



REQUEST FOR PROPOSALS

District-Wide Copier Services

Proposal Release Date: March 16, 2022

Proposal Due Date: March 31, 2022

INTRODUCTION

Montgomery County Schools is a PreK-12 school district located approximately 30 miles east of Lexington, KY. We serve approximately 4,600 students with a staff of 700 employees. The District includes four elementary schools, a middle school, a high school, an alternative school, and one KECSAC school. In addition, copier services are needed at our central office, maintenance building, school nutrition, curriculum, technology and transportation departments.

We have been involved in a copier contract for the past four years; this contract is due to expire June 30, 2022. We are interested in continuing a district-wide copier lease on a fiscal year schedule.

STATEMENT OF PURPOSE

The purpose of this document is to solicit proposals for supplying networked copiers to all buildings in the Montgomery County School District.

Interested vendors should submit a formal proposal from their organization which addresses the costs for the procurement, implementation, and maintenance of copiers.

GENERAL PROPOSAL INSTRUCTIONS AND CONDITIONS

Acceptance of Proposal

Proposals will be received to the attention of Amy Kratzer, Executive Administrative Assistant, 3400 Indian Mound Drive, Mt. Sterling, KY 40353, until 2:00 p.m., Thursday, March 31, 2022. Proposals shall be submitted in a sealed envelope clearly marked "District Copier Service Bid." An officer of the firm who is authorized to legally bind the firm must sign the bid form.

All proposals which are in order and properly signed shall be opened and reviewed. No immediate decisions shall be rendered concerning the submitted proposals.

All responses may be rejected at the discretion of the Montgomery County Schools. The Montgomery County Schools reserves the right to choose the response that best suits the District's needs. This RFP in no way constitutes a contract or commitment to purchase or lease. If all responses are rejected, the Montgomery County Schools reserves the right to publish an RFP at a later date or enter into a contract recognized by the Kentucky Department of Education.

All proposals shall be effective for ninety (90) days from date of opening unless otherwise specified in special conditions of bidding, and no bid may be withdrawn prior to that time.

Upon termination or non-renewal of any lease agreement or contract, vendor will remove their machines from the property controlled by the Montgomery County Board of Education within 14 business days. The removal must include the destruction of any and all Montgomery County Schools' confidential data stored on the machines. There shall be no return or shipping fees assessed or paid by the Montgomery County Board of Education.

Please provide 3 local references (name of reference and point of contact) of those you presently serve that are utilizing similar networked multifunction equipment being proposed. The

references should be from customers of like service size and needs. References from educational institutions are highly preferred but not required.

At the end of the contract, all equipment must be picked up by vendor at no cost to the Montgomery County Board of Education.

All equipment must be 100% new and not used, remanufactured, or newly remanufactured.

Bidders must provide assurance for on-site response time to all locations in the district.

The vendor will be responsible for providing an assigned factory trained service technician, along with an assigned back up service technician.

All equipment must maintain a 95% quarterly uptime performance. Awarded vendor will be responsible for providing documentation to the district reflecting this requirement is being maintained. Up-time is defined as the percentage of time the machine is on-site, operating according to specifications and fully available for use by the customer during the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. It does not include time that the machine is not operational because of a key operator's failure to clear simple misfeeds or to load normal supplies such as toner or paper.

Vendor shall provide assurance when a qualified technician will arrive on-site with adequate tools, parts and equipment to perform most anticipated repairs.

Vendors will provide the district details on how service calls are placed or what options are available, what geographic territory the technician assigned to Montgomery County Schools covers, the process for replacement of equipment that cannot be repaired, emergency calls and parts and network requirements.

Loaner equipment must be made available should equipment be down for more than 12 business hours. If equipment is continually having service problems, vendor must exchange equipment, at its expense for a like-type device.

Vendor must guarantee absolute customer satisfaction or replace the machine upon customer's written request, based upon a minimum 95% quarterly uptime performance. Vendor is to include a copy of their written customer satisfaction guarantee.

Vendor should provide software which will capture monthly meter readings on each multi-function device unit in such a way that no end-user intervention is required. In addition, software must have the ability to print reports to show volume, by machine, distinguishing between print and copy, on a daily, monthly, annual basis (fleet management report). Vendor will work with school system and using these reports will help identify over/under utilized assets. A sample of vendor's fleet management report must be included with bid response.

Vendor should offer remote web support to the desktop to provide end-user assistance with printing problems and to allow remote troubleshooting of machine or print problems via the internet.

Monthly billing is required. The invoices should be separated, showing equipment lease

charges and usage charges per device or designated account code , per location.

Bidders understand that the Board of Education must approve bills prior to payment - a process that sometimes results in payments extending past 30 days of invoice date. No late charges will be allowed.

Vendors will provide detailed explanation of the process for ordering and shipping supplies required for quoted equipment.

Provide a detailed plan for installation, training and network support. Installation, delivery, and set-up of equipment will be provided at no additional cost.

Devices that include a standard user interface, functionality and driver support are required. Training will be provided to each school staff on proper use of equipment at no additional cost throughout term of agreement. Training will be provided by awarded company through a dedicated and responsible trainer.

It is to be understood that the contractor, if awarded an order or contract, agrees to protect, defend and save harmless the Board of Education from any suits or demands for payment that may be brought against it for the use of any patented material, process, article or device that may enter into the manufacture, construction of or form a part of the work covered by either order or contract. Contractor further agrees to indemnify and save harmless the Board of Education from suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties by or for any of the acts of the contractors, his servants, or agents.

Model procurement regulations

The Model Procurement Regulations adopted by the Board of Education shall be deemed incorporated by reference in these specifications as though fully quoted herein. In the event of any conflict between this invitation for proposal and the Model Procurement Regulations, the Regulations shall control.

Performance bond

The Board of Education reserves the right to determine the ability of any bidder to perform the work and any bidder shall, upon request, furnish such information as may be necessary to determine such ability, including performance bond, if requested.

Penalties

In case of default by the vendor, the Board of Education may procure the articles or services from other sources and may deduct from any unpaid balance due the vendor the amount of the excess costs so paid, and the price paid shall be considered the prevailing market price at the time such purchase is made.

Taxes

Federal excise taxes or Kentucky state sales and use taxes are not applicable to any purchase made for the Montgomery County Schools. Purchase exemption certificates will be furnished as required.

Non-discrimination

During the performance of this Contract, the Seller agrees as follows:

1. The Seller shall not discriminate against any employee, applicant, or subcontractor because of age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. The Seller shall take affirmative action to ensure that applicants are employed without regard to their age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. Such action shall include, although not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Seller agrees to post in conspicuous place notices setting forth the provisions of the Equal Opportunity clause.
2. The Seller shall in all solicitations and/or advertisements for employees placed by or on behalf of the Seller, state that all qualified applications shall receive consideration for employment with regard to age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation.
3. The Seller shall cause any subcontractor engaged to perform any services required by this Contract to include this Equal Opportunity clause in all solicitations, advertisements and employment practices it shall perform.

RFP Questions

Our objective is to ensure that we provide you with all of the information you need in order for you to provide the most complete response to this RFP as possible. As such, we welcome any and all questions which you might have. Questions or requests for clarification must be emailed to: amy.kratzer@montgomery.kyschools.us. These questions and the answers to the questions will be distributed to all parties participating in the RFP process. Phone discussions will not be permitted so as to provide the same information for all vendors.

Important Dates

Date	Action
------	--------

10am EST, March 16, 2022	RFP is made available through email/website/local newspaper.
10am EST, March 16, 2022	Vendors may begin submitting questions through email.
12 PM EST March 23, 2022	Optional walk through if needed
4pm EST, March 30, 2022	Question and Answer process ends.
2pm EST, March 31, 2022	Completed response to RFP due. Sealed packet should be delivered to District's Central Office (3400 Indian Mound Drive, Mt. Sterling, KY). Packet should include one primary contact and his/her email address.
2pm EST, March 31, 2022	Packets will be opened at District's Central Office (3400 Indian Mound Drive). No decisions will be made at this time and no questions will be answered. Bids will be announced and recorded on an official Bid Tabulation Sheet.
As soon as possible after the April 26, 2022 Board of Education Meeting	District will announce RFP recipient.
4pm EST, July 1, 2022	Equipment should be on site, installed and operational.

SCOPE OF THE RFP

Pricing Structure

All pricing information should reflect a three (3) year lease price based on the lowest possible rate available with optional three 1 year extensions. The terms of the contract will be up to 36 months with an annual renewal at the end of each 12 month cycle.

Hardware and Maintenance

The copier contract should include everything except paper. All hardware costs, toner costs, staples, and maintenance costs (both preventative and repair) should be included in the contract. All proposal prices must include transportation, delivery, installation, network connectivity, and training of the equipment to the specified Montgomery County Schools locations. All equipment shall be equivalent speed and volume of current hardware or better. Paper capacity on all equipment shall be the same or better than current hardware. All equipment should have 11 X17 paper size minimum. All equipment should have a single pass duplex scanner. Current copier specifications available upon request.

Place of Delivery of Equipment

All items provided pursuant to the copier contract may be delivered to the buildings directly, per the chart below. Vendor will need to contact the Technology Department to coordinate delivery times. Vendors will also need to specify electrical requirements necessary for copier(s).

**Montgomery County Schools
Mt. Sterling, KY**

Request for Proposals (RFP)

Locations	Color	Hole Punch	Fax	Staple	Locations	Color	Hole Punch	Fax	Staple
Central Office 3400 Indian Mound Dr Mt. Sterling, KY 40353					Departments Multi Locations				
Superintendent's Office	X	X		X	Maintenance	X	X	X	X
Finance	X	x	X	X	Transportation	X	X	X	X
Curr	X	X		X					
Sped	X	X		X					
					Mapleton 809 Indian Mound Dr Mt. Sterling KY 40353				
HR	X	X		X	Main Office	X		X	X
Pupil Personnel	X	X	X	X	Workroom #1		X		X
					Workroom #2		X		X
Camargo Elementary 4307 Camargo Rd Mt. Sterling KY 40353					Childcare (ELC)	X	X	X	X
Main Office	X		X	X					
Workroom		X		X	NVE 1040 Maysville Rd Mt. Sterling, KY 40353				
					Main Office	X		X	X
Teachers Lounge		X		X	Workroom #1		X		X
					Workroom #2		X		X
MSE 6601 Indian Mound Dr. Mt. Sterling, KY 40353									
Main Office	X		X	X	MCHS 724 Woodford Dr Mt. Sterling, KY 40353				
					Front Office	X	X	X	X
Workroom #1		X		X	Workroom Bld 1		X		X
Workroom #2		X		X					
					Workroom #2 Bld 2		X		X
McNabb 3570 Indian Mound Dr Mt. Sterling, KY 40353					Upstairs WR Bld 1		X		X
Main Office	X	X	X	X	Bldg. #3		X		X
100 Wing		X		X	Principals office	X	X		X
200 Wing		X		X	Sterling School	X	X	X	X
300 Wing		X		X					
					Curriculum Office at HS	X	X		X
600 Wing		X		X	Area Technology Center (optional)	X	X	X	X
					District Food Services	X	X	X	X
500 Wing		X		X					
400 Wing		X		X					
District Technology	X	X		X					

All equipment is to be delivered at the direction of and under the supervision of The Montgomery County Schools. The successful vendor must notify the Technology Department prior to equipment delivery. Any attempted deliveries without a previously scheduled appointment will be refused and any additional delivery charge will be the responsibility of the vendor.

All delivery and installation charges shall be part of the original bid. The bid should include up to three additional equipment relocation requests per contract year. The successful vendor will be responsible for the unloading, assembling of equipment, setting in place in each building and the removal of waste and debris to the complete satisfaction of the Montgomery County Schools. In addition, initializing network services needs to be coordinated with the Montgomery County Schools Technology Department.

Protection from Damage

The successful bidder shall be responsible for the necessary protection in shipping, handling, and delivery, and required to guarantee that all items shall be in first class condition in every respect upon installation.

Taxes

Property taxes are to be absorbed by vendor in the lease. Kentucky School Districts are exempt from state income tax.

Prohibition against conflict of interest, gratuities and kickbacks

KRS 45A.455 prohibits conflicts of interest, gratuities, and kickbacks to employees of Montgomery County Schools in connection with contracts for supplies or services, whether such gratuities or kickbacks are direct or indirect.

Any employee or any official of the board of education of Montgomery County Schools, Mt. Sterling, Kentucky, elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money, or other things of value, as in inducement or intended inducement, in the procurement of business, or the giving of business, for or to, or from, any person, partnership, firm or corporation, offering bidding for, or in open market seeking to make sales to the board of education of Montgomery County Schools, Mt. Sterling, Kentucky, shall be deemed guilty of a felony and upon conviction such person or persons shall be punished by a fine not to exceed five thousand dollars (\$5000) or by imprisonment in the penitentiary for not less than one (1) year nor more than ten (10) years, or both so fined and imprisoned in the discretion of the jury.

Note: it is a misdemeanor not to have this prohibition on every solicitation or contract document. The penalty is a \$5000 fine or one (1) year imprisonment or both on conviction.

APPENDIX

The quantities listed herein are not guaranteed; however, the District anticipates leasing the minimum quantities listed. The Board of Education reserves the right to order additional quantities as needed, and at the proposal prices or better, for the duration of the contract period.

Any equipment added after the initial lease agreement will be added into the same billing as the rest of the aggregate. All added devices will also be charged the same per click price as the rest of the aggregate.

Cost per copy will be fixed for term of lease agreement, without any price increase. Note that the estimated monthly service cost is only an estimate used to calculate a total bid for comparison purposes. Successful bidder will be awarded a contract to include a cost per copy for black and white copies, a cost per copy for color copies, and monthly lease pricing for specified equipment.

Required Key Features

- Copy, Print, Scan, Fax
- Scan destinations: Network, email
- Scan file formats: JPEG, PDF, Searchable PDF, TIFF, multipage PDF, multipage TIFF
- Embedded Optical Character Recognition
- USB Direct Scan & Print
- Color Scanning
- Single pass duplex Scanning
- Auto Document Feeder
- Secures Data
- Energy Star Compliant
- Eco-Friendly
- Finishing Options: Stapling, Saddle Stitch Finisher, Hole Punch
- Connectivity: Ethernet 10/100/1000Base-TX, Fax option available

Alternate bids

- Wireless printing from devices including iPad, iPhone, Android devices.
 - Mobility printing option district wide (ex. Papercut software or equivalent)
-