

Midland Public Schools

REQUEST FOR PROPOSAL

Purchase of New Printers and Multifunction Devices Bid

Key Dates

Bid Issue Date: January 9, 2018

Questions Due: January 22, 2018

Mandatory Walk-through: January 15, 2018, 9:00 AM at Administration Center, Room C

Bid Due and Opening: January 29, 2018, 2:00 PM at Administration Center, Room A

Bid Award: 2018

**Midland Public Schools
600 East Carpenter St.
Midland MI 48640-5417**

Midland Public Schools

Request for Proposal – Purchase of Multifunction Devices and Printers

January 9, 2018

Purpose

The Midland Public Schools Board of Education will receive bid proposals for the purchase of printers, multifunction devices, and large format printers, that best satisfy the district's educational and business needs.

Submission of Bid

Bids shall be submitted in accordance with this RFP. **Sealed bids clearly labeled “Purchase of New Printers and Multifunction Devices RFP Bid will be received by Midland Public Schools until 2:00 pm EST on January 29 2018, in the MPS Administration Center Conference Room A, at which time all bids will be publicly opened and read.** Bids received via fax or email will not be considered. Bidder shall submit duplicate copies of the Bid Proposal Form. Proposals are to be delivered to the attention of:

David Dziedzic
Midland Public Schools
600 East Carpenter St.
Midland MI 48640

Proposals received after this date and time will not be accepted. Proposals without the required Sworn and Notarized Familial Disclosure Statement and the Iran Sanctions Form having been completed will not be accepted. All bids shall be firm for one hundred twenty days (120) from the date of the bid opening. All bids to be considered must meet or exceed all specifications herein.

This bid is made without any previous understanding or agreement with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.

All questions should be directed to David Dziedzic in writing, and emailed to dziedzicda@midlandps.org or faxed to 989-923-5004. Questions shall be submitted no later than Monday, January 22, 2018, prior to the receipt of bids.

Method of Bidding

Each bidder shall submit his/her proposal in the following ways:

1. Base BID for “Instructions to Bidders 5(A-G)” below: Outright Combined Purchase Price for all devices included in RFP response.

2. Base BID for "Instructions to Bidders 5(A-G)" below: Outright Individual Purchase Price for each type of device included in RFP response.
3. TRADE IN VALUE: Trade In Value for existing devices to be disposed.
4. ADD ALTERNATE 1: Purchase Price for Additional Features on devices.

Proposal shall be accompanied with a brochure or descriptive literature, specifications, pictures and manufacturer's data for each model bid.

Pricing

Pricing shall be FOB destination, freight prepaid, and include unloading and installation services at multiple locations. Pricing shall include multiple training sessions at each location on the new equipment. Refresher training sessions may need to be conducted on an annual basis. No additional charges shall be incurred for training, unpacking, unboxing, uncrating or delivering new equipment. No additional charges shall be incurred for packing, boxing, crating or removing existing equipment.

Right to Reject Bid

The Board of Education reserves the right to accept or reject any or all item(s) in the bid; to accept or reject any or all bid(s); to waive any informalities therein; or for any reason, to award the contract to other than the low bidder. If a unit price or extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.

Bidders can bid on all or some of the bid categories.

The bidder shall provide full disclosure of all existing client relationships that currently or prospectively may give rise to conflicts of interest and disqualification as governed by the codes of rules of professional responsibility and conduct.

Award

It is the intent of Midland Public Schools to award the bid by March 19, 2018. The equipment is to be installed and operational no later than April 30th, 2018. Winning vendor must train personnel as equipment is installed. Post-bid on-site demonstration may be required from top bidders.

Submission of a bid will be construed as a conclusive presumption that the bidder is thoroughly familiar with the RFP requirements and that bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.

The following criterion shall be considered in making an award, in no particular order: purchase price of equipment, maintenance/service charges, conformity to listed specifications, delivery of the multifunction devices within the required time schedule, service and warranty provided, references, independent evaluations of submitted devices (Best Buy, Buyer's Laboratory, etc), or any other criteria deemed important by District.

Instructions to Bidders

1. Bidder must clearly state in the bid any exceptions to the enclosed specifications. The listing of exceptions, if any, is mandatory. Any exceptions found in review but not listed could be a

basis for rejection of the bid. Bidder must provide the brand name, relabeled name (if applicable), model number and manufacturer's number for all devices proposed.

2. Bidders must clearly indicate extent of warranties, guaranteed response time, and ability to provide parts and services for the equipment on which they are bidding. Bidders must also indicate the total number of local customer service support representatives and % of repair parts available in service vehicle. Bidders must provide written confirmation from the original equipment manufacturer that the manufacturer will provide full maintenance should the bidder be unable to do so over the life of the contract.
3. The equipment is to be furnished in accordance with the specifications and deliveries are to be made only upon purchase order issued by Midland Public Schools. The devices are to be delivered to the individual schools in the specific room locations, and in the time frames determined after the post bid interviews by a group of stakeholders including the accepted bidder.
4. It is understood that the Midland Public Schools is a governmental unit, and as such, is exempt from the payment of all State and Federal Taxes applying to the products specified in this document. Therefore, the prices quoted by the Bidder should not include any allocation for taxes. The successful bidder shall pay all other taxes required by law.
5. The following items must be included in your base bid price:
 - (a) The machines and devices offered including manufacturer name, brand name, relabeled name (if applicable), model number, market introduction date and complete specifications sheet, detailing all features and components.
 - (b) Delivery and installation of the machines.
 - (c) Instructions, manuals and in-service training(s) to individual school building personnel concerning operation of equipment on mutually acceptable dates as agreed to between the District and Bidder.
 - (d) Cost of removal, transportation, and disposal of any and all obsolete multifunction devices, duplicators, printers, large format printers, and unwanted accessories.
 - (e) Copier service and maintenance within 4 working hours of all machines in good working condition, including but not limited to all necessary inspections, repairs and adjustments, including replacement of parts and drums. **Bidders must indicate cost of maintenance and supplies on a cost per copy basis for a 60-month contract duration.** District will not entertain any minimum volume, monthly flat charge or copy allowance requirements.
 - (f) Bidder will provide a Cloud-based or Server-based solution for faxing. We currently have 21 Fax DIDs that need to be ported. The following functionality is needed: fax from multifunction devices, fax from desktop, ability to have faxes delivered via email or web portal. and reporting. Fax solution has to comply with PCI, HIPPA, and FERPA. Needs to handle approximately 1000 users and an average of 1400 faxes per month.
 - (g) Printer Management Software - PaperCut MF preferred, or equivalent that including, but not limited to, the following capabilities: track all multifunction/printer activities (scanning, printing and copying), pull printing with secure print release, connect to Active Directory to allow end-user authentication at the multifunction device,

Chromebook printing, Print Quotas, set restrictions for groups of users, and reporting for both users and groups of users.

6. Machines shall be kept in good working order so that work delays and copy problems will be minimized. Machines must meet or exceed the total volume requirements listed under Copier Equipment Needed.
7. The proposal shall be for a direct purchase after all equipment is installed, fully functioning and training has been completed. All equipment should be titled in Midland Public Schools' name.
8. The Bidder must submit the names of four (4) school districts of similar sized or larger k-12 public school districts, whereby bidder is their sole provider of devices. Midland Public Schools has an enrollment of 8,140 students and 950 employees. Include district name, Business Manager contact name, address, phone number, and number of years the Bidder has serviced the district. List equipment manufacturer, number of units your firm has placed and is currently servicing at that district.
9. The attached Bid Proposal Form must be completed and enclosed as part of the bid proposal. Submit two signed copies of all documents.
10. Any deviation or voluntary alternates to bid specifications must be submitted in writing with bid response. All copier specifications sheets and independent evaluations must accompany bid response.
11. Bidder must provide all workers compensation and general liability insurance coverage for all workers involved in delivery, moving, installation, and servicing of equipment.
12. Contractor agrees to accept responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release the District, its officers, and employees, from actions, claims, damages, disabilities or the cost of litigation that are asserted by any person or entity to the extent arising out of the negligent acts or omissions or willful misconduct in the performance by the Contractor hereunder, whether or not there is concurrent negligence on the part of the District, but excluding liability due to the active negligence or willful misconduct of the District. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents, under workmen's compensation acts, disability benefits acts or other employees' benefits acts.

Addenda

Each bidder shall ascertain prior to submitting his/her bid that he/she has received all addenda issued. Addenda issued during the time of bidding shall become part of the contract documents and receipt thereof shall be acknowledged on the bid proposal.

Addenda will be mailed or delivered to all who are known by the District to have a set of contract documents. Copies of addenda will be made available for inspection wherever contract documents are on file for that purpose.



January 9, 2018
David A. Dziedzic, Jr.
Director of Technology

Multifunction Equipment Specifications

Devices must be brand new, with less than 700 copies already made upon delivery. Devices furnished must be digital and include all new parts of standard first grade quality, constructed of 100% new components. District will not accept analog, discontinued, remanufactured, certified remanufactured, newly remanufactured, reconditioned, demonstration models, loaners, previously installed devices, or the like for any reason.

Devices furnished must produce readable, useful, plain paper prints/copies of such typical originals as handwritten and typewritten pages, copies of copies, halftones, carbonless forms, books, and colored stock as determined by the School District. Output shall be resistant to smudging and shall have readability and file life in excess of seven (7) years as used under normal office use, climate and storage conditions.

Device noise level, when in standby mode, shall not produce a noise level from fans or other components which exceeds the normal office background noise level as determined by the District.

All equipment shall meet or exceed the requirements of Underwriters Laboratory (U.L.). Each machine shall have the U.L. label affixed in a conspicuous place. The School District will furnish suitable electric current to operate the equipment with properly grounded receptacles.

Minimum multifunction equipment specifications, for all classifications of multifunction devices, include:

Paper Input (Original):

- Copy from bound volumes
- All colored original stocks
- Multi-forms
- System able to handle letter (8.5"x11"), legal (8.5"x14"), and ledger (11"x17") size originals

Paper Output (Copies):

- standard 20 bond 25% cotton paper
- Transparencies
- Recycled paper
- Heavy stock paper from 28-110 lb. through at least one paper source
- Pressure sensitive labels
- Produce dry, non-smudged copies

Features:

- Multicard Badge readers (including MIFARE DESFire 13.56 MHz badge reading) for all devices for secure printing (internal preferred, external badge readers may be acceptable)
- Ability to print from Google Drive via the multifunction device
- Ability to print from USB
- Duplex printing
- Color Scanning to include scan to email, file or folder on the district network, files or folders on Google Drive, USB
- OCR Scanning
- Ability to fax through the requested fax server
- Automated device management and meter read software.
- Fully network connected with Ethernet connectivity
- One copy of operator manual needed with each device
- Stop copy button
- Job Interrupt
- Anamorphic zoom (x/y zoom)
- Bypass Tray
- Clear, concise, easy to read touch screen display
- Easily identifiable, labeled paper trays able to handle letter and legal size paper
- Multiple output trays, ability to adjust to different paper sizes
- Programmable energy saving mode when not in use
- Energy Star compliance
- Include surge suppressors with each unit (Tripp-Lite preferred)

Automatic Capabilities:

- Automatic document feeder
- Reversing automatic document feeder
- Automatic image layout
- Automatic image rotation
- Automatic stackless duplexing
- Automatic paper selection
- Automatic magnification selection
- Scan while print

Finishing Capabilities:

- Automatic sorter
- Offset stacking finishing catch tray
- 600 DPI minimum
- Scan once/print many
- Border erase
- Split page book copying
- Image shift
- Combine originals/signature booklet making
- Transparency interleaving

Additional specifications for High Capacity B&W multifunction device, shall also include:

- Must be a production quality printer
- 250 sheet duplex automatic document feeder

- Total minimum paper capacity of 3,300 sheets
- 100 sheet stapler/finisher with multi-position stapling
- Manufacturer maximum monthly duty cycle must be 1.5 million or higher.
- Copy/Print up to 11x17 (ledger/tabloid) page size. Ledger copy shall be charged as one image only—not 2 images.
- Monthly Duty Cycle Minimum - 75,000 pages
- Speed Minimum - 100 ppm

Additional specifications for Regular Capacity B&W and Color multifunction devices, shall also include:

- 100 sheet duplex automatic document feeder
- Total minimum paper capacity of 2,300 sheets
- 50 sheet stapler/finisher with multi-position stapling
- Copy/Print up to 11x17 (ledger/tabloid) page size. Ledger copy shall be charged as one image only—not 2 images.

Additional specifications for Desktop B&W and Color multifunction devices, shall also include:

- There are no additional features required beyond the minimum multifunction device specification.

Additional specifications for MICR Multifunction device specifications, shall also include

- Support PCL 5/6 or Postscript
- Hardware MICR font add-on (e.g. Compact Flash Card, DIMM, USB Drive)
- MICR toner cartridge available

Printer Equipment Specifications

Devices must be brand new, with less than 700 copies already made upon delivery. Devices furnished must be digital and include all new parts of standard first grade quality, constructed of 100% new components. District will not accept analog, discontinued, remanufactured, certified remanufactured, newly remanufactured, reconditioned, demonstration models, loaners, previously installed devices, or the like for any reason.

Devices furnished must produce readable, useful, plain paper prints. Output shall be resistant to smudging and shall have readability and file life in excess of seven (7) years as used under normal office use, climate and storage conditions.

Device noise level, when in standby mode, shall not produce a noise level from fans or other components which exceeds the normal office background noise level as determined by the District.

All equipment shall meet or exceed the requirements of Underwriters Laboratory (U.L.). Each machine shall have the U.L. label affixed in a conspicuous place. The School District will furnish suitable electric current to operate the equipment with properly grounded receptacles.

Minimum printer equipment specifications, for color printer, include:**Paper Output :**

- standard 20 bond 25% cotton paper
- Transparencies
- Recycled paper
- Heavy stock paper from 28-110 lb. through at least one paper source
- Pressure sensitive labels
- Produce dry, non-smudged copies

Features:

- Multicard Badge readers (including MIFARE DESFire 13.56 MHz badge reading) for all printers for secure printing (internal preferred, external badge readers may be acceptable)
- Ability to print from Google Drive via the multifunction device
- Ability to print from USB
- Automated device management and meter read software.
- Fully network connected with Ethernet connectivity
- One copy of operator manual needed with each device
- Bypass Tray
- Clear, concise, easy to read touch screen display
- Easily identifiable, labeled paper trays able to handle letter and legal size paper
- Programmable energy saving mode when not in use
- Energy Star compliance
- Include surge suppressors with each unit (Tripp-Lite preferred)
- High Quality print outs
- Duplexing
- print up to 11" x 17" from internal paper tray (other than bypass tray)

Minimum specifications for Maintenance Department Plotter

- Color
- AutoCAD Drivers
- Paper Cutter
- 2400x1200 dpi
- Scanner capabilities, Blueprints - scan to PDF format, scan to USB, scan to email, scan to Google Drive
- Scan resolution up to 600 dpi
- E Size Paper

ADD Alternate 1 Specifications

ADD Alternate 1 allows the District to add the following options to none, one, some, or all of the proposed devices.

- High Capacity Multifunction
 - Large Capacity Tray shall provide a minimum paper capacity of 4,000 sheets.
 - Finishing options
 - 2/3 hole punch
 - stapler
 - Additional RAM**

- Regular Capacity Multifunction
 - Large Capacity Tray shall provide a minimum paper capacity of 4,000 sheets.
 - Finishing options
 - 2/3 hole punch
 - stapler
 - Envelope feeders
 - Additional RAM**

- Desktop Multifunction
 - Envelope feeders
 - Extra Input Tray
 - Additional RAM**

- Color Printer
 - Extra Input Tray

**Additional RAM required for any multifunctions necessary to perform OCR scanning efficiently.

Midland Public Schools 2017 Network Environment

All network equipment must be OEM hardware, fully supported and integral to the device unit itself. It must also support and be fully compatible with existing District network hardware, software, and infrastructure.

Architecture of our network includes the following:

- We have a Windows 2008/2012/2016 Server environment.
- One domain.
- Cisco switches
- Cisco phone system
- Fiber among buildings
- 100MB to desktop
- All computers are Windows 7 or 10 or Chromebooks

Software Used: Office 2016, Office 365, G Suite for Education, AutoCAD 2018, Adobe Creative Suite 2017

Email System: Gmail

Operating System(s): Windows 7, Windows 10, Windows Server 2012, Windows Server 2016, ChromeOS

File Format: PCL

Print Drivers: PCL5e/PCL6/PS

Network Operating System: MS Windows Version 2012

Network Cabling: Ethernet, 100BaseT minimum

Network Protocol: TCP/IP

New Multifunction/Printer Purchases:

Type	Speed:	Avg. Volume (pages per month)	Features:	QTY:	LOCATIONS:
High Capacity B&W multifunction	100+ ppm	75,000	Copy, Color scan, print	7	See Addendum 1
Regular Capacity B&W multifunction	50+ ppm	45,000	Copy, Color scan, print	22	See Addendum 1
Regular Capacity Color multifunction	50+ ppm	20,000	Copy, Color Scan, Color print	15	See Addendum 1
Desktop B&W multifunction	35+ ppm	5,000	Copy, Color Scan, print	24	See Addendum 1
Desktop Color multifunction	35+ ppm	3,000	Copy, Color Scan, Color print	12	See Addendum 1
Color Printer	30+ ppm	2,000	High Quality Color print	6	See Addendum 1
MICR Multifunction	35+ ppm	3,000	MICR Toner	1	See Addendum 1
Plotter	2+ ppm	100		1	See Addendum 1
			GRAND TOTAL	87	

Copier/printers/plotters Trade Ins:

District reserves the right to trade in all, some, one or none of the below printers/multifunction devices.

devices:	QTY:
Xerox Phaser 3600DN	49
Xerox Phaser 3250DN	2
Xerox Phaser 6700	7
Xerox Phaser 7500	13
Xerox WorkCentre 3550	1
Xerox WorkCentre 5335	5
Xerox WorkCentre 5755	14
Xerox WorkCentre 5775	16
Xerox WorkCentre 7545	9
Xerox WorkCentre 7120	1
HP DesignJet 500	3
HP DesignJet T1100	1
HP Designjet T920	2
Xerox D95	3
HP LaserJet 4200	1
Xerox Phaser 6280DN	1
GRAND TOTAL	128

Installation and Site Preparation

The sites should not require any modification or preparation. Any proposed modifications are subject to District approval prior to the placement of any office equipment at any location. The Bidder shall provide Midland Public Schools with written requirements for the installation of their equipment if different than existing. It is the responsibility of the Bidder to profile the requirements of the site. It is Midland Public Schools' responsibility to provide the electrical and site preparation. Surge suppressors shall be provided by the Bidder at no charge.

The District shall require the Bidder to move the machines at any time, upon request, at no charge to the District. This shall apply to moves within one building or between two or more buildings. This guarantee shall remain in force for as long as the District is paying for service/maintenance agreement on the machine.

Meter Reading and Copy Allowance

The successful Bidder shall provide an efficient and no-cost system for collecting copier meter readings quarterly and shall report this information to the Midland Public Schools Business Office. The District requires automated data collection / meter reads taken from the software network for each copier. The Bidder shall be responsible for this report generation.

Invoices shall include: Building, location, printer/copier model, model accessories, beginning count, ending count, number of copies made per month, actual or estimated reading, and monthly average volume. Devices located at the same building shall be grouped together.

The device shall report a larger-size output copy, such as 11" x 17", as one image (one click) and not two (or more) images. Bidder shall not charge District for 2 clicks for 11" x 17" copies for any reason.

Reports

It is important that the successful Bidder communicate and report device activity and service levels to the District's Business Office at any time. The District values a partnership with a company that is proactive in discovering trends, problems, opportunities, etc to improve our experience and prolong the life of all machines. The District shall not be responsible for gathering usage or service level data ourselves.

Replenishment Orders

The District shall not incur any costs associated with placing orders for consumable supplies, such as toner. There shall not be any minimum or maximum order restrictions imposed by the successful Bidder at any one occasion or period of time.

Maintenance

In addition to the supply of the equipment, the successful vendor will be required, upon approval by District, to perform all maintenance and repairs necessary to maintain the devices.

Service/maintenance agreements must include the following: call charges, drive time, all parts, including all labor, drum, toner, developer, moving services, and any other items required for the operation of the device (except paper). Maintenance agreements must include OEM factory parts only. Aftermarket parts will not be accepted.

Equipment maintenance and repairs shall be performed during normal office hours by qualified maintenance personnel that are certified to repair the makes and models of devices sold to the district through this bid. Regular office hours vary at each school location, but are generally 8 am to 4 pm, Monday through Friday. The vendor is required to provide services at other times as required.

Maintenance and repair calls must be performed within four (4) hours of request for service. The maximum allowable downtime for any one piece of equipment is 24 hours. A "loaner" device must be placed in the building for any equipment that cannot be repaired and restored to normal operating service within 24 hours. Excluded from the requirements are delays resulting from acts of God, accidents, extreme weather conditions, strikes or similar causes. The intention is that necessary repairs be made promptly.

Bidder must maintain a maintenance dispatch center within the Great Lakes Bay Region. Bidder must maintain sufficient parts inventory at the vendor's location. Sufficient standard preventative maintenance inventory, along with reasonable consumable supply inventories, must also be available at sites located within Midland Public Schools.

Preventive maintenance will be performed according to manufacturer's recommendations. It is the Bidder's responsibility to schedule preventive maintenance that meets those manufacturer's recommendations. Bidders shall give the Technology Department 8 business hour advance notice of the Bidder's intent to perform preventive maintenance. The Bidder's service technician shall check in and out with the building main office upon arrival and departure.

Each machine should have a permanent record of machine maintenance available in electronic format. Vendor shall be proactive in identifying recurrent service issues and bring them to the District's attention.

BID PROPOSAL FORM

Midland Public Schools REQUEST FOR PROPOSAL – MULTIFUNCTION DEVICES/PRINTERS

The undersigned understands that the District reserves the right to reject any and all bids in whole or in part, and to waive informalities and irregularities in bidding. District also reserves the right to hold bids for a minimum of 120 days from bid opening date. Upon receipt of this bid, Midland Public School district reserves the right to accept or reject any part of, or the complete bid for any reason deemed to be in the best interest of the school district.

If award is made to us under this proposal, we agree to enter into an Agreement with Midland Public Schools to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of plans, drawings and specifications.

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Midland Public Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Midland Public Schools, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Midland Public Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name, title, and signature of individual duly authorized to execute contracts:

Name _____

Title _____

Signature _____

ADDENDA

The undersigned acknowledges receipt of the following addenda:

Addendum # _____ dated _____

Addendum # _____ dated _____

NAME OF BIDDER: _____

ADDRESS: _____

PHONE: _____ ext _____ FAX: _____

EMAIL ADDRESS: _____

CONTACT NAME: _____

Authorized Distributor of Equipment: YES _____ NO _____

Number of Years in Business as Copier Dealer: _____

SERVICE/MAINTENANCE:

Provide response times, service team, parts inventory control, dispatch procedures, mean devices between service calls by model bid, etc. Also include the number of service technicians trained on all proposed models within the Great Lakes Bay Region. Must be able to provide, upon request, quarterly service histories per machine. Service histories shall include monthly/quarterly volume, average time between failure, average copies between failure, response time, unit location, unit model, unit serial number.

Number of Service Technicians to handle Midland Public Schools Account: _____

Number of Devices Under Maintenance Contract in the Great Lakes Bay Region: _____

Average Monthly Devices Serviced in Great Lakes Bay Region: _____

Average Tenure of Technicians: _____ **Average Tenure of Managers:** _____

Annual Turnover Rate of Technicians: _____ **Annual Turnover Rate of Managers:** _____

Dispatch Procedure:

Guaranteed Response Time: _____ **Average Actual Response Time:** _____

Parts Availability: _____ **Average Car Stock/Parts Value: \$** _____

Response Time Success Percentage (Fixed Problem during first and only service call): _____

SUBCONTRACTORS: List any and all subcontractors to be used in contract:

EXCEPTIONS: Vendor shall detail below all exceptions to the bid and/or contract terms and conditions:

High Capacity B&W multifunction devices:

MANUFACTURER: _____ MODEL: _____ SPEED: _____
 YEAR MODEL WAS INTRODUCED: _____
 POWER REQUIREMENT: _____ PLUG TYPE: _____

Quantity Purchase Price

Description	QUANTITY	Cost Per Unit	Total Cost for all Units
Outright Purchase Price:	7		

Individual Purchase Price

Description	Cost Per Unit
Outright Purchase Price:	

ADD ALTERNATE 1: OPTIONAL FEATURE FOR ABOVE MULTIFUNCTION DEVICES

Description	Cost Per Unit	Total Cost for all Units
Large Capacity Tray:		
2/3 Hole Punch:		
Stapler		
Extra RAM		

Regular Capacity B&W multifunction devices:

MANUFACTURER: _____ MODEL: _____ SPEED: _____
 YEAR MODEL WAS INTRODUCED: _____
 POWER REQUIREMENT: _____ PLUG TYPE: _____

Quantity Purchase Price

Description	QUANTITY	Cost Per Unit	Total Cost for all Units
Outright Purchase Price:	22		

Individual Purchase Price

Description	Cost Per Unit
Outright Purchase Price:	

ADD ALTERNATE 1: OPTIONAL FEATURE FOR ABOVE MULTIFUNCTION DEVICES

Description	Cost Per Unit	Total Cost for all Units
Large Capacity Tray:		
2/3 Hole Punch:		
Stapler		
Envelope Feeder		
Extra RAM		

Regular Capacity COLOR multifunction devices:

MANUFACTURER: _____ MODEL: _____ SPEED: _____
 YEAR MODEL WAS INTRODUCED: _____
 POWER REQUIREMENT: _____ PLUG TYPE: _____

Quantity Purchase Price

Description	QUANTITY	Cost Per Unit	Total Cost for all Units
Outright Purchase Price:	15		

Individual Purchase Price

Description	Cost Per Unit
Outright Purchase Price:	

ADD ALTERNATE 1: OPTIONAL FEATURE FOR ABOVE MULTIFUNCTION DEVICES

Description	Cost Per Unit	Total Cost for all Units
Large Capacity Tray:		
2/3 Hole Punch:		
Stapler		
Envelope Feeder		
Extra RAM		

Desktop B&W MULTIFUNCTION:

MANUFACTURER: _____ MODEL: _____ SPEED: _____
 YEAR MODEL WAS INTRODUCED: _____
 POWER REQUIREMENT: _____ PLUG TYPE: _____

Quantity Purchase Price

Description	QUANTITY	Cost Per Unit	Total Cost for all Units
Outright Purchase Price:	24		

Individual Purchase Price

Description	Cost Per Unit
Outright Purchase Price:	

ADD ALTERNATE 1: OPTIONAL FEATURE FOR ABOVE multifunction devices

Description	Cost Per Unit	Total Cost for all Units
Envelope Feeder		
Extra Tray		
Extra RAM		

Desktop COLOR MULTIFUNCTION:

MANUFACTURER: _____ MODEL: _____ SPEED: _____
 YEAR MODEL WAS INTRODUCED: _____
 POWER REQUIREMENT: _____ PLUG TYPE: _____

Quantity Purchase Price

Description	QUANTITY	Cost Per Unit	Total Cost for all Units
Outright Purchase Price:	12		

Individual Purchase Price

Description	Cost Per Unit
Outright Purchase Price:	

ADD ALTERNATE 1: OPTIONAL FEATURE FOR ABOVE MULTIFUNCTION DEVICES

Description	Cost Per Unit	Total Cost for all Units
Envelope Feeder		
Extra Tray		

COLOR PRINTER:

MANUFACTURER: _____ MODEL: _____ SPEED: _____
 YEAR MODEL WAS INTRODUCED MODEL: _____
 POWER REQUIREMENT: _____ PLUG TYPE: _____

Quantity Purchase Price

Description	QUANTITY	Cost Per Unit	Total Cost for all Units
Outright Purchase Price:	6		

Individual Purchase Price

Description	Cost Per Unit
Outright Purchase Price:	

ADD ALTERNATE 1: OPTIONAL FEATURE FOR ABOVE MULTIFUNCTION DEVICES

Description	Cost Per Unit	Total Cost for all Units
Extra Tray		

MICR B&W MULTIFUNCTION:

MANUFACTURER: _____ MODEL: _____ SPEED: _____
 YEAR MODEL WAS INTRODUCED: _____
 POWER REQUIREMENT: _____ PLUG TYPE: _____

Quantity Purchase Price

Description	QUANTITY	Cost Per Unit	Total Cost for all Units
Outright Purchase Price:	1		

Individual Purchase Price

Description	Cost Per Unit
Outright Purchase Price:	

ADD ALTERNATE 1: OPTIONAL FEATURE FOR ABOVE MULTIFUNCTION DEVICES

Description	Cost Per Unit	Total Cost for all Units
Extra Tray		
Envelope Feeder		

Maintenance Department Plotter:

MANUFACTURER _____ MODEL _____ SPEED _____

YEAR INTRODUCED MODEL: _____

POWER REQUIREMENT: _____ PLUG TYPE: _____

Quantity Purchase Price

Description	QUANTITY	Cost Per Unit	Total Cost for all Units
Outright Purchase Price:	1		

Individual Purchase Price

Description	Cost Per Unit
Outright Purchase Price:	

Printer Management Software (Papercut preferred): \$ _____

Fax Server Solution: \$ _____

QUANTITY PURCHASE PRICE TOTAL: (Price should include all devices, printer management software, fax server, and any other software or hardware costs to make this a complete solution)
 \$ _____

TRADE-IN CREDIT: Bidder remains responsible for the removal and disposal of the trade-in equipment regardless if a credit has been provided, or not, on the equipment. District reserves the right to trade in all, some, one or none of the listed models.

\$ _____ TOTAL CREDIT

devices:	UNIT PRICE TRADE IN CREDIT (\$)
Xerox Phaser 3600DN	
Xerox Phaser 3250DN	
Xerox Phaser 6700	
Xerox Phaser 7500	
Xerox WorkCentre 3550	
Xerox WorkCentre 5335	
Xerox WorkCentre 5755	
Xerox WorkCentre 5775	
Xerox WorkCentre 7545	
Xerox WorkCentre 7120	
HP DesignJet 500	
HP DesignJet T1100	
HP Designjet T920	
Xerox D95	
HP LaserJet 4200	
Xerox Phaser 6280DN	

SERVICE, MAINTENANCE AND SUPPLIES (All supplies including staples, excluding paper):

COST PER COPY (CPC): _____ FOR 60 MONTHS
(No flat monthly charges, minimum copy volumes or copy allowances required. Cost per copy charges must be firm for 60 months).

SERVICE, MAINTENANCE AND SUPPLIES (All supplies excluding staples and paper):

COST PER COPY (CPC): _____ FOR 60 MONTHS
(No flat monthly charges, minimum copy volumes or copy allowances required. Cost per copy charges must be firm for 60 months).

STAPLE COSTS IF PURCHASED INDIVIDUALLY:

Bidder shall indicate staple cost below:

REQUIRED STAPLES 1: Item Number: _____ # Staples/Cartridge: _____
Cartridges/Pack: _____ Total Number of Staples in Pack: _____
Cost per Pack Qty: _____ Device Model Number: _____
Cost per Pack Qty shall be a fixed cost for 60 months.

REQUIRED STAPLES 2: Item Number: _____ # Staples/Cartridge: _____
Cartridges/Pack: _____ Total Number of Staples in Pack: _____
Cost per Pack Qty: _____ Device Model Number: _____
Cost per Pack Qty shall be a fixed cost for 60 months.

TONER COSTS:

Bidder shall indicate which toners are not included in the maintenance agreement, such as the MICR toner or the plotter printheads and ink cartridges.

Bidder shall complete the following section in order to be considered for this bid award.

I have attached complete descriptive literature, official product warranty and specifications, including side-by-side product comparisons from Better Buys for Business / Buyers Laboratory evaluations for the devices being bid. Yes No

I have attached the required Iran Sanctions Affidavit. Yes No

I have attached the required Sworn and Notarized Familial Disclosure Statement Yes No

I have read all bid instructions, specifications and requirements. Yes No

I acknowledge that this bid proposal will be evaluated as "submitted". Yes No

I acknowledge that the school district may at their option reject any or all bids, and award to the bidder with the most advantageous proposal. Yes No

I agree to keep the purchase price firm for an additional twenty-four (24) months after award, to allow for additional purchases. Yes No

I agree to move equipment, at no cost to the District and for any reason, around the District at any time so long as the equipment is under a service/maintenance agreement. Yes No

BID PIGGYBACKING

During the term of the agreement resulting from this Request for Proposal the Midland Public Schools would like to afford the same prices, terms and conditions to other local governments and public schools located in Great Lakes Bay Region even though their requirements are not included in the Bid. Please indicate your willingness to extend your prices to other local government entities and public schools by checking the corresponding box below.

I agree to extend my prices to other districts with no price increases

I do not agree to extend my prices

I agree to extend my prices to other districts with the following annual price increase cap (do not exceed) _____% annually

REFERENCES

Attach the names of three references to your bid, preferably Michigan public school districts in which you are sole or majority provider of networked devices:

NAME OF SCHOOL DISTRICT/ORGANIZATION: _____

CONTACT PERSON: _____ PHONE NO: _____

NAME OF SCHOOL DISTRICT/ORGANIZATION: _____

CONTACT PERSON: _____ PHONE NO: _____

NAME OF SCHOOL DISTRICT/ORGANIZATION: _____

CONTACT PERSON: _____ PHONE NO: _____

NAME OF SCHOOL DISTRICT/ORGANIZATION: _____

CONTACT PERSON: _____ PHONE NO: _____

**MIDLAND PUBLIC SCHOOLS
MIDLAND, MICHIGAN**

New Printers and Multifunction Devices

Sworn and Notarized Familial Disclosure Statement

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid proposal. The bid proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Midland Public Schools Board or the Midland Public Schools Superintendent. The District will not accept a bid proposal that does not include this sworn and notarized disclosure statement.

The members of the Midland Public Schools Board are: Angela Brandstadt, Pamela Singer, Scott McFarland, Brad Blasy, Lynn Baker, Patrick Frazee and Mary Fredell. The Midland Public Schools Superintendent is Michael Sharrow.

The following are the familial relationship(s):

	Owner/Employee	Name Related to:	Relationship
1			
2			
3			
4			
5			

Attach additional pages if necessary to disclose familial relationships.

There is no familial relationship that exists between the owner or any employee of the service provider and any member of the Midland Public Schools Board, or the Midland Public Schools Superintendent.

BIDDER'S FIRM NAME _____

BY (SIGNATURE) _____

PRINTED NAME AND TITLE _____

Subscribed and sworn before me, this _____ day of _____, 20 ____, a Notary Public in and for _____ County, _____

(Signature) NOTARY PUBLIC
My Commission expires _____

