

Public Education Group Request for Proposal

Warsaw Community Schools,
Concord Community Schools,
And Wa-Nee Community Schools

Solicitation for:

Digital Copiers/Printers

These Three (3) School Systems are requesting proposals for the lease of digital copiers/printers. It is the intent of these to solicit responses to this Request for Proposal (RFP) in accordance with the statement of work, proposal preparation section, and specifications contained in this document. All three school systems have agreed that they will go with the same vendor!

SECTION ONE GENERAL INFORMATION

Section 1.1 DUE DATE FOR PROPOSALS

All proposals must be received at the address below by the designated person(s) stated no later than 1:00 p.m. Local Time on Wednesday, March 1st, 2023. Each respondent must submit two copies of their proposal to each location, including other related documentation as required in the RFP. All proposals must be addressed to:

Concord Community Schools	Warsaw Community Schools	Wa-Nee Community Schools
Jim Evans	April Fitterling	Randi Libby
Chief Financial Officer	Chief Financial Officer	Business Manager
59040 Minuteman Way	1 Administration Dr.	1300 North Main St
Elkhart, IN. 46517	Warsaw, IN. 46580	Nappanee, IN. 46550
574-875-5162	574-371-5098	574-773-3131

All proposal packages must be clearly marked with the words “RFP – Digital Copiers, Wednesday March 1st, 2023. Any proposal received by the office after the due date and time will not be considered. Any late proposals will be returned, unopened, to the respondent. All rejected proposals not claimed within 30 days of the proposal due date will be destroyed.

Section 1.2 MODIFICATION OR WITHDRAWAL OF OFFERS

Responses to the RFP may be modified or withdrawn in writing or by fax notice received prior to the exact hour and date specified for receipt of proposals. The respondent’s authorized representative may also withdraw the proposal in person, providing his or her identity is made known and he or she signs a receipt for the proposal. Proposals may not be withdrawn after the proposal due date and time has passed.

Section 1.3 **MANDATORY MEETING**

There will be a mandatory meeting held on Thursday, February 9th, 2023 at 1:30 PM. All vendors who wish to be considered must attend this meeting. There will not be any responses consider from any vendor that does not attend this meeting. A vendor must bring a business card with an active email listed on the card. The location of this meeting will be at the Wa-Nee Community Schools Administration Building, 1300 N. Main St. Nappanee Indiana 46550. This meeting will start promptly at 1:30 please try to be on time.

Section 1.4 TYPE AND TERM OF CONTRACT

All three (3) Public School Systems intend to sign a lease agreement(s) with one respondent to provide the complete set of products and services listed in the RFP. All three (3) Schools Systems expects the terms of the arrangement to be as stated in Section 3.2 of this RFP.

Section 1.5 CONFIDENTIAL INFORMATION

Respondents are advised that materials contained in proposals are subject to the Indiana Public Records Act, I.C. 5-14-3 *et seq.*, and, after the contract award, may be viewed by any member of the public, including news agencies and competitors. A fee for copies may be collected at time of copies being produced.

Section 1.6 PROPOSAL LIFE

All proposals made in response to this RFP must remain open and in effect for a period of not less than 180 days after the due date for proposals.

Section 1.7 TAXES

All three School Systems are exempt from federal, state and local taxes. None of the School Systems will not be responsible for any taxes levied on the respondent for equipment as a result of the contract resulting from the RFP.

Section 1.8 AWARDING OF CONTRACT

Awarding of contract for leased copiers/printers will be to the most responsible and responsive vendor providing overall best value for the Schools. The Schools reserve the right to reject any and all proposals received or to award a contract on the basis of the initial proposals. All the Schools reserve the right to conduct discussions, either oral or written, with those respondents determined by the three (3) School Systems to be reasonably viable to being selected for award. It is the Schools intent to select the best vendor from whom they deems to be providing the best solution and the most responsive for the Schools' district. The award of this contract will not necessarily be made on the lowest price. However price does weigh heavily in the decision making of this award. Contract start date should be on about April 29th, 2023 with an actual start date between May 1st 2023 and July 30th, 2023 depending on actual date of delivery.

Section 1.9 REPLACEMENT OF MACHINES

In the event any of the School Districts determines a machine is requiring excessive service and experiencing undo down time, The School Systems have the right to request a replacement of that particular machine by the vendor at no additional cost. The replacement equipment must be of like equipment for ease of change out via the network and print drivers. This applies to the full term of the agreement(s).

Section 1.10 CERTIFICATE OF INSURANCE

During the term of the contract(s) entered into by the School Systems and the Successful Vendor, the vendor shall purchase and maintain any insurance required by the contract. The Successful Vendor shall furnish acceptable certificates of insurance to all three of the school systems before award of a contract and prior to commencement of any contract work. The successful Vendor shall indemnify and hold harmless all the school systems for any claims, liability, or damages that the School systems may incur due to the Successful Vendor’s failure to purchase or maintain any required insurance.

The Successful Vendor shall maintain insurance of the types and in the amounts described below:

Workers' Compensation and Employer Liability Insurance

Vendor shall maintain worker’s compensation coverage as required by law

Commercial General Liability Insurance

Vendor shall maintain commercial general liability (CGL) with a limit of not less than \$50,000, each occurrence and \$2,000,000 in the annual aggregate. Such insurance shall cover liability arising out of the use of any auto (including owned, hired and non-owned autos).

Property damage in the amount of \$50,000.

Automobile and truck insurance in an amount not less than \$300,000

on account of any one accident, and property damage in amount not less than \$50,000. Prior to the beginning of the Service, etc., to be performed, a certificate of insurance shall be furnished to each school system showing the insurance coverages required above. The Contractor shall assume full responsibility for loss of life and property, injuries to persons, including all employees of the Contractor or Subcontractors.

Section 1.11 EXPECTED TIMELINE OF RFP

Activity	Completion Date
Publish RFP to Vendors	January 18, 2023
Mandatory Vendor Meeting	February 9, 2023
Proposal submission date	March 1, 2023
Award of contract on or about	March 15, 2023
Copiers/Printers delivered on or about (start)	May 1, 2023
Copiers/Printers set-up and connected to network by vendor (project finished)	July 30, 2023

SECTION TWO PROPOSAL PROCEDURES

Section 2.1 INQUIRIES ABOUT THE RFP

All inquiries and requests for information affecting this RFP must be directed to:

Please submit all inquiries to the below email address:

rmattern@wanee.org

All questions will be reviewed and answered on a timely basis.

Updates and answers to questions will be posted at:

<https://www.wanee.org/CopierRFP.aspx>

Section 2.2 PROPOSAL SUBMISSION

Each office must receive two copies of each proposal on or before the due date and time for proposals are specified March 1, 2023. At the above addresses stated in Section 1.1. Unnecessary elaborate brochures or other presentations, beyond that sufficient to present a complete and effective proposal, are not desired.

Section 2.3 REFERENCE SITE VISITS

The Three (3) School Systems may request a site visit to a respondent's working support center to aid in the evaluation of the respondent's proposal.

Section 2.4 EQUIPMENT EVALUATION

The School Systems may request a testing period of vendor's proposed equipment before awarding the contract. This could be an on-site placement of equipment for testing and or observation of the same equipment at nearby school district. During this period the ease of use all equipment having the same control panels, and reliability of the machine, networking/connectivity, and software for tracking would be the main areas being tested and evaluated.

Section 2.6 NON-COLLUSION AFFIDAVIT

Respondents shall be required to submit a fully executed non-collusion affidavit in order for their proposal to be considered. Form attached to RFP.

REQUESTED PRODUCTS/SERVICES

Section 3.1 PURPOSE

It is the intent of all Three School Systems to secure all of the needed digital copiers/printers through contracts resulting from this proposal. All components with requested configurations will be newly manufactured systems according to Buyers Lab. Refurbished or remanufactured products are ***not*** acceptable on Primary Response.

Section 3.2 LENGTH OF CONTRACT

The term of the lease for the equipment and the services provided will be five (5) years beginning on or about April 29th, 2023. If the agreement is a lease at the conclusion of the contract, the removal of the leased equipment could be the responsibility of the successful respondent at no additional cost to any of the Three School Systems. Respondent will also be responsible to see that the removal of equipment will have no adverse effect on any of the networks and that all hard drives on the equipment have been either erased or removed and returned to the school system where it was located at no additional cost to the school system(s). The Group of Schools will also consider other contract term length(s) such as 48 or 36 months.

Section 3.3 PRICING

All Three Schools require the pricing associated with this RFP be a firm proposal price that must remain open and in effect for a period of not less than 180 days from the proposal due date. All respondents should expect their offered prices to remain in effect throughout the five-year contract term. Includes lease, maintenance, and all supplies (toner and staples Inclusive)!

Section 3.4 INVOICING

All Three Schools are requesting to be invoiced on a monthly basis.
(Preferably a Custom Invoice)

Invoicing should also include a breakout of pages run in two separate categories:
Monochrome vs Full Color

Please provide a sample of your invoicing for review.

SECTION FOUR PROPOSAL PREPARATION INSTRUCTIONS

Section 4.1 GENERAL

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is documented in this section. All respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Each item must be addressed in the respondent's proposal or the proposal may be rejected.
- The transmittal letter should be in the form of a letter. The business and technical proposals must be organized under the specific section titles as listed below.

Section 4.2 TRANSMITTAL LETTER

The Transmittal Letter must address the following topics except those specifically identified as "optional."

4.2.1 Summary of Ability and Desire to Supply the Required Products and Services

The transmittal letter must briefly summarize the respondent's ability to supply the requested products and services that meet the specifications defined in Appendix A of this RFP. The letter must also contain a statement indicating the respondent's willingness to comply with the terms and conditions set forth in this RFP.

4.2.2 Summary of Ability to Meet Timeline

A summary explaining the respondent's ability to meet the timeline set forth in Section 1.11 of this RFP. (An Implementation schedule is a must)

4.2.3 Summary of Charges

A summary of the pricing and estimated annual charges must be included in the transmittal letter.

4.2.4 Signature of Authorized Representative

A person authorized to commit the respondent to its representations must sign the transmittal letter.

4.2.5 Other Information: Any alternates to specified equipment shall be noted.

4.2.6 This item is optional. Any other information the respondent may wish to briefly summarize will be acceptable.

4.2.7 Section 4.3 BUSINESS PROPOSAL

4.3.1 General

This section of the business proposal may be used to introduce or summarize any information the respondent deems relevant or important to the Three School Systems successful acquisition of the products and services requested in this RFP.

4.3.2 Respondent Company Contacts

The respondent must list the key personnel in their organization who will be the contact(s) should they be awarded a contract(s). The Group would prefer no more than three contacts for this contract. One individual contact for each of the three following areas: Equipment, Service and Lease.

Respondent is to provide an escalation listing of contacts in the case that the main contact is not available or if a situation arises that may require communication with vendor personnel other than the main contact.

4.3.3 Facilities and Resources

The respondent should include information with regard to the organization's resources that it deems advantageous to the successful provision of the requested products and services. This might include management capabilities and experience, technical resources, and operational resources not directly assigned to this account. Each local supporting technical person should be factory trained (certified) on the equipment being proposed along with a list of their job titles and a copy of their current driver's license. The driver's license request is based on determining if your techs live within a reasonable driving distance from the school systems. Reasonable driving distance is determined by them.

4.3.4 References

Respondent should include a list of a least Three (3) current public education clients for whom the respondent has provided products and services that are the same or similar to the products and services requested in this RFP. Information provided should include the name, address, and telephone number of the client facility and the name, title, and telephone/fax numbers of a person who could be contacted for further information.

4.3.5 Subcontractors

The respondent must list any subcontractors they propose to use in providing the required products and services. The subcontractor's responsibility under this proposal in no way relieves the respondent of any responsibilities in responding to this RFP or in completing the commitments documented in the proposal.

4.4 TECHNICAL PROPOSAL

The technical proposal must be presented in a form consistent with Appendix A of this RFP. Where appropriate, supporting documentation (brochures, pamphlets, etc.) may be referenced by equipment model and number. However, when this is done, the body of the technical proposal must contain a meaningful summary of the referenced material. Appendix A will list all requirements for the equipment requested under this RFP. Pricing for the equipment (Purchase and lease payment) with supplies on a cost per copy basis. All supplies with the exception of paper (Toner & Staples Inclusive). Pricing should not include any monthly minimums. The school systems will consider 36 month and 48 month options. The technical proposal also needs to consider a fleet of current copier/mfp's units and some stand-alone printers. These are being traded-in and the Vendor selected will need to remove them. A list of the current inventory can be provided upon request.

Additional information will be requested by answering a questionnaire that is Appendix B. Each respondent must answer each question as completely as possible and explain any exceptions. Also, if a respondent does not answer the questions requested, then the response to the RFP may be disqualified from being considered no matter what their price point may be!

SECTION FIVE PROPOSAL EVALUATION

Section 5.1 PROPOSAL EVALUATION PROCEDURE

All three school systems will evaluate each proposal with regard to compliance with RFP requirements. The evaluation will be based on the following criteria:

- Management Judgement
 - Past or present performance, preferably on projects of comparable size and complexity
 - Experience in digital multifunctional equipment
 - Staff size of respondent (within the area)
 - Probability that respondent will successfully meet the requirements of the RFP

- Adherence to Specifications
 - Quality and completeness of the respondent's proposal to Appendix A
 - Proposed training program
 - Proposed Quarterly review program on-going!
 - Respondent's expertise with digital multifunctional equipment

- Respondent Capabilities
 - Value added features and services
 - Equipment warranty periods (where applicable)
 - Service call responsiveness
 - Service personnel available for this project
 - Experience in integrating imaging equipment on Wide Area and Local Area Networks
 - Strength of network engineer(s)

- Price of Requested Products and Services

This category will be rated based upon the respondent's pricing information as required by the RFP. Creative pricing structures (financing plans) and disclosures of supporting pricing details are included in this category.

APPENDIX A for Concord Community Schools

Please price the following equipment on a purchase or a 5-year leasing program. Contract award to begin on or about April 29th, 2023 and continuing for 5 years. Number of machines needed may vary depending on the final configuration and the successful respondent’s recommendation.

The total units needed by category for Concord Community Schools is:

Machine Category	Rated Speeds	Quantity
1	B&W 110 PPM or Greater MFP (A3) unit requires a 42 coil punch in-line	1
2	B&W 90 PPM or Greater MFP (A3)	3
3	B&W/Color 60 PPM or Greater MFP (A3)	9
4	B&W 60 PPM or Greater MFP (A3)	20
5	B&W/Color 45 PPM or Greater MFP (A3)	5
6	B&W 45 PPM or Greater MFP (A3)	8
7	B&W/ Color 35 PPM MFP (A3)	2
8	None Needed	0
9	B&W/Color 30 PPM or Greater MFP (A4)	1
	Total Number of Units Requested	49

Each unit must be delivered to the selected CCS destination will be equipped with a Power Filter at no additional cost to CCS

Please provide lease pricing based up the RFP request.

60 Month Term _____

48 Month Term _____

36 Month Term _____

Please provide a Cost per Page for maintenance and supplies with No Minimums. Supplies including All Toners and Staples. All pricing proposed will be guaranteed not to have any rate increases for a period of 60 months.

Monochrome per Page Cost _____

Full Color per Page Cost _____

Please provide pricing for Papercut MF software for 49 devices. Concord currently uses Papercut and prefers to continue to use existing server.

60 Month Term _____

Copier MFP Monochrome Estimated volume 7,000,000 plus annually
 Copier MFP Full Color Estimated volume 600,000 plus annually

- The CCS Technology department will provide IP addresses at the time of installation
- 100mb or better Ethernet interface with support for TCP/IP
- HID proximity card reader on each copier for authentication with Papercut
- Web-based/Software-based configuration and administration protected by CCS provided password
- Ability to restrict print jobs based on IP of print client this could possibly change with the upgrade to a Windows 2016 print server instead of the current 2012 r2. Thus restricting print jobs based on Active Directory login.
- Machines capable of scanning must be able to email scans in multiple formats to either internal or external email servers based on CCS Technology department requirements (All of our email addresses are Google addresses in our domain @concord.k12.in.us)
- Vendor shall provide CCS Technology department with technical support, driver installation support, and configuration support through the life of contract for all covered equipment
- Print Drivers
 - Windows/Mac compatible printer drivers that allow access to most features on currently installed OS's within CCS environment
 - PCL5 or better, Postscript 2 or better
 - 32 and 64 bit versions
 - Compatible with Windows 2012 r2 currently could move to a Windows 2016
- Preventive Maintenance
 - Should be done on each machine during non-instructional times, yearly at a minimum. (IE Summer Break, Spring Break)
 - Maintenance should include cleaning of machine, updating of firmware/software, verifying current drivers with CCS Technology
 - Time should be scheduled with CCS Technology
 - Report of Preventive Maintenance to CCS Technology department should include date of Preventive Maintenance, technician, work completed, firm ware/software version of machine by each quarter.
- The vendor will be responsible for notifying the CCS Technology department of all security vulnerabilities as the manufacturer discloses them and for working with the CCS Technology department staff to remedy them. Solutions to security issues, including the removal of any data on any media storage device installed as a part of the contract, must meet the full approval of CCS Technology department management.
- The vendor is also responsible for securely erasing all the data stored on any media storage device that is a part of any equipment installed, maintained or relocated within CCS under the terms contracted by.

APPENDIX A for Warsaw Community Schools

Please price the following equipment on a purchase or a 5-year leasing program. Contract award to begin on or about April 29th, 2023 and continuing for 5 years. Number of machines needed may vary depending on the final configuration and the successful respondent’s recommendation.

The total units needed by category for Warsaw Community Schools is:

Machine Category	Rated Speeds	Quantity
1	B&W 110 PPM or Greater MFP (A3)	0
2	B&W 90 PPM or Greater MFP (A3)	0
3	B&W/Color 60 PPM or Greater MFP (A3)	4
4	B&W 60 PPM or Greater MFP (A3)	3
5	B&W/Color 45 PPM or Greater MFP (A3)	1
6	B&W 45 PPM or Greater MFP (A3)	13
7	B&W/ Color 35 PPM MFP (A3)	1
8	B&W 35 PPM MFP (A3)	11
9	B&W/Color 30 PPM or Greater MFP (A4) 15 of these need cabinets	23
	Total Number of Units Requested	56

Each unit must be delivered to the selected WCS destination will be equipped with a Power Filter at no additional cost to WCS

Please provide lease pricing based up the RFP request.

60 Month Term _____

48 Month Term _____

36 Month Term _____

Please provide a Cost per Page for maintenance and supplies with No Minimums. Supplies including All Toners and Staples. All pricing proposed will be guaranteed not have any rate increases for a period of 60 months.

Monochrome per Page Cost _____

Full Color per Page Cost _____

Please provide pricing for a license(s) for Papercut MF software for 106 devices. Warsaw currently uses Papercut and prefers to continue to use existing server.

60 Month Term _____

Copier MFP Monochrome Estimated volume 8,500,000 plus annually
Copier MFP Full Color Estimated volume 3,000,000 plus annually

- The Warsaw Community Schools Technology department will provide IP addresses at the time of installation. WCS uses DHCP. When possible MAC addresses for wired Ethernet connection should be provided for IP address reservations.
- 100mb or better Ethernet interface with support for TCP/IP
- HID proximity card reader on each copier for authentication with Papercut.
- Web-based/Software-based configuration and administration protected by WCS provided password.
- Machines capable of scanning must be able to email scans in multiple formats to either internal or external email servers based on WCS Technology department requirements (All of our email addresses are Google addresses in our domain @warsawschools.org) SMTP server IP number will be provided for all machines sending emails.
- Vendor shall provide WCS Technology department with technical support, driver installation support, and configuration support through the life of contract for all covered equipment.
- Print Drivers
 - Windows/Mac compatible printer drivers that allow access to most features on currently installed OS's within WCS environment
 - PCL5 or better, Postscript 2 or better, 32 and 64 bit versions
 - Compatible with Windows 2012r2 /2016 .
- Preventive Maintenance
 - Should be done on each machine during non-instructional times, yearly at a minimum. (IE Summer Break, Spring Break)
 - Maintenance should include cleaning of machine, updating of firmware/software, verifying current drivers with WCS Technology
 - Time should be scheduled with WCS Technology
 - Report of Preventive Maintenance to WCS Technology department should include date of Preventive Maintenance, technician, work completed, firmware/software version of machine by each quarter!
- The vendor will be responsible for notifying the WCS Technology department of all security vulnerabilities as the manufacturer discloses them and for working with the WCS Technology department staff to remedy them. Solutions to security issues, including the removal of any data on any media storage device installed as a part of the contract, must meet the full approval of WCS Technology department management.
- The vendor is also responsible for securely erasing all the data stored on any media storage device that is a part of any equipment installed, maintained or relocated within WCS under the terms contracted by.

APPENDIX A for Wa- Nee Community Schools

Please price the following equipment on a purchase or a 5-year leasing program. Contract award to begin on or about April 29th, 2023 and continuing for 5 years. Number of machines needed may vary depending on the final configuration and the successful respondent’s recommendation.

The total units needed by category for Wa-Nee Community Schools is:

Machine Category	Rated Speeds	Quantity
1	None Needed	0
2	None Needed	0
3	B&W/Color 60 PPM or Greater MFP (A3)	7
4	B&W 60 PPM or Greater MFP (A3)	13
5	None Needed	0
6	None Needed	0
7	B&W/ Color 35 PPM MFP (A3)	1
8	None Needed	0
9	B&W/Color 30 PPM or Greater MFP (A4) <u>5 of these need cabinet stands</u>	13
	Total Number of Units Requested	34

Each unit must be delivered to the selected Wa-Nee School destination will be equipped with a Power Filter at no additional cost to Wa-Nee Schools.

Please provide lease pricing based up the RFP request.

60 Month Term _____

48 Month Term _____

36 Month Term _____

Please provide a Cost per Page for maintenance and supplies with No Minimums. Supplies including All Toners and Staples. All pricing proposed will be guaranteed not to have any rate increases for a period of 60 months.

Monochrome per Page Cost _____

Full Color per Page Cost _____

Please provide pricing for Papercut MF software for 34 devices. Wa-Nee currently uses Papercut and prefers to continue to use existing server.

60 Month Term _____

Copier MFP Monochrome Estimated volume 5,000,000 plus annually
Copier MFP Full Color Estimated volume 200,000 plus annually

- The Wa-Nee Technology department will provide IP addresses at the time of installation
- 100mb or better Ethernet interface with support for TCP/IP
- HID proximity card reader on each copier for authentication with Papercut
- Web-based/Software-based configuration and administration protected by Wa-Nee provided password
- Machines capable of scanning must be able to email scans in multiple formats to either internal or external email servers based on Wa-Nee Technology department requirements (our domain is @wanee.org)
- Vendor shall provide Wa-Nee Technology department with technical support, driver installation support, and configuration support through the life of contract for all covered equipment
- Print Drivers
 - Windows/Mac compatible printer drivers that allow access to most features on currently installed OS's within Wa-Nee environment
 - PCL5 or better, Postscript 2 or better
 - 32 and 64 bit versions
 - Compatible with Windows Server 2016/2019
- Preventive Maintenance
 - Should be done on each machine during non-instructional times, yearly at a minimum. (IE Summer Break, Spring Break)
 - Maintenance should include cleaning of machine, updating of firmware/software, verifying current drivers with Wa-Nee Technology
 - Time should be scheduled with Wa-Nee Technology
 - Report of Preventive Maintenance to Wa-Nee Technology department should include date of Preventive Maintenance, technician, work completed, firm ware/software version of machine by each quarter.
- The vendor will be responsible for notifying the Wa-Nee Technology department of all security vulnerabilities as the manufacturer discloses them and for working with the Wa-Nee Technology department staff to remedy them. Solutions to security issues, including the removal of any data on any media storage device installed as a part of the contract, must meet the full approval of Wa-Nee Technology department management.
- The vendor is also responsible for securely erasing all data stored on any media storage device that is a part of any equipment installed, maintained or relocated within Wa-Nee under the terms contracted by.

In addition to pricing information, respondents must meet the following criteria:

- 1) A maximum response time of 4 hours average for all service calls.
- 2) Vendor must document service response times.
- 3) All units must have original manufacturer's serial number.
- 4) Successful vendor must guarantee service for the full life of the contract.
- 5) Manufacturer must guarantee full dealer support for the life of the contract.
- 6) Conduct quarterly equipment performance meetings with all three school systems to assess service calls and equipment reliability with meter counts for each unit for both color and monochrome.
Vendor needs to provide an example of quarterly review material showing how meter readings will be reflected in the invoicing for each school system.
- 7) Respondent will be responsible to ensure a short-term inventory of supplies is available at each machine to reduce down-time as a result of supplies.
- 8) There will be no additional costs past to any of the school systems for delivery of supplies, such as UPS charges etc.
- 9) 24/7 online supply and service ordering capabilities.
- 10) To help secure all school(s) electronic documents, vendors must document all layers of network security, data security, and hard disk erase. Vendor must clean off all HDD at the end of the lease if requested by any of the school systems at No additional cost to them.
- 11) Vendor must provide software to monitor all equipment from their location. Including automatic toner alert replenishment. Vendor also responsible for collecting all meter readings on a monthly basis.
- 12) Vendor must provide an Optional price for a card swipe system. This system would provide access to the copier/MFP units utilizing the Employee ID Cards that all three school systems currently using. This system would also allow access via the card and work with papercut software.
- 13) If at any time a loaner unit is needed, the vendor needs to provide a unit of like nature since the unit will be used as a printer and needs to utilize the print drivers that are already being used. Like nature would be same manufacturer with same type of speed and same type of finishing options for the unit.
- 14) Maintain 95% unit up-time — need three references to verify this.
- 15) Parts available locally.
- 16) Vendor must be open to the idea of having parts available on-site storage and willing to have discussions with each school system.
- 17) Escalation process on service issues and process explained in case a unit needs to be service exchanged.
- 18) Customer training website by the manufacturer available 24/7.
- 19) Initial On -Site Training at each building.
- 20) Ongoing customer training at No Charge.
- 21) Vendor must supply, free of charge, pre-paid packages to return all empty toner cartridges to the manufacturer or provide pick-up service of these items if they are recyclable or reusable.
- 22) Vendors must delivery all equipment with no additional costs to the selected destinations.
- 23) Please provide copies of proposed contract so verbiage may be examined.
- 24) Vendor must provide assistance in any and all installs when requested in connecting any of the equipment at no additional costs to all three school systems.

APPENDIX B

Respondent must answer the following questions:

- 1) How many manufacturer trained digital technicians does your company have for the equipment you are proposing?
- 2) What percentage of your copiers in local schools are digital? What percent of these machines are networked?
- 3) How many of your local technical staff has network certifications and what are they?
- 4) How long has your company been doing business? How long in Elkhart County?
- 5) Provide a list of your employees who work out of your local office and their job titles. (Just the local office, Not the entire sales area your regional area might cover i.e. the entire State of Indiana.
- 6) Do you now or will you in the future have a web-based reporting procedure for clients to report problems and/or copy/print volumes?
- 7) Please include a plan on how your company would train those individuals who would be using this equipment. (Implementation Schedule). (Important)
- 8) Are the print drivers in your machines standard and/or similar for all models submitted in your proposal?
- 9) Does your proposed equipment network settings have the ability to be cloned for easy setup? Via USB? (Vendor is required to connect the equipment to the LAN).
- 10) Where is your local dispatch?
- 11) Please explain the process of toner replacements being supplied? I.e. are they UPS? Do you deliver them? How will you know that a machine in a department needs toner?
- 12) If a machine needs to be moved the selected vendor needs provide a price for when equipment needs to be moved to a different location during the life of the contract. This includes even just moving an A4 MFP if needed.
- 13) ~~Optional Item: Please also provide pricing for a "Folder Inserter". Purchase price and lease price based on 60 months. Warranty information and what an extended warranty may cost. Please see the attached spec sheet~~
- 14) ~~Optional Item: Please also provide pricing for an "Envelope Printer". Purchase price and lease price. Also please include supply pricing for the equipment along with warranty information and what an extended warranty may cost. Please see the attached spec sheet.~~

NON-COLLUSION AFFIDAVIT

No proposal will be accepted that does not have this form completely executed.

By submission of this proposal, each respondent and each person signing on behalf of any respondent certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (a) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposal or any competitor;
- (b) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the respondent and will not knowingly be disclosed by the respondent prior to opening, directly or indirectly, to any other respondent or to any competitor;
- (c) No attempt has been made or will be made by the respondent to insure any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition;
- (d) The person signing this proposal certifies that he/she has fully informed himself/herself regarding the accuracy of the statements contained in this certification, and under the penalties or perjury, affirms the truth thereof, such penalties being applicable to the respondent as well as the person signing in its behalf;
- (e) That attached hereto (if corporate responder) is a certified copy of resolution authorizing the execution of this certificate by the signature of this proposal on behalf of the corporate respondent.

(Individual)

(Corporation)

Date: _____

By: _____

This Non-Collusion Affidavit must be submitted with the proposal.

This proposal shall be furnished with two copies enclosed in a sealed proposal envelope.