

Foley Public Schools

Printer-Copier and Printer-Copier Maintenance

Request for Proposal

July 1st, 2022

Prepared by:



True North Consulting Group, LLC
www.tncg.com

Foley Public Schools
REQUEST FOR PROPOSAL

FOR: Printer-Copiers and Maintenance

Scope and Specifications of the Proposal

SCOPE: The intent of the RFP is to procure a new printers and printer-copiers with associated ongoing maintenance for Foley Public Schools.

Foley Public Schools reserves the right to modify the Scope and Specifications as circumstances require, including but not limited to adding, changing, or deleting proposed locations.

PROPOSAL SUBMITTED BY:

(Company Name)

(Address)

(State/Zip Code)

(Typed Name of Person Submitting the Proposal)

(Phone #)

(Date of Proposal Submission)

IMPORTANT DATES:

RFP Publication	July 1 st , 2022
Online Pre-proposal meeting	July 6 th , 2022, 10:00 AM Local Time
Last Day for Questions:	July 8 th , 2022, 5:00 PM Local Time
Last Addendum Issued:	July 12 th , 2022, 2:00 PM Local Time
Proposal Due Date:	July 15 th , 2022, 2:00 PM Local Time
Proposal Award:	July 18 th , 2022
Systems installation	week of August 15 th , 2022
Systems Training	August 30 th , 31 st , 2022
Project Completion:	September 9 th , 2022

SEALED SUBMITTAL REQUIREMENTS: One original and one (1) electronic copy in PDF format for a total of two (2) complete sets of the Proposal for a Printer-Copiers shall be **SEALED** and submitted on or before the due date listed under Important Dates. Send proposals to the following address:

One (1) original for time/date stamp and one (1) electronic copy on USB flash drive with original.
Kelly Gorecki Administrative Assistant Foley Public School District Office 840 Norman Ave North Foley, MN 56329

Proposal is to be signed only by persons authorized to enter into a contract with Foley Public Schools.

RESPONDENT'S SIGNATURE

COMPANY NAME

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1 SUBMITTAL REQUIREMENTS AND PROPOSAL FORMAT

- 1.01 **Proposal Clarification Questions:** After reviewing all proposals received in response to this RFP, the District may develop a list of clarification questions to be addressed by the Respondent. The District or its agent shall send these questions to the Respondent for clarification. The Respondent shall provide a response within three (3) working days following the inquiry.
- 1.02 **Submittal Requirements:** Proposals shall be submitted by tab number as instructed below. The Respondent agrees and shall comply with all provisions and specifications as stated in this RFP unless otherwise stated in the Exceptions section of this RFP. Any additional cost or factors to meet a specification or requirement must be noted in the Exceptions section. Failure to respond to these requirements may result in the proposal being considered non-responsive.
1. Tab 1 – Minimum Criteria
 1. Cover letter – with overall price, any special conditions, and signature
 2. A brief profile of the firm, including the following:
 - a. A brief history of the business
 - b. Organizational structure of business
 3. The overall qualifications of the business to provide the services requested
 2. Tab 2 – Required Documents
 1. Proposal Bond (original – with seal – in original Proposal)
 2. Proof of required insurance
 3. Certifications and/or letter from manufacturer(s) that the firm is an authorized installer and maintenance provider
 4. Five-year maintenance support guarantee from manufacturer and Respondent
 5. Addenda – Any addenda issued subsequent to the release of this solicitation must be signed and returned with the firm’s proposal. Failure to return signed addenda may be cause for the proposal to be considered non-responsive.
 3. Tab 3 – Executive Summary/Overview
 1. Written summary of the understanding of the scope of work to be performed
 2. Technical summary of the system/devices proposed, including details about any “improvements” over and above the base

request (for example, additional features/functionality, system management, etc.)

4. Tab 4 – Main Body of Response (insert a hard copy of RFP sections 1-5)
 5. Tab 5 – Equipment Specifications
 6. Tab 6 – Installation Methodology and Acceptance Testing
 7. Tab 7 – District Responsibilities
 8. Tab 8 – Respondent and Subcontractor Qualifications, Support Capabilities, and References
 9. Tab 9 – Project Team and Maintenance Team Resumes
 10. Tab 10 – Exceptions and Clarifications
 11. Tab 11 – Proposal Cost and Bill of Materials
 12. Tab 12 – Additional Sales Documents and Brochures. Copy of sample contract, sample billing statement/sample invoice, and sample maintenance agreement.
- B. **Exceptions to the RFP:** Respondents may find instances where they must take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified in the Exceptions section, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the District, and a description of the advantage to be gained or disadvantages to be incurred by the District as a result of these exceptions.
- C. **Alternate Proposals:** Respondents who wish to submit an alternate proposal may do so. If more than one proposal is submitted, all must be complete and comply with the instructions set forth in this RFP.
- D. Respondent Contact/Questions about the RFP:
1. This RFP was a joint effort between True North Consulting Group and Foley Public Schools. Respondent communications shall be limited to contacts defined herein. Failure to comply with this provision may result in disqualification or evaluation penalty.
 2. It shall be the Respondent's responsibility to learn all aspects of the RFP requirements. Should any details necessary for a clear and comprehensive understanding be omitted or any error appear in the RFP documents, or should the Respondent note facts or conditions that in any way conflict with the letter or spirit of the RFP documents, it shall be the responsibility of the Respondent to obtain clarifications before submitting a proposal.

3. Questions may be submitted up until the date and time shown under the important date's section of this RFP to: Pete Gray at pete.gray@tncg.com
- E. **Addenda:** It is incumbent upon each Respondent to carefully examine all specifications, terms, and conditions contained herein. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information shall be made in writing, through the recipient named above. The District shall not be responsible for any oral representation(s) given by any employee, representative, or others. The issuance of a written addendum is the only official method by which interpretation, clarification, or additional information can be given. No addenda shall be issued later than two (2) business days prior to the date for receipt of proposals, except an addendum postponing or withdrawing the request for proposals. Respondents must acknowledge receipt of addenda in their proposals.
- F. **Request for Proposal:** It is the sole responsibility of the Respondent to ensure that they have received the entire Request for Proposal.
- G. **Proposal Bond:** A Proposal Bond in the amount of 5% of the proposal (total hardware/software cost) price, payable to Foley Public Schools, is required for this RFP. The Proposal Bond can be in the form of a bond or cashier's check. The bond shall be issued by an agency authorized to do business in the State of Minnesota and with a rating of "A" or higher as listed in the A.M. Best & Company latest published rating guide. The bond or cashier's check shall not expire until the Contract is awarded and shall guarantee that (1) a Respondent shall not withdraw its proposal after the closing time and date of this RFP, or (2) the awarded Respondent shall promptly execute a Contract and deliver any specifications required by the District prior to start-up of the Contract. The bond or cashier's check shall be invoked by the District to ensure payment of the Respondent of damages incurred by withdrawal of a proposal, or failure to enter into a Contract after award. Proposal bonds, without interest, shall be returned upon receipt of appropriate insurance documents and/or a Performance Bond, where/if applicable. No proposal shall be considered without a proper form of security.
- H. **Performance Bond:** The successful Respondent shall furnish within ten (10) days of notification of award a Performance Bond in the amount of 100% of the proposed price, payable to Foley Public Schools as security for the faithful performance of the Contract. The bond shall be issued by an agency authorized to do business in the State of Minnesota with a rating of "A" or higher, as listed in the A.M. Best & Company latest published rating. An attorney in fact who signs a Performance Bond must file with the bond a certified copy of his/her power of attorney to assign said bond. The awarded Respondent, upon failure or refusal to furnish within ten (10) days of notification the required Performance Bond, shall pay to the District, as liquidated damages for such failure or refusal, an amount in cash equal to the Proposal Bond.

- I. **Descriptive Material:** The District is not responsible for locating or securing any information that is not identified in the Respondent's proposal and reasonably available to the District. To ensure that sufficient information is available, Respondent must furnish as a part of the proposal all descriptive material necessary for the District to (1) determine whether the product offered meets the requirements of the RFP and (2) establish exactly what the Respondent proposes to furnish in terms of supplies, materials, and services.
- J. **Subcontractors:** If Respondent's organization will use subcontractors, they must be identified under the References tab of your response.
- K. **Request for Additional Information:** Prior to the final selection, Respondents may be required to submit additional information regarding the Respondent's qualifications and experience that the District may deem necessary to further evaluate the proposal's qualifications.
- L. **Proposal Award:** The RFP consists of a base proposal configuration that shall be accepted or rejected in its entirety and proposal options that the District may accept or reject individually without regard to the listing order of the option, but only as the District determines is in its best interest.
- M. **Right to Accept/Reject:** The District reserves the right to reject any or all proposals and waive any irregularities. The District also reserves the right to choose the proposal that is deemed in the best interest of the District based on any or all criteria, etc. In addition, the District reserves the right to negotiate any or all items and terms of proposal.
- N. **Denial of Reimbursement:** The District shall not reimburse Respondents for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
- O. **Gratuity Prohibition:** Respondents shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of Foley Public Schools for the purpose of influencing consideration of this proposal.
- P. **Right of Withdrawal:** A proposal may not be withdrawn before the expiration one hundred and eighty (180) days from the proposal due date.
- Q. **Rights to Submitted Material:**
 - 1. All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by Respondents shall become the property of Foley Public Schools when received.
 - 2. The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Respondent of the conditions contained in this Request for Proposal.

- R. **Selection Criteria:** Proposals shall be evaluated based on, but not limited to, the following criteria:
1. Cost
 2. Technology
 3. Respondent/Manufacturer
 4. Support
 5. Energy Efficiency of Devices
- S. **Submittal of Qualifications:** Respondents should submit experience and qualifications as described in the RFP. Additional information may be submitted as appropriate to further describe vendor and provide product capabilities.

2 TERMS AND CONDITIONS

- 2.01 **Contract:** Any award of a contract resulting from this RFP will be made only by written authorization from Foley Public Schools upon approval by the Foley Public Schools Board. The contract between Foley Public Schools and the Contractor shall consist of (1) the Request for Proposal (RFP) and any amendments thereto and (2) the proposal submitted by the Contractor in response to the RFP. In the event of a conflict in language between these two documents, the provisions and requirements set forth and/or referenced in the RFP shall govern. The District also reserves the right to clarify any contractual relationship in writing with the concurrence of the Contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Contractor's proposal. In all other matters not affected by the written clarifications, if any, the RFP shall govern.
- 2.02 **Termination/Cancellation of Contract:** Foley Public Schools may cancel the contract at any time for breach of contractual obligation, convenience, or non-appropriation of funds by providing the Contractor with a written notice of such cancellation. Should the District exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the Contractor.
- 2.03 **Compliance with Laws:** In connection with the furnishing of supplies or performance of work under the contract, the Contractor agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable, and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.
- 2.04 **Incurred Expenses:** This RFP does not commit the District to award a contract, nor shall the District be responsible for any cost or expense that may be incurred

by the Respondent in preparing and submitting the proposal called for in this RFP, or any cost or expense incurred by the Respondent prior to the execution of a contract agreement.

2.05 **Indemnification:** The Contractor agrees it shall defend, indemnify, and hold harmless the District, its officers, and its employees against any and all liability, loss, costs, damages, and expenses, including attorney's fees that the District, its officers, or its employees may hereafter sustain, incur, or be required to pay arising out of the negligent or intentional acts or omissions of the Contractor's officers or employees

2.06 **Insurance**

A. The Contractor agrees, in order to protect itself and the District under the indemnity provision set forth above, to at all times during the term of this Contract have and keep in force insurance policies that meet the following limits:

1. A commercial general liability insurance policy in the amount of not less than \$500,000.00 for property damage sustained by any one person, \$500,000.00 for injury and/or damage to any one person, and \$1,500,000.00 for total injuries and/or damages arising from any one accident. The Contractor agrees to name the District as an additional insured on said policy.
2. An automobile liability insurance policy, including non-owned and hired autos, in the minimum amount of \$500,000.00 for injury and/or damages to any one person, \$500,000.00 for property damage, and \$1,500,000.00 for total injuries and/or damages arising from any one accident. The Contractor agrees to name the District as an additional insured on said policy.
3. Workers Compensation insurance in the statutory amounts.
4. Certificates of insurance showing the coverage listed above shall be provided to the District prior to the effective date of this contract, and the District shall be named as an additional insured under the liability policy required above.

2.07 **Safety:** Respondent shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The Respondent shall at all times comply with the regulations set forth by federal, state, and local laws, rules, and regulations concerning OSHA and all applicable state labor laws, regulations, and standards. The Respondent shall indemnify and hold harmless the District from and against all liabilities, suits, damages, costs, and expenses (including attorney's fees and court costs) that may be imposed on the District because of the Respondent's, Subcontractor's, or supplier's failure to comply with the regulations.

- 2.08 **Ownership of Work Product(s):** All work products (hardware and software) will be owned by the vendor at the end of the 5-year lease. The Contractor shall prepare and maintain all records required by the District to substantiate the amount and types of services rendered and for other purposes. The District shall inform the Contractor of the need for and nature of all such records.
- 2.09 **Warranty:** In a contract resulting from this RFP, Contractor shall warrant that during the warranty period, all hardware, equipment, and licensed software (including third-party software installed or recommended by Contractor or its subcontractors) shall perform at a minimum in all material aspects within the specifications and functional requirements defined by the Scope of Service/Work of the RFP. The foregoing representations and warranties shall be in force as to each version or release of software, system, components, and equipment.
- 2.10 **Independent Contractor:** Nothing contained in this agreement is intended or should be construed as creating the relationship of co-partners or joint ventures within the District. The Contractor shall remain an independent contractor, and all employees of the Contractor or its subcontractors shall remain the employees of the Contractor or subcontractor and shall not become the employees of the District. No tenure or any rights or benefits, including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, or other benefits available to District employees shall accrue to the Contractor or employees of the Contractor performing services under this agreement.
- 2.11 **Nondiscrimination:** All Contractors agree that during the life of the contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status, disability, sexual orientation, age, religion, or status with regard to public assistance, and shall intend a similar provision in all subcontracts entered into for the performance thereof. All proposals shall be accompanied by a signed statement of this fact, with failure to sign reason for proposal rejection.
- 2.12 **Default and Cancellation:**
- A. If the Contractor fails to perform any of the provisions of this Request for Proposal or so fails to administer the work as to endanger the performance of the contract, this shall constitute default. Unless the Contractor's default is excused, the District may, upon written notice, immediately cancel this agreement in its entirety.
 - B. Back orders, failure to meet delivery requirements, or failures to meet specifications in the contract authorizes the ordering entity to cancel the contract, or any portion of it, purchase elsewhere, and charge the full increase in cost and administrative handling to the defaulting Contractor. In the event of default, the District reserves the right to pursue any other remedy available by law. A Contractor may be removed from the Contractors list, suspended, or debarred from receiving a contract for failure to comply

with terms and conditions of the contract or for failure to pay the District for the cost incurred on the defaulted contract.

- 2.13 **Severability:** Every section, provision, or part of this agreement is declared severable from every other section, provision, or part thereof, to the extent that if any section, provision, or part of this agreement shall be held invalid by a court of competent jurisdiction, it shall not invalidate any other section, provision, or part thereof.
- 2.14 **Third-Party Products:** Contractor agrees to assign or pass through to the District or otherwise make available for the benefit of District, any manufacturer's or supplier's warranties applicable to any third-party software, hardware, or equipment provided by Contractor or its subcontractors under a contract resulting from this RFP.
- 2.15 **Title to Software:** By submitting a proposal, the Respondent represents and warrants that it is the sole owner of the software or, if not the owner, that it has received all legally required authorizations from the owner to license the software, has the full power to grant the rights required by this solicitation, and that neither the software nor its use in accordance with the contract shall violate or infringe upon any patent, copyright, trade secret, or any other property rights of another person or organization.
- 2.16 **New Material:** Unless otherwise provided for in this specification, the Respondent represents and warrants that the goods, materials, supplies, or components offered to the District under this RFP solicitation are new, not used or reconditioned. It represents that they are not of such age or so deteriorated as to impair their usefulness or safety and that the goods, materials, supplies, or components offered are current production models of the respective manufacturer.
- 2.17 **Ownership of Intellectual Property:** All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions created or developed in the performance of this contract shall become the sole property of the District. Upon request, the Contractor shall promptly provide an acknowledgment or assignment in a tangible form satisfactory to the District to evidence the District's sole ownership of specifically identified intellectual property created or developed in the performance of the contract. This excludes ownership of proprietary software belonging to the vendor, except software developed specifically for the District for which the District pays.
- 2.18 **Term of Software License:** Unless otherwise stated in the solicitation, the software license(s) identified in the pricing schedule shall be purchased on a perpetual basis and shall continue in perpetuity. The District reserves the right to terminate the license at any time, although the mere expiration or termination of this contract shall not be construed as intent to terminate the license. All acquired license(s) shall be for use at any computing facilities, on any equipment, by any number of users, and for any purposes for which it is procured. The

District further reserves the right to transfer all rights under the license to another state agency to which some or all of its functions are transferred.

- 2.19 **Return of Assets:** Except as otherwise provided in the Contract, or upon termination of the Contract, the Contractor shall return all District-owned data and information assets.
- 2.20 **Excessive Downtime:** Equipment or software furnished under the contract shall be capable of continuous operation. Should any part of the equipment or software become inoperable for a period of more than four (4) hours, the Contractor agrees to pro-rate maintenance charges to account for each full hour of inoperability beyond four (4) hours. The period of inoperability shall commence upon initial notification. In the event the equipment or software remains inoperable for more than three (3) consecutive calendar days, the Contractor shall promptly replace the equipment or software at no charge upon request of the District. Such replacement shall be with new, or refurbished product(s) of comparable quality, and must be installed and operational within three (3) consecutive calendar days following the request for replacement.
- 2.21 **Proposal Acceptance/Rejection:** The District reserves the right to accept or reject any or all proposals received as a result of this RFP, or to negotiate separately with competing respondents, and to waive any informalities, defects, or irregularities in any proposal, or to accept the proposal or proposals that, in the judgment of the proper officials, are in the best interest of the District.
- 2.22 **Firearms:** No provider of services pursuant to this Contract, including but not limited to employees, agents, or subcontractors of the Contractor, shall carry or possess a firearm on District premises or while acting on behalf of Foley Public Schools pursuant to the terms of this agreement. Violation of this provision shall be considered a substantial breach of the Agreement and is grounds for immediate suspension or termination of this contract.
- 2.23 **Other Contract Terms:**
- A. Compliance with Laws/Standards
 - B. General: The Contractor shall abide by all Federal, State, and local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs, and staff for which the Contractor is responsible.
 - C. Licenses and Permits: The Contractor shall procure all licenses, permits, or other rights necessary for the fulfillment of its obligation under this Contract. The Contractor indemnifies, saves, and holds harmless the District and any agents, commissioners, officers, employees, or volunteer workers thereof from any and all claims, demands, actions, or causes of action of whatsoever nature or character arising out of, allegedly arising from, or related to the execution or performance of the services of the successful Respondent provided for herein.

- D. Force Majeure: Neither party shall be held responsible for delay or failure to perform when such delay or failure is due to any of the following, unless the act or occurrence could have been foreseen and reasonable action could have been taken to prevent the delay or failure: fire, flood, epidemic, strikes, wars, acts of God, unusually severe weather, acts of public authorities, or delays or defaults caused by public carriers, provided the defaulting party gives notice as soon as possible to the other party of the inability to perform.
- E. Inability to Perform: Contractor shall make every reasonable effort to maintain staff, facilities, and equipment to deliver the services to be purchased by the District. The Contractor shall immediately notify the District in writing whenever it is unable to provide the agreed upon quality and quantity of services or reasonably believes it is going to be unable to provide this level of service. Upon such notification, the District shall determine whether such inability requires a modification or cancellation of this Contract.
- 2.24 In the event the District terminates the Contract for cause in whole or in part as provided above, the District may procure, upon such terms and in such manner as the District may deem appropriate, services similar to those so terminated, and the Contractor shall be liable to the District for any excess costs for such similar goods or services. The Contractor shall continue the performance of the Contract to the extent not terminated under the provisions for this section.
- 2.25 The rights and remedies of the District provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.
- 2.26 Payment Terms: Monthly billing for 60 months for lease and service.
- 2.27 Software Licensing Agreements: Within the RFP response, Contractor agrees to provide copies of software licensing agreements for all proposed software applications and operating systems.

3 GENERAL SCOPE/OVERVIEW

- 3.01 The District is seeking proposals from highly experienced and professional firms to provide, install and service printers and printer-copiers.

Upon completion of this project, the District shall have a system/service provider capable of providing the following.

- A. Equipment & Systems: All equipment and systems shall be new and currently manufactured
- B. Ease of Management: The District shall have a single pane of glass view to quickly see that status of printers and printer-copiers and their associated printing/copying statistics
- C. Contractor: The solution shall be provided by an experienced Contractor who has printer/copier experience. The Contractor shall provide a turnkey system including but not limited to all hardware, software, installation, training, and support.
- D. Serviceability: All systems shall be easy to configure and maintain.

3.02 System Users

- A. The District currently has 265 staff and 1,871 students.

3.03 Existing Infrastructure

- A. LAN/WAN

- 1. LAN

- a. Core: 4500/5508
 - b. Edge: 2960 POE

- B. Cable

- 1. Data: Category 6

- C. VMware: Moving to VSphere 7.0 over summer 2022

- D. E-mail Platform: Google Mail

- E. Desktop Software

- 1. Microsoft Windows 10/11/Chrome OS/Apple
 - 2. Google Workspace

- F. Any applications provided that require Windows server shall support server 2019 Datacenter

4 CONTRACTOR, INSTALLATION, AND MAINTENANCE

4.01 Contractor

- A. For any items/systems/alternates accepted by the District and made part of the contract, the contractor shall provide a turnkey solution including but not limited to delivery, installation, configuration, testing, and training. Any printer servers required will be provided by the District. Vendor shall supply District with all printer specifications necessary for any required print servers.
- B. Contractor and/or its subcontractors are fully authorized/certified to supply, upgrade, install, configure, provide warranty service, and troubleshoot/support the proposed equipment.
- C. The Contractor shall provide manufacturer trained and certified personnel who specialize in deployment of all items/systems/alternates accepted by the District.
- D. The personnel listed in the Respondent's proposal shall be the personnel assigned to this project. If changes are required, the Contractor shall gain written approval from the District's project manager prior to assignment of substitutes.

4.02 Project Manager

- A. The Contractor shall appoint a project manager who shall be the main point of contact regarding the project for the District. The project manager is responsible for the following:
 - 1. Developing a project schedule that identifies in detail the exact tasks and timelines that the District and Contractor must perform and/or be responsible for in order to accomplish the delivery, and installation of the hardware.
 - 2. Guaranteeing the work and performance of all employees and subcontractors who have been hired by the Contractor.
 - 3. Completing and submitting all required documentation.
 - 4. Attending all project coordination and/or construction meetings as required by the District.
 - 5. Informing the District of all unexpected conditions and problems that may result in delay or expense. The Contractor must report issues immediately upon discovery and must provide the District with the option(s) for resolving them.
 - 6. Arranging for provided training and coordination of scheduling for all training classes.

- B. If the Contractor seeks to change the project manager during the course of the project, such change is subject to prior written approval from the District.
- C. The District reserves the right to request a new project manager during the course of the project if the project manager does not perform to the District's satisfaction.

4.03 Permission to Proceed

- A. Prior to ordering, furnishing, or installing any equipment, the Contractor shall obtain the District's written approval of equipment, locations, layout, and installation.
- B. The Contractor shall coordinate location of all equipment placements for each location prior to commencement of work.
- C. Contractor must obtain the District's permission before proceeding with any work necessitating cutting into or through any part of a building structure.
- D. Existing floors, walls, ceilings, or any structural piece shall not be drilled or cut without prior approval of the District.

4.04 Damage and Cleanup

- A. The Contractor shall be held responsible for and make payment on any damage caused from the delivery and/or installation of its work.
- B. The Contractor shall keep the premises clean from debris and rubbish. After each workday, the Contractor shall remove any rubbish or waste from the working area. If the District is required to clean up, the cost shall be charged back to the Contractor.

4.05 Ordering and Delivery

- A. The Contractor shall take responsibility for proper ordering, shipping charges, storage and delivery of all component parts. This includes any components to be ordered from any third-party companies. The Contractor shall be responsible for proper storage of delivered equipment.
- B. The Contractor shall inventory and unpack equipment from shipping material and organize equipment for deployment. This includes checking to ensure that all equipment is complete and fully functional. Contractor shall remove and dispose of all empty boxes and packaging.

4.06 Equipment Installation

- A. Provide additional system components typically and reasonably required to make the system operational even though not specifically indicated in appendices, or specifications, including but not limited to patch cables (~6-7 feet in length), connectors, connecting accessories, power supplies, power

ords, and related connector and termination hardware required by but not supplied with the equipment.

4.07 Grounding

- A. Install Products in accordance with manufacturer's instructions. Mechanical connections shall be accessible for inspection and checking. No insulation shall be installed over mechanical ground connections. Ground connection surfaces shall be cleaned and all connections shall be made so that it is impossible to move them.

4.08 Removal of Existing Systems

- A. At the time of installation, the Contractor shall disconnect the existing systems and move them to a designated area where the District's current vendor will remove the hardware.
- B. The District's current printer, printer-copier vendor will remove existing printer and printer-copier systems.

4.09 Asset Tags

- A. Contractor shall label and inventory all provided equipment and components with a contractor asset tag and provide the inventory to the District. The inventory format and information to be included shall be reviewed with and approved by District.

4.10 Documentation

- A. When installation is complete, the Contractor shall furnish the District a complete set of project documentation in electronic format as follows.
 - 1. One complete set of hardware and software documentation/manuals in electronic format for all systems and applications provided.
 - 2. All naming standards/schema to be used in documentation must comply with existing District standards and be pre-approved by the District's Project Manager
 - 3. Acceptable documentation formats include Microsoft Word, Microsoft Excel, and Microsoft Visio
 - 4. Static IP numbers assigned to all equipment

4.11 Training Requirements

- A. All costs for training shall be included in the proposals.
- B. Printer-copier training:

1. Administrative and Support Staff: The Contractor shall conduct on-site, hands-on user training sessions for all administrative and support staff.
 2. Copy Center: The Contractor shall conduct on-site, hands-on user training sessions on any new copy center equipment for all copy center staff.
 3. Teachers: Contractor shall conduct on-site, hands-on training for all teachers. Contractor will provide users with general overview of standard printer-copier features.
 4. Online training shall be available for staff that miss on-site training and for any on-going follow-up training required.
- C. System Management: The Contractor shall provide training for system administrators on the use of printer-copier management. The training shall include the following:
1. Familiarization with features of all components and systems
 2. Client installation
 3. Process for viewing/downloading print/copy usage reports
 4. Use of key codes and fobs
 5. Overview of system documentation and use of all system manuals
 6. Process for obtaining technical support
 7. Format of billing documents
- 4.12 Cutover and Post Cutover Requirements
- A. First Day of Service: At a minimum, the Contractor shall provide an on-site personnel to include technical and training resources that are fully capable of supporting all systems and options purchased for the first business day.
 - B. Technical Issues: Contractor will provide on-site resources for as many days as are required following the first day of service to resolve any outstanding technical issues.
- 4.13 Project Closeout and Acceptance
- A. Punch List: Work or materials found to be incomplete, of unsatisfactory quality, failing to meet the specifications in the RFP package and resulting contract, and/or unacceptable to the District shall be documented in a punch list by the District and provided to the Contractor to rectify.
 - B. Punch List Approval: The punch list shall be considered complete only after having been signed by the District.

- C. Acceptance: Acceptance shall occur after all of the following conditions have been met:
1. All items/systems have been delivered, installed, configured, tested, and transitioned into service.
 2. All of the work has been completed in accordance with the contract and RFP specifications.
 3. The system operates in conformance with manufacturer's published specifications.
 4. The system, including all ancillary devices, applications, and options made part of the contract, has had 30 consecutive days with 100 percent availability.
 5. Training as specified is complete.
 6. All of the documentation requirements have been met.
 7. All outstanding punch list items have been completed.
 8. The Contractor has certified in writing to the District that the system is installed and operational in accordance with these specifications.

At this time, upon the District's written acceptance, operational control becomes the responsibility of the District. This constitutes Date of Acceptance. The warranty for components and service begins as of this date.

4.14 Warranty Period

- A. Warranty: Warranty will begin at acceptance.
- B. The Contractor, by entering into a contract with the District, warrants and represents that all materials, equipment, and services delivered to the District pursuant to the contract conforms to all of the specifications contained or referred herein. The Contractor further guarantees to replace all materials, equipment, software, or services that may be rejected by the District due to defective materials or workmanship for a minimum of one year following final acceptance of all systems. Failure or neglect of the District to require compliance with any term or condition of the contract specifications shall not be deemed a waiver of such term or condition.

4.15 Maintenance Guarantee

- A. Provide letters from both the Respondent and all manufacturers guaranteeing maintenance support of the proposed system(s) for a minimum of five (5) years.

- B. Should the manufacturer discontinue any products acquired as part of this RFP or cease to do business, the Respondent guarantees to stock an adequate supply of components to maintain the system for a minimum of five (5) years. Further, should the Respondent cease to do business, the manufacturer guarantees to provide components and services for this installation for a minimum of five (5) years.

4.16 Software Maintenance

- A. The Contractor shall provide software maintenance on a turnkey basis during the first year warranty period and any subsequent maintenance term. The Contractor shall be responsible for patches and version upgrades as needed.

4.17 Maintenance Service and Support

- A. The following must be included in the warranty period and under maintenance contract:
 1. Monday –Friday 8AM – 5PM Telephone support to assist District IT personnel with technical and system management issues and questions
 2. Remote monitoring and automatic notification to maintenance/support Contractor of any device errors and toner/ink cartridge replacement.
 3. 1-hour telephone response for any issues submitted by District personnel.
 4. Next day on-site replacement of all failed hardware components except for 4-hour on-site replacement of any copy center hardware components.
 5. Next day supply and replacement of OEM toner and ink cartridges. (See option for toner and ink replacement). Delivery of any toner/ink cartridges shall be to the school where the printer/copier device exists. The package label shall identify the printer/copier device that shall receive the replacement cartridge.
 6. Major and Minor Software upgrades for all systems provided
 7. Software Patches
 8. Preventative maintenance on all devices proposed through this RFP. Each proposer should define what is included in preventative maintenance (cleaning, scheduled hardware replacement, etc.) in their proposal response.
 9. All labor
 10. All parts and materials

11. Maintenance work outside of Monday –Friday 8AM – 5PM shall be billed at the hourly rate provided in the Proposal Cost Summary.
 12. Paper supply shall not be part of maintenance
- B. Maintenance Contract shall be for 5 years. Maintenance Contract shall be reviewed annually and adjusted as necessary based on overall system usage.
 - C. Contractor shall provide semi-annual review and audit of all applications, performance, and printing/copying statistics and make recommendations on any required changes.

5 PRINTERS AND PRINTER-COPIERS REQUIREMENTS

5.01 Printer and printer-copier device requirements

- A. The District wishes to replace all current printer and printer-copier hardware as listed in the appendix except where noted otherwise. All proposed equipment must meet or exceed the current printer or printer-copier feature/functionality and speed/performance. Each proposal shall document that the proposed printer or printer-copier meets the specs of the existing model and identify where the newer model exceeds the specifications of the existing model.
- B. If a new printer or printer/copier is not yet available or has shipping delays, the successful proposer shall install a temporary, substitute printer or printer/copier with similar capabilities until the new printer or printer/copier model is available. Once the new printer or printer/copier is available, the contractor shall remove the temporary device and replace it with the new device.
- C. The new printer and printer-copiers will be placed in the same positions as the exiting devices. Floor plans showing exact position of devices will be provided to the successful proposer.
- D. The District prefers to have all of the devices from the same manufacturer but are open to having a mix of manufacturers to insure they are getting the best print/copy devices throughout the District.
- E. For ease of user operation the District prefers to have common printer and printer-copier models where possible. Preference will be given to proposals that can meet the printing/copying needs of the District with the fewer number of varying printer/copier models.
- F. Copy Center device must be enterprise grade for maximized uptime.
- G. High volume devices shall have the capability of entering a PIN/code/password for tracking user/departmental usage. This function will be implemented at a future date. This function will be utilized by staff only.
- H. High volume devices shall have the feature to enter a PIN/code/password for secure printing access. Users should be able to retrieve a secure print from any printer (follow me, Pull Printing) on the network with this feature by entering their PIN/code/password. This function will be utilized by staff only.
- I. High volume devices shall have the capability of recognizing HID iClass Prox cards or Fobs for print/copy usage tracking and/or access to secure print jobs. HID iClass cards will be used by staff only.

- J. Devices capable of importing user information shall be compatible with Active Directory. Contractor shall assist District IT in importing users into the devices that have the capability of interfacing Active Directory.
 - K. Scanning functionality shall have the capability to either scan to e-mail or scan to specific directories.
 - L. Print preview requirement which mandates that a user validates a 1-page print (after print job has been sent to printer) prior to the device printing a large, bulk print job. This is a desired feature but not required.
 - M. Color devices shall only allow authorized users with permission to print color to be able to print to those devices.
 - N. System shall allow students to print to authorized printers. System shall synch with the student Google Workspace directory.
 - O. All printer/copier devices shall have print drivers for the following end-user devices/applications:
 - 1. Windows 10/11
 - 2. Mac
 - 3. Chrome OS
 - 4. Support for Apple Airprint
 - 5. Google Gmail
 - 6. Microsoft Office
 - 7. Google Workspace
 - P. The District prefers to have energy efficient equipment installed. Each proposal shall document the energy efficiency features and/or ratings of the devices being proposed.
- 5.02 Printer/Printer-copier Management
- A. A print/copy management software (web-based or on-premise) should be supplied and installed to allow the District to track device usage, see device errors, see when device is down, receive e-mail notifications, and track toner/ink usage levels.
 - B. Management software shall be accessible by, at minimum, 2 IT personnel.
 - C. Reporting should enable the District to review usage by:
 - 1. Building
 - 2. Department

3. Machine
 4. User
- D. System shall track student print usage and set caps, based on District policy, on the quantity of pages that an individual student can print.

6 EQUIPMENT SPECIFICATIONS

- 6.01 The following minimal system specifications shall be supplied to the District for all proposed equipment.
- A. Power requirements
 - B. Required network connectivity and any special network configuration requirements
 - C. Use of existing rack space (if any)

7 INSTALLATION METHODOLOGY & ACCEPTANCE TESTING

7.01 Installation Methodology

- A. Provide a detailed description of how the proposed system shall implemented. Include the following:
 - 1. Time line beginning with contract signing
 - 2. Logical description of your organizations approach to implementation including:
 - a. Equipment configuration and deployment
 - b. Application deployment
 - c. Training
 - d. Cutover

7.02 Acceptance

- A. Provide manufacturers recommended installation test plan for all proposed products and applications.
- B. The installation test plan shall be used during the acceptance period to verify that the system has been installed and tested per the Manufacturer recommendation.

8 DISTRICT RESPONSIBILITIES

- 8.01 Provide a complete list of any equipment that the District will need to provide, such as hardware, software, and print servers required to support the proposed printer or printer-copier hardware and software.
- A. The Contractor must provide all equipment, including but not limited to hardware, software, and labor required to support and install the proposed equipment/applications proposed, unless it has been identified in this section.

8.02 Provide a list of any other items/resources that the District will be responsible for providing for all aspects of the project including:

- A. Implementation
- B. Training
- C. Warranty
- D. Maintenance

9 RESPONDENT AND SUBCONTRACTOR QUALIFICATIONS, SUPPORT CAPABILITIES, AND REFERENCES

9.01 Information about the Respondent

A. Company name _____

B. Legal name (if different) _____

C. Years in business _____

D. Number of years selling systems similar to this Proposal _____

E. Contact Names

1. Primary _____

2. Secondary _____

F. Contact Phone Numbers

1. Primary _____

2. Secondary _____

G. Contact email addresses

1. Primary _____

2. Secondary _____

H. Full mailing address

I. Name and phone number of bonding company

J. Number of full-time employees _____

K. Number of technical/installation personnel who will be dedicated to the project _____

L. Name of person who would be project manager for this project (attach listing of experience with similar projects)

9.02 Qualification and Requirements

A. If more than one (1) company is involved in the installation, training, and/or support after installation, there must be a Prime Contractor. This Prime Contractor assumes responsibility for all other entities involved.

List Prime Contractor here: _____

9.03 Experience and Existing Customers

How many similar systems has the Respondent sold/installed?

A. In the area: _____

B. Statewide: _____

C. Nationwide: _____

9.04 References

All prospective Respondents must provide a minimum of three installation and three maintenance references using the reference format provided below. The references must be similar in scope and size to the District’s project.

Reference 1:

Organization Name _____

Address _____

Type of Business _____

Contact Person _____

Telephone Number _____

Email Address _____

Dates of Installation _____

Description of System _____

Reference 2:

Organization Name _____

Address _____

Type of Business _____

Contact Person _____

Telephone Number _____

Email Address _____

Dates of Installation _____

Description of System _____

Reference 3:

Organization Name _____

Address _____

Type of Business _____

Contact Person _____

Telephone Number _____

Email address _____

Dates of Installation _____

Description of System _____

Number of Lines/Ports/Jacks _____

Number of Networked Locations _____

A. Subcontractors/Partners

1. The applicable terms and provisions of the contract documents shall bind every subcontractor. Further information about subcontractors may be requested prior to award.
2. Identify all subcontractors or partners used for any purposes. Failure to disclose subcontractors/partners may lead to disqualification. Include separate sheet(s) labeled "Subcontractors/Partners," if necessary.

Business Name	Years Exp.	Function
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. References for Subcontractors/Partners

Include below three (3) references for EACH subcontractor. (Duplicate this page if needed for multiple subcontractors.) Again, preference shall be given to Respondents with references for implementations at organizations most similar to the District.

Subcontractor Reference Format

Organization Name _____

Address _____

Type of Business _____

Contact Person _____

Telephone Number _____

Email Address _____

Dates of Installation _____

Description of System _____

9.05 Service after Installation

A. How many service personnel trained in maintaining the proposed systems does Respondent employ in the District’s area? Please indicate location closest to the District.

1. Trained Service Personnel: _____

2. Location: _____

B. Provide the address of Respondent’s service center(s) closest to the District:

1. Company _____

2. Address _____

3. Telephone Number _____

C. Who shall maintain parts inventory? At what location?

1. Company _____

2. Address _____

3. Telephone Number _____

4. What critical component parts are kept in stock at this location?

- D. What is your guaranteed remote response time for an emergency?
- E. What is your guaranteed on-site response time for an emergency?
- F. Who shall maintain parts inventory? At what location?

G. Remote Monitoring

- 1. What hardware is provided?

- 2. What if any access to the District’s data network is required?

- 3. What is monitored?

- 4. When are the systems monitored:

- a. During normal business hours? _____

- b. After hours and holidays? _____

- 5. What happens when an error or maintenance notification is reported:

- a. During normal business hours? _____

- b. After hours and holidays? _____

9.06 Receipt of Addenda

Below, please acknowledge receipt of any addenda with the number and date on the addendum document:

9.07 Financial Statements

Upon request, financial statements from the Respondent, Manufacturer, and subcontractor(s) inclusive of cash flow sheet, income sheet, balance sheet, and asset liability statement for the last three (3) years shall be provided.

10 PROJECT AND MAINTENANCE TEAM

- A. Provide names, titles, resumes, and training certificates of installation project team members.
- B. Provide names, job titles, and training certificates of service personnel who shall be assigned to the District after installation.

11 EXCEPTIONS AND CLARIFICATIONS SECTION

11.01 All exceptions to the RFP shall be provided in this section of your response.

- A. Provide the paragraph number(s) for all items that you take exception with and provide an explanation/reason for the exception.

12 PROPOSAL COST SUMMARY AND BILL OF MATERIALS

12.01 Proposal Cost Summary

- A. The District is looking for a 5-year lease. The vendor would own the equipment at the end of the 5-year lease.
- B. Printers, printer-copier, and copy center hardware – **Base Proposal**
 - 1. 5-year leases monthly cost \$_____
- C. Maintenance – Option A: Full maintenance and support as described in section 4.17 for all devices (**Base Proposal**).
 - 1. 5-year monthly cost \$_____
- D. Maintenance – Option B: Full maintenance and support as described in section 4.17 for all devices except for installation of toner/ink. Toner/ink will be delivered next day and Foley Public Schools will install toner/ink cartridges. (**Base Proposal**)
 - 1. 5-year monthly cost \$_____
- E. Hourly rate for after-hours work \$_____
- F. Performance Bond Cost (do not include in base proposal lease cost, any costs associated with proposal bond should be included in lease cost)
 - \$_____

12.02 Insert Bill of Materials showing manufacturer, part numbers, and quantities for all proposed hardware and software.

13 APPENDIX

Usage statistics provided for each device are from 7/1/21 to 6/3/22

Shaded printers are considered high-volume devices.

High School Existing Printers, Printer-copiers

Manufacturer	Model	B/W	Color	Card/FOB/keycode	Notes/Additional Features
Ricoh	SP 4520DN	6827			
Ricoh	SP 4520DN	6565			
Ricoh	SP 4520DN	3673			
Ricoh	SP 4520DN	33			
Ricoh	MP 2554SP	59573		Yes	
Ricoh	MP 301SPF	13236			Fax line
Ricoh (Copy Center)	Pro 8100se +Duplo DF-755 Folder	33631		Yes	
Ricoh	MP 4054SP	31809		Yes	
Ricoh	MP 301SPF	14862			
Ricoh	DX 3334	973		Yes	
Ricoh	MP C406SPF	6950	13944		Fax line
Ricoh	SP C440DN	22638	17573		

District Office Existing Printers, Printer-copiers

Manufacturer	Model	B/W	Color	Card/FOB/keycode	Notes/Additional Features
Ricoh	MP C4504	71782	16931	Yes	

Intermediate School Existing Printers, Printer-copiers

Manufacturer	Model	B/W	Color	Card/FOB/keycode	Notes/Additional Features
Ricoh	SP 4520DN	24117			
Ricoh	SP 4520DN	17216			
Ricoh	SP 4520DN	7991			
Ricoh	MP 4054SP	39166		Yes	
Ricoh	SP 4520DN	683			
Ricoh	SP 4520DN	516			
Ricoh	MP 2554SP	141731		Yes	
Ricoh	SP C440DN	10585	34713		
Ricoh	SP 4520DN	238			
Ricoh	MP C406	5565	6588		

Elementary School Existing Printers, Printer-copiers

Manufacturer	Model	B/W	Color	Card/FOB/keycode	Notes/Additional Features
Ricoh	SP 4520DN	11629	8411		
Ricoh	SP 4520DN	15103			
Ricoh	SP C440DN	18278	72751		
Ricoh	MP 4054SP	211505	0	Yes	
Ricoh	MP 301SPF	7617			
Ricoh	SP 4520DN	4946			
Ricoh	SP C440DN	17547	4579		
Ricoh	SP 4520DN	2541			
Ricoh	MP C406SPF	7993	5078		Fax line

Bus Garage Existing Printers, Printer-copiers

Manufacturer	Model	B/W	Color	Card/FOB/keycode	Notes/Additional Features
Ricoh	MP 301SPF	2792			

ALC

The ALC does not have a current printer-copier under the current maintenance agreement but a new one should be provided as part of this RFP with the equivalent feature-functionality as the device shown in the table below.

Manufacturer	Model	B/W	Color	Card/FOB/keycode	Notes/Additional Features
Ricoh	MP 4054			Yes	