



326 South Main Street
New Castle, Kentucky 40050

Telephone 502.845.8600
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Henry County Public Schools
Request for Proposal
Multifunction Copiers

Proposal Release Date: June 20, 2023
Proposal Due Date: July 21, 2023

Introduction

Henry County Public Schools (HCPS) is issuing this RFP. The District Contact is the only person authorized to change, modify, amend, alter or clarify the specifications and terms and conditions of this RFP.

The District Contact named below shall be the **sole point of contact** throughout the procurement process. All communications, oral and written (regular mail, express mail, electronic mail, or fax), concerning this procurement, shall be addressed to:

Andy Buchholz
Chief Information Officer
326 S, Main Street
New Castle, KY 40050
(502) 845-8606
andy.buchholz@henry.kyschools.us

Henry County Public Schools is a preK-12 school district located in New Castle, Kentucky serving approximately 2000 students and 300 employees. The district includes 6 Schools at 5 sites, 1 Board of Education building, 1 Transportation facility and 1 Maintenance facility.

Currently, each HCPS school/site holds their own independent copier contract(s) that are in various stages of maturity. We are interested in combining all copiers across the district under the same lease/terms as each lease expires over the next few years in order to provide the best service, features, and price to the Henry County Board of Education and schools sites going forward.

Statement of Purpose

The purpose of this document is to solicit proposals for supplying networked copiers to all buildings in the Henry County Public 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 Andy Buchholz, Chief Information Officer, 326 S. Main Street New Castle, KY 40050 until 3:00 p.m., June 17, 2023. Proposals shall be submitted in a sealed envelope clearly marked "District Multi-Function Copier 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 Henry County Public Schools. The Henry County Public School District 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 Henry County Public School District reserves the right to publish an RFP at a later date.

All proposals shall be effective for sixty (60) days from the 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, the vendor will remove their machines from the property controlled by the Henry County Board of Education within 14 business days. The removal must include the destruction of any and all Henry County Public Schools' confidential data stored on the machines in compliance with the DoD 5220.22-M Wiping Standard. There shall be no return or shipping fees assessed or paid by the Henry County Board of Education.

Please provide a minimum of 3 local references, however more than 3 is preferred. References should include a point of contact of those you presently serve that are utilizing networked multifunction equipment similar to what is being proposed. The references should be from customers of similar service size and needs. References from K-12 institutions are highly preferred but not required.

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

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

Bidders must provide assurance for 24 – 48 hours 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 backup service technician, specific to the machine manufacturer. All equipment must maintain a 95% quarterly uptime performance. The 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 7:30 a.m. to 4:00 p.m. Monday through Friday. It does not include the 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.

The 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 Henry County Public Schools covers, the process for replacement of equipment that cannot be repaired, emergency calls and parts and network requirements.

Loaners must be made available should equipment be down for more than 1 business day. If equipment is continually having service problems, the vendor must exchange equipment, at its expense for a like-type device.

The vendor must guarantee absolute customer satisfaction or replace the machine upon the customer's written request. Vendor is to include a copy of their written customer satisfaction guarantee.

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

Monthly billing is required. The invoices should be separated, showing equipment lease charges and usage charges per device, 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 a detailed explanation of the process for ordering and shipping supplies required for quoted equipment. Supplies should be made available via auto-toner replenishment and as the end-user requests as some machines are heavily used more than others and thus need to have the ability to call in an order (or order via the web) ahead of time to ensure continued operation of the unit(s).

Vendors will provide a detailed plan for installation, network support, print server support and training. Installation, delivery, and set-up of equipment will be provided at no additional cost. Additional training may be requested by Henry County Public Schools for new staff during the duration of the lease and provided by the vendor at no additional cost. Installation of all machines shall be "turn-key" (i.e. all machines will be fully adjusted, powered up, calibrated, and ready to use). Installation shall also consist of fully configuring and connecting to the District's network



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 the term of agreement. Training will be provided by the awarded company through a dedicated and responsible trainer. Vendors shall agree to subsequent annual "refresher" training at each site at no additional cost.

Vendors must describe what sets your company apart from your competition in the equipment and/or services that you provide.

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. It is further understood that any lease agreement, lease to purchase, or purchase agreement must comply with KRS 65.944(1)(b) and 702 KAR 3:300

Software Requirements

Vendor should provide an option for software which will allow for centralized print and copy management and/or all copier devices should be compatible with Microsoft print servers. The management must include the ability to have a virtual queuing option to allow users to print from any copier within their building or from within the district requiring only one installed copier on their device. Any vendor provided software options must allow district and school level personnel to manage print and copy limits, track usage, and restrict user's functions and locations. This software must also include an option to allow guests to print from any of the devices at any location throughout the district.

Vendor software will also capture monthly meter readings on each multifunction device unit in such a way that no end-user intervention is required. The vendor must be able to gather the printer meter reads with automated software. The district will not call meter reads or send in meter reads. This is the responsibility of the vendor. 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.

The Software drivers for the user's device shall be compatible without alteration with Windows 10 Professional, Enterprise, and Education 21H2 or newer, MacOS, ChromeOS and iOS.



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, property tax and use taxes are not applicable to any purchase made by the Board of Education. Purchase exemption certificates will be furnished as required.

Additional Fees

Property Insurance Coverage should not be included in the bid. The Board of Education has acquired the necessary coverage through the district's insurance company. A copy of the statement provided by the insurance company will be provided; upon request by the vendor selected.

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 you might have. Questions or requests for clarification must be emailed to andy.buchholz@henry.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. Any vendor planning to submit a bid to this RFP should send an email to andy.buchholz@henry.kyschools.us so that your contact info can be included as questions and answers are submitted.

Important Dates

6/20/2023 - RFP made available through email/website.

7/21/2023 - Completed responses to RFP due by 3:00 pm. Sealed packets should be delivered to the District's Central Office (326 S. Main Street New Castle, KY 40050). Packet should include one primary contact and his/her email address.

7/21/2023 - Packets opened at the District's Central Office. No decisions will be made at this time and no questions will be answered. A representative from each company that has submitted a bid may be present for the bid opening.

TBD - District announcement of RFP vendor selection or decision to reject all bids

TBD - Equipment to be on site, installed and operational

Scope of the RFP

Lease Structure

As each site in the district currently maintains its own individual copier lease(s) and contract(s) and, since each lease is currently in a different stage of maturity, a winning bid will provide for the school district an options(s) for onboarding equipment currently out of lease or on a month-to-month lease(s) as well as options to onboard sites and equipment that are currently under lease either 1) as they come off the current lease(s), 2) through buyout(s) of the current lease(s), or 3) a combination of the two such that by the end of the winning Vendor's initial lease term, all District sites and devices will be on the same lease, under the same terms as those



sites and devices initially on the lease, without extending the length of the initial lease. Please see information on the equipment currently installed at each site for more details regarding the current lease terms of each device.

Pricing Structure

All pricing information should reflect a five (5) year fixed-price lease based on the lowest possible rate available. Vendors must be willing to remove and return our current equipment to the current vendor, assuming all costs incurred.

Billing

Monthly billing is required. Invoices should be separated by site, showing equipment lease charges and usage charges per device, per location.

Hardware and Maintenance

The copier contract should include everything but paper. All hardware costs, toner costs, toner waste containers, drums, staples, and maintenance costs (both preventative and repair) should be included in the contract. The Vendor must provide one (1) annual preventative maintenance schedule according to manufacturers' recommended service to all copiers within the District during specified times agreed to by the District and the Vendor. All proposal prices must include transportation, delivery, installation, network connectivity, and training of the equipment to the specified Henry County Public Schools locations.

Cancellation and Non-appropriation

The contract must contain provisions which permit either party to cancel the agreement at any time for cause or may cancel without cause on 30 day's written notice without penalty or expense. The contract must also contain language terminating the contract without penalty or expense in the event of non-appropriation of monies by future boards of education.

Place of Delivery of Equipment

Equipment should be delivered (or removed) from each of the sites named in the below section.

Current Equipment

Henry County Board of Education/Central Office

326 S. Main Street New Castle, KY 40050

- (1) Xerox Altalink B8090
B/W, 90 ppm, staple finisher
OWNED

- (1) Xerox WorkCentre 7970
B/W/Color, 70 ppm, booklet finisher
MONTH-TO-MONTH



Campbellsburg Elementary School
270 Cardinal Drive Campbellsburg, KY 40010

- (2) Ricoh IM 7000
B/W, 60 ppm
LEASED, 41 mos remaining, term 12/1/2026

Eastern Elementary School
6928 Bethlehem Road Pleasureville, KY 40057

- (1) Savin MPC6004EX
B/W/Color, 60 ppm, booklet finisher, punch
LEASED, 0 mo remaining, term 6/25/2023

Henry County High School
1120 Eminence Road New Castle, KY 40050

- (2) Lexmark XM7355
LEASED, 13 mos remaining, term 7/19/2024
- (1) Lexmark XM7370
LEASED, 13 mos remaining, term 7/19/2024
- (8) Lexmark XM3250
LEASED, 13 mos remaining, term 7/19/2024
- (1) Ricoh C2500
LEASED, 39 mos remaining, term 10/1/2026

Henry County Middle School
1124 Eminence Road New Castle, KY 40050

- (1) Ricoh IM 7000
B/W
LEASED, 46 mos remaining, term 5/22/2027
- (1) Ricoh MP6503SP
B/W, 65 ppm, staple finisher, punch
LEASED, 5 mos remaining, term 11/26/2023
- (1) Ricoh (Savin) MPC6004EX
B/W/Color, 60 ppm, booklet finisher, punch, fax
MONTH-TO-MONTH



New Castle Elementary School

180 S. Property Road New Castle, KY 40050

- (1) Ricoh IMC6000
Color
LEASED, 47 mos remaining, term 5/18/2027

- (1) Ricoh MP6503SP
B/W, 65 ppm, staple finisher, punch, fax
LEASED, 9 mos remaining, term 5/3/2024

Henry County Early Childhood Center

180 S. Property Road New Castle, KY 40050

- (1) Ricoh MP2555
B/W
LEASED, 21 mos remaining, term 3/17/2025

Henry County Transportation Department

1120 Eminence Road New Castle, KY 40050

- (1) Ricoh C300
Color
LEASED, 15 mos remaining, term 9/25/2024

Equipment Needed

Henry County Board of Education/Central Office

326 S. Main Street New Castle, KY 40050

- (2) Color Copiers with print, scan, fax options with the ability to fold, staple, hole punch, make booklet and staple. Units also must have the ability to translate documents into different languages. High volume units.

Campbellsburg Elementary School

270 Cardinal Drive Campbellsburg, KY 40010

- (2) Monochrome copiers with print, scan options with the ability to staple and hole punch. High volume units.

- (1) Color Copier with print, scan, fax options with the ability to staple and hole punch. Medium volume unit.



Eastern Elementary School

6928 Bethlehem Road Pleasureville, KY 40057

- (1) Monochrome copier with print and scan options with the ability to staple and hole punch. High volume unit.
- (1) Color Copier with print, scan, fax options with the ability to staple and hole punch. Medium volume unit.

Henry County High School

1120 Eminence Road New Castle, KY 40050

- (1) Color Copier with print, scan, fax options with the ability to staple and hole punch. High volume unit.
- (2) Monochrome copiers with print, scan options with the ability to staple and hole punch. Very High volume units.
- (8) Monochrome tabletop units with print and scan. Similar to current Lexmark XM3250 units. Medium volume units.
- (1) Color Copier with print, scan and ability to staple and hole punch. Medium volume unit.

Henry County Middle School

1124 Eminence Road New Castle, KY 40050

- (2) Monochrome copiers with print, scan options with the ability to staple and hole punch. Very High volume units.
- (1) Color Copier with print, scan, fax options with the ability to staple and hole punch. Medium volume unit.

New Castle Elementary School

180 S. Property Road New Castle, KY 40050

- (2) Monochrome copiers with print, scan options with the ability to staple and hole punch. High volume units.
- (1) Color Copier with print, scan, fax options with the ability staple and hole punch. Medium volume unit.

Henry County Early Childhood Center

180 S. Property Road New Castle, KY 40050

- (1) Monochrome copier with print, scan options with the ability to staple and hole punch. Medium volume unit.



Henry County Transportation Department
1120 Eminence Road New Castle, KY 40050

- (1) Color Copiers with print, scan, fax options with the ability to staple and hole punch. Medium volume unit.

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. Property Taxes (PPT) Property taxes are to be absorbed by vendor in the lease.

Multifunction Product Key Features

- Copy, Print, Scan, Fax
- Scan destinations: Network, email
- Fax receive destinations: machine, network, email
- Scan file formats: JPEG, PDF, Searchable PDF, TIFF, multipage PDF, multipage TIFF, doc, docx, xls, xlsx
- Language translate from English to other languages – include but not limited to: Spanish, French, Russian, and Mandarin
- USB Direct Scan & Print
- Color Scanning
- 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



APPENDIX

Potential vendor partners must complete all pages in the Appendix and include only those pages as part of the sealed bid. No additional information is required. If information is submitted in a three- ring binder, binder tabs should be labeled for ease of finding accurate bid information during bid opening.

PROHIBITION AGAINST CONFLICT OF INTEREST, GRATUITIES AND KICKBACKS

Any employee or any official of the board of education of Henry County Public Schools, New Castle, 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 Henry County Public Schools, New Castle, 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.

Every person, firm, or corporation offering to make, or pay, or give, any rebate, percentage of contract, money or any other thing of value, as in inducement, or intended inducement, in the procurement of business, or the giving of business, to any employee or to any official of the board of education of Henry County Public Schools, New Castle, Kentucky, elective or appointive, in his efforts to bid for, or offer for sale, or to seek in the open market, shall be deemed guilty of a felony and 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.

I hereby certify that I have read and understand the above "Prohibition against Conflicts of Interest, Gratuities and Kickbacks."

Signed: _____

Dated: _____



CONFLICT OF INTEREST

It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract or subcontract, and any solicitation or bid therefore, in which to his knowledge:

- a. He, or any member of his immediate family, has a financial interest herein: or
- b. a business or organization which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner or employee, is a party; or
- c. any other person, business, or organization with whom he or any member of his immediate family is negotiating or had an arrangement concerning prospective employment is a party. Direct or indirect participation shall include, but not limited to, involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of an specification or purchase standard, rendering of advice, investigation, auditing or in any other advisory capacity.

It is a violation of Kentucky Law for any board member or employee with procurement authority, or a member of their immediate family, to have a pecuniary interest either directly or indirectly in an amount exceeding \$25.00 per year in any purchase of goods or services by the Board of Education or any school thereof. Violation of this provision subjects the board member or employee to forfeiture of their position and/or employment with the school system.

I, hereby, certify that no member of my immediate family is an employee with procurement authority or board member of the Henry County Public Schools

Signed: _____

Dated: _____



CERTIFICATION OF COMPLIANCE WITH SPECIFICATIONS FOR COPYING SERVICES

Certification of Compliance with Specifications:

In compliance with the invitation to bid, and subject to all the conditions thereof, the undersigned hereby certifies to the Henry County Public Schools that all items and/or services included in the bid shall be in compliance with all requirements and technical specifications included in this invitation to bid, except as noted below (if none, please write "none"):

EXCEPTIONS:

Company: _____

Signed by: _____

Name (printed or typed): _____

Title: _____

Date: _____



Main Fleet Proposal

Any devices added after initial lease begins 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.

Service Details

Vendors will provide the district details on how service calls are placed or what options are available, the process for replacement of equipment that cannot be repaired, emergency calls and parts and network requirements.

Where does your service department/depot physically reside? (e.g. What is the physical address?)

How are service calls placed?

Describe the process for replacement of equipment that cannot be repaired?

****A sample of vendor's fleet management report should be attached to this page.**

