



Unified School District 263
628 East Mulvane Street
Mulvane, Kansas 67110

Request for Proposal

Multifunction Copy Machine and Maintenance Services

RFP Available

Nov 4th 2024

Deadline for Submission

Dec 2nd 2024

Contact

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Multifunction Copy Machine and Maintenance Services

Request for Proposal

I. SUMMARY

The Mulvane school district is soliciting sealed and written proposals for the District's purchase of 8 color and 11 black and white multifunction copy machines and equipment maintenance for the next 5 years. Any awarded contact must be based on "Cost per Copy" pricing wherein the successful vendor supplies the copy machine, initial installation and configuration, training, maintenance, repairs, parts, and all consumables (except paper). Each new copy machine must be delivered and installed at the specific location as defined by the school district. Any proposal wishing to be considered must be received at Unified School District 263 Central Office (628 East Mulvane Street-Mulvane, KS 67110) by 3:00 PM on Monday, December 2, 2024 when the proposals will be publicly opened. Late proposals will not be considered. The District reserves the right to reject any and/or all proposals and waives any and/or all formalities. Questions and/or any requests for additional information should be directed to Joshua Nearhood using the contact information listed on the cover page of this proposal.

II. DEADLINE FOR PROPOSALS TO BE CONSIDERED

Dec 2nd @ 3:00 PM: Unified School District 263 will stop accepting proposals related to this document and successful proposals received in accordance with the guidelines of this document will be publicly opened. No late proposals will be considered.

III. DESCRIPTION OF NEED

Unified School District 263 needs to purchase 19 copy machines, all multi-functional digit equipment, to be placed in school offices, school workrooms, and administrative offices. A list of proposed equipment, designation by school and placement location, and specific needed features are included. A list of current equipment. A hopeful initiative of this school district is to redirect computer print jobs to its new copy machines with the anticipated goal of reducing total printing cost. Print volume on copy machines may be expected to increase.

IV. TERMS OF CONTRACT

- a. Unified School District 263 will require maintenance agreement provided by winning vendor on all copy machines.
- b. The contract must be designed to consistently mirror the District billing cycle and fiscal calendar. The current District fiscal calendar is July 1 – June 30. The District reserves the right to realign the billing cycle of the contract should the District experience any change in its fiscal calendar. If a change in the billing cycle becomes necessary the District shall provide a minimum of 60 day advanced written notice to the vendor.

- c. All proposals must include individual/separate pricing for each copy machine and maintenance contract pricing.

V. **DELIVERY**

Delivery, configuration, installation, and training will be completed prior to June 1st, 2025.

VI. **PRICE CHANGES**

Prices may decrease any time after award.

VII. **GENERAL INFORMATION**

- a. Copy machines are to provide photocopies of acceptable quality on the various types of papers normally used for photocopying purposes in a school environment. In order to be acceptable, all machines awarded shall create top quality photocopies with consistency and reliability. All units awarded shall produce letter, legal, and ledger size photocopies, shall be equipped with letter, legal and ledger size paper trays, and shall be capable of photocopying letter, legal, and ledger size documents without removing or replacing trays.
- b. All awarded prices include installation of equipment, all consumable supplies (excluding paper), necessary electrical surge protection equipment, and training. All awarded prices shall remain firm for the duration of the contract, including all renewals.
- c. The vendor shall provide sufficient initial training to adequately instruct personnel in the use of equipment. On network connected equipment, training shall also include orientation with the District Director of Technology and technology department at no charge. A manual or manuals containing operating and service instructions for the equipment shall be delivered with each unit. Necessary warnings and safety precautions should be included.
- d. Maintenance Contract Consumable Supplies: This contract is a supply inclusive contract. Vendor is required to include the cost of supplies inclusive of staples and all consumable supplies in the contract price. Paper is NOT included. Vendor shall provide shipping and handling of all included consumables at no charge.

VIII. EQUIPMENT

- a. All district purchased equipment shall be new and meet the requirements of the manufacturer's specification sheets. The definition of new equipment is standard new equipment, latest model of regular stock product and in production at the time of award. Equipment should be new and not remanufactured, reconditioned, newly manufactured, showroom, or used.
- b. If additional equipment is needed within the District prior to the expiration of the contract, any new equipment will be provided at the existing contract price for the awarded contract.
- c. The vendor's recommendation for proposed equipment shall take into consideration the needs of the District by location and volume range. Following the contract award, alterations in product manufacturing, fabrication, or delivery of substitute models require prior written approval of Unified School District 263. If at a later date, the equipment awarded in a contract is discontinued by the manufacturer, the manufacturer will be allowed to substitute at the same price with another model meeting or exceeding specifications in the awarded contract.
- d. Relocating equipment within the same building, same complex, or to another location shall be performed by the vendor.

IX. MAINTENANCE/SERVICE CONTRACT

The vendor during the term of the contract shall provide both remedial and preventative service for all units, the cost for such being included in the quoted contract.

Vendor will provide on-call remedial service, including replacement of all unserviceable parts. Vendor will provide preventative service based upon the manufacturer's recommended schedule, including lubrication, necessary equipment adjustments, and replacement of all unserviceable parts.

Service response for service repair calls shall occur with a maximum response time of four hours on the same day, and should be performed during normal working hours, 8:00 A.M. to 4:00 P.M., Monday – Friday. Fully trained and qualified technicians shall perform all maintenance service and shall be on-site prepared to accomplish repairs within the required response time.

X. **CANCELLATION**

Should the District experience a change in circumstance due to the decision of the District's funding authority such as downsizing, consolidation of facilities, elimination of a program, or some other reason that will negate the need for the equipment, the District reserves the right to cancel the contract of the equipment. If this type of cancellation becomes necessary, the District shall provide a minimum of 60 day advance written notice to the vendor. Any part of the contract may be cancelled for cause under any one of the following circumstances:

- a. The vendor fails to make delivery of goods or services as specified in this contract.
- b. The vendor fails to perform any of the provisions of this contract.
- c. Equipment fails to perform as represented by the vendor.

If cancellation should occur, the awarded vendor shall refund, in full, any unused portion of the prepaid contract payment beginning on the effective date of the cancellation.

XI. **PROPOSAL COST**

Unified School District 263 is not liable for any costs incurred by a vendor prior to the full execution of an awarded contract. All costs incurred in response to this Request for Proposal, including any travel cost incurred to meet with the District, are solely the responsibility of the proposer.

XII. **VENDOR SELECTION**

The District may consider the following when selecting a vendor:

- a. The purchase price
- b. The reputation of the vendor and of the vendor's goods and services
- c. The extent to which the goods and services meet the District's needs
- d. The vendor's past relationship with the District
- e. The impact on the ability of the District to comply with laws and rules
- f. The total long-term cost to the District to acquire the vendor's goods and services
- g. Any other relevant factors specifically listed in the request of bids or proposals
- h. The selected vendor shall be available for follow up questions VIA phone calls and e-mails from Unified School District at no additional cost.

XIII. LIST OF CURRENT EQUIPMENT AND MACHINE MODEL

The winning vendor will be responsible for picking up and removing the following 18 machines from the District at no additional cost to the district. Vendor bids that provide minimal, though reasonable, buy back consideration for this equipment is preferred.

- a. 5 Toshiba Estudio 4505AC Color / Black & White
- b. 8 Toshiba Estudio 5508A Black & White
- c. 1 Toshiba Estudio 6506ACT Color / Black & White
- d. 4 Toshiba Estudio 8508A Black & White

XIV. EQUIPMENT TO BE ORDERED

Unified School District 263 is looking for copy machine models to replace the copy machines listed above. The total copy machines used to replace the current fleet should be limited to 5 different models.

- a. 6 B/W and color machines with FAX and finisher at a minimum of 45 PPM
- b. 1 B/W and color machines with booklet maker and finisher at a minimum of 55 PPM
- c. 4 B/W machines with finisher at a minimum of 75 PPM
- d. 7 B/W machines with finisher at a minimum of 55 PPM
- e. 1 B/W and color machine with finisher at a minimum of 45 PPM without fax

The features listed below outline the minimum required features for all copy machines wishing to be considered.

- a. Duplex capable
- b. Color scan to e-mail (65 PPM+)
- c. FAX (incoming to e-mail) necessary for specified machines
- d. Network printing
- e. Sufficient RAM and hard drive (2+ GB RAM and 250+ GB hard drive minimum)
- f. Staple capable
- g. Integrated hard drive security
- h. Management software
- i. Hole punch capable
- j. 3 trays to hold 8.5"x11", 8.5"x14", and 11"x17"
- k. Automated monthly meter count self-reporting
- l. Use employee district badge to login to copiers
- m. Cloud print features to accommodate a District Chromebook initiative
- n. Central fleet management for network user access