	Total Model Quantity Monthly Lease Price (A * C = D)	12 Month Total Lease Price Per Model (D * 12 = E)	60 Month Total Lease Price Per Model (D * 60 = F)
26	Color copiers for Offices				
44	Black & White copiers for Workrooms				
2	Black & White copiers for Reprographics				
1	Color copier for Reprographics				
73 Total	(Sum of Column E)				
	(Sum of Column F)				

WORKERS' COMPENSATION CERTIFICATE

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

1. By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
2. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations, of ability to self-insure and to pay any compensation that may become due to employees.

I am aware of the provisions of Labor Code Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provision before commencing performance of the work of this contract.

Company:

Address:

City/State/Zip:

Signature:

Title:

Phone:

Print/Type Name:

Date:

email:

Appendix A - District Equipment List

Site	Color Copier for Offices	Black & White copier for Workrooms	Black & White copier for Reprographics	Color Copier copier for Reprographics	Total Machines
Primary					
Audubon ES	1	2			3
Baywood ES	1	2			3
Beach Park ES	1	1			2
Beresford ES	1	1			2
Brewer Island ES	1	2			3
College Park ES	1	2			3
Cottage Grove ES	1	2			3
Fiesta Gardens ES	1	3			4
Foster City ES	1	2			3
George Hall ES	1	2			3
Highlands ES	1	2			3
Laurel ES	1	2			3
Meadow Heights ES	1	1			2
San Mateo Park ES	1	2			3
Sunnybrae ES	1	2			3
Turnbull CDC	1	1			2
Secondary					
Abbott MS	1	2			3
Bayside Academy	1	2			3
Borel MS	1	2			3
Bowditch MS	1	2			3
North Shoreview Montessori	1	1			2
Parkside Montessori	1	1			2

<i>Non-instructional Sites</i>					
District Office					
Reprographics			2	1	3
Abbott Lab workroom	1	1			2
Business Services		1			1
Human Resources		1			1
IMC area		1			1
IT Department	1				1
Facilities - Maintenance - Ops	1	1			2
Central Kitchen	1				1
	26	44	2	1	73
Site	Color Copier for Offices	Black & White copier for Workrooms	Black & White copier for Reprographics	Color Copier copier for Reprographics	Total Machines

Appendix B - Site List

<i>Elementary</i>				
Audubon ES	tk-5	841 Gull Avenue	Foster City, CA 94404-1427	650.312.7500
Baywood ES	tk-5	600 Alameda de las Pulgas	San Mateo, CA 94403-1061	650.312.7511
Beach Park ES	tk-5	1058 Shell Boulevard	Foster City, CA 94404	650.312.7400
Beresford ES	tk-5	300 - 28th Avenue	San Mateo, CA 94404	650.312.7551
Brewer Island ES	tk-5	1151 Polynesia Drive	Foster City, CA 94404-1938	650.312.7532
College Park ES	tk-5	1001 Bermuda Drive	San Mateo, CA 94401-1768	650.312.7691
Fiesta Gardens ES	k-8	715A Indian Avenue	San Mateo, CA 94403-1508	650.312.7737
Foster City ES	tk-5	461 Beach Park Boulevard	Foster City, CA 94404-2713	650.312.7522
George Hall ES	tk-5	130 San Miguel Way	San Mateo, CA 94403-2954	650.312.7533
Highlands ES	tk-5	2320 Newport Street	San Mateo, CA 94402-3838	650.312.7544
Laurel ES	tk-5	316 - 36th Avenue	San Mateo, CA 94403-4204	650.312.7555
Cottage Grove ES	tk-5	949 Ocean View Avenue	San Mateo, CA 94401-3462	650.312.7550
Meadow Heights ES	k-5	2619 Dolores Street	San Mateo, CA 94405-2644	650.312.7566
San Mateo Park ES	k-5	161 Clark Drive	San Mateo, CA 94402-1002	650.312.7577
Sunnybrae ES	tk-5	1031 South Delaware Street	San Mateo, CA 94402-1855	650.312.7599
Turnbull CDC	cdc	715B Indian Avenue	San Mateo, CA 94401	650.312.7766
<i>Secondary</i>				
Abbott MS	6-8	600 - 36th Avenue	San Mateo, CA 94403-4101	650.312.7600
Bayside Academy	k-8	2025 Kehoe Avenue	San Mateo, CA 94403-1061	650.312.7660
Borel MS	6-8	425 Barneson Avenue	San Mateo, CA 94403-2405	650.312.7670
Bowditch MS	6-8	1450 Tarpon Street	Foster City, CA 94404-1938	650.312.7680
North Shoreview Montessori	k-8	1301 Cypress Avenue	San Mateo, CA 94401-2007	650.312.7588
Parkside Montessori	tk-8	1685 Eisenhower Street	San Mateo, CA 94403-1045	650.312.7575
<i>Other Sites</i>				
District Office		1170 Chess Drive	Foster City, CA 94404	650.312.7700
Maintenance, Operations, Transportation		1410 South Amphlett Boulevard	San Mateo, CA 94402	650.312.7883

Addendum #1 - Q&A

San Mateo-Foster City District-wide Copiers RFP #2627-01

#	Question	Answer