

**REGIONAL SCHOOL DISTRICT NO. 17
REQUEST FOR PROPOSALS**

Regional School District No. 17 hereby invites the submission of sealed Proposals for:

**DIGITAL COPIERS, SCANNERS AND PRINTERS
AND RELATED SERVICES AND SUPPLIES**

RFP # 052019-2

Issued May 31, 2019

The Proposals will be received at the offices of the Regional School District No. 17, 57 Little City Road, Higganum, Connecticut 06441, until **10:00 a.m.** on **Friday, June 14, 2019**, at which time they will be publicly opened and read aloud.

Specifications and other information may be obtained at 57 Little City Road, Higganum, Connecticut, between 8:30 a.m. and 3:00 p.m. Monday through Friday.

REGIONAL SCHOOL DISTRICT NO. 17
INSTRUCTIONS TO PROPOSERS

I. Definitions

- A. "Addendum" means written documents issued by the Board prior to the date and time in Article IIE which modify these Instructions to Proposers by additions, deletions, clarifications or corrections.
- B. "Proposal" means a submission by a Proposer to provide services that conform to the Proposal Documents.
- C. "Proposal Documents" means the Invitation to Submit Proposals and these Instructions to Proposers, all exhibits attached hereto, and any Addendum.
- D. "Proposal Price" means the price, as shown on Exhibit A, at which the Proposer offers to provide the equipment, services and supplies described in the Proposal Documents.
- E. "Proposer" means the person or entity who submits a Proposal.
- F. "Board" means the Board of Education of Regional School District No. 17.
- G. "Contract" means the document that the Contractor executes with the Board to provide the digital copiers, scanners and printers and related services and supplies, which shall contain, at a minimum, those items described in Article IV.
- H. "Contractor" means the Proposer who is selected by the Board to provide the digital copiers, scanners and printers and related services and supplies and executes the Contract.
- I. "RFP" means this Request for Proposals.
- J. "Equipment" means digital copiers, scanners and printers.

Unless otherwise defined, these definitions shall apply to the Proposal Documents and the Contract.

II. Proposal Instructions

- A. Proposals shall be received from Proposers for the furnishing of all digital copiers, scanners and printers and related services and supplies for the Board as further described in Schedule 1.
- B. When executed and submitted by Proposer, the Proposer acknowledges it has full knowledge of and agrees with the general specifications, conditions and requirements of the Proposal Documents.
- C. Proposals must be mailed or delivered to Martha R. Vaughn, Director of Fiscal Operations in an envelope clearly marked "RFP #032016-1 DIGITAL COPIERS, SCANNERS AND PRINTERS AND RELATED SERVICES AND SUPPLIES."
- D. The Proposer must submit its Proposal in a sealed envelope marked with the Proposer's name and address in the upper left hand corner. The sealed envelope is to be plainly marked in the lower left hand corner with the name of Proposal, the Proposal number and the opening date and time.
- E. The Proposals shall be submitted no later than Friday, June 14, 2019 at 10:00 a.m. Proposals received later than that date and time will not be considered and will be returned unopened. Amendments to or withdrawals of Proposals received later than that date and time will not be considered.
- F. The Proposer shall submit two (2) copies of the Proposal.
- G. The Contractor shall comply with the laws, rules, regulations and policies of federal, state, and local governments. It shall be the responsibility of the Contractor to ensure that all personnel employed are familiar with all of the aforesaid laws, rules, regulations and policies.
- H. The Board reserves the right to waive technical defects in Proposals, to reject any and all Proposals, in whole or in part, and to make such awards, in whole or in part, including accepting a Proposal or a part of the Proposal, although not the low Proposal, that in its judgment will be in the best interest of the Board.
- I. Each Proposer is responsible for making sure it gets the information it needs to make a responsible Proposal that allows it to execute the Contract if it is awarded the Contract. Information requests are to be made in writing to John Mercier, Director of Technology, prior to Tuesday, June 11, 2019. A written request does not in any way diminish a Proposer's responsibility to get the information it needs to make a Proposal.
- J. Any modification to the Proposal Documents will be made by Addendum. Any Addendum will be mailed to all persons that have requested these Instructions to Proposers. Each Proposer shall confirm prior to submitting its Proposal that it has received all Addendum.

III. Proposal Requirements

- A. The Proposal shall be submitted with all of the information described in this Article III.
- B. A Proposal bond, irrevocable letter of credit, certified check or cashier's check for five percent (5%) of the Proposal Price ("Proposal Security") must be submitted with a Proposer's Proposal, and if a Proposal bond is submitted, it must be submitted along with the surety's affidavit attached as Exhibit B to this Proposal, which is incorporated into and made a part of this Proposal. The Board will retain the Proposal Security until: (a) a Contract has been executed with a Contractor or (b) the specified time has elapsed so that Proposals may be withdrawn or (c) all Proposals have been rejected. The Board will retain the Proposal Security of the successful Proposer until a contract is executed. All Proposal Prices quoted by Proposers must be firm prices for a period of sixty (60) days from June 30, 2019. If awarded the Contract, the Proposal Price shall be firm prior to the execution of the Contract and then during the term of the Contract.
- C. All Proposers must read and execute the Affirmative Action Memorandum, in the form of Exhibit C, attached hereto and made a part hereof.
- D. All Proposers shall submit a list of three (3) clients, preferably school systems on the Statement of Qualifications, attached as Exhibit E. The list shall include the name of the school, address, contact person, telephone number and a brief description of the work performed and the size of the contract. The Proposer, by submitting a Proposal, hereby authorizes the Board or its authorized agent to contact such clients listed without obtaining any other consent from the Proposer.
- E. Each Proposer must declare that this Proposal is made without any connection with any other person or entity making any proposal for the same services, that it is in all respects fair and without collusion or fraud and that no person acting for or employed by the Board is directly or indirectly interested in the Proposal or in the services to which it relates, or in any portion of the profits therefrom, in the form attached as Exhibit D, attached hereto and made a part hereof.
- F. Each Proposer must fill out the "Proposal Form" in the form of Exhibit A.
- G. Each Proposer shall provide to the Board a list of all employees that will make up the Proposer's "Service Team" used to maintain and service the Equipment, as well as employees trained in operating the Equipment.

- H. Each Proposal must include description of repair service (i.e., number of technicians available, qualifications, etc.), location of repair personnel, estimated turnaround time for repairs and name of firm providing these services.
- I. Proposals should describe in detail, the types of Equipment, services and (other) equipment that will be available to the Board. It is the responsibility of the Proposer to provide all information on the equipment that is necessary for an evaluation by the Board of such equipment. The Board's decision of approval or disapproval of equipment is final.
- J. Proposers are to supply information on the copiers proposed for each site and location.
- Proposers are to provide costs for entering into a three (3) year lease for the units proposed.
- Prices listed shall include network of units as indicated and their product specifications.
- Proposers are to provide in its Proposal for training of staff, i.e. initial only, ongoing as requested.
- Proposers are to provide information as to technician availability, i.e. service call response time, how many technicians will be assigned to Regional School District No. 17. A fixed annual cost, to be paid monthly, will be established for the three (3) year period. Any overages will be billed annually at the end of the year. This cost shall include all parts and labor and supplies (except paper and staples). Copier history is provided on separate sheets (Schedule 1).
- All supplies (except paper) shall be included in an annual cost to be paid monthly. Per copy charges will not be considered.
- K. Proposers shall provide information regarding the disposition of the copiers at lease end.
- L. Each Proposer shall provide a completed Statement of Qualifications, in the form of Exhibit E. The Proposer shall be and have been regularly and actively engaged in copier equipment services and must have performed the type of work described herein.
- M. Each Proposer should provide information describing the lease arrangement it is proposing, if any, related to the Contract.
- N. The information provided herein is intended to assist Proposers in the preparation of proposals necessary to properly respond to this RFP. It is not intended to limit a Proposal's content; rather it is designed to provide

interested vendors with sufficient information to understand the current operation of Regional School District No. 17. Vendors responding to this RFP are encouraged to provide equipment that establishes the most effective copier services operation. The Board's objective is to contract with a vendor that provides the equipment using creative methods to lower costs and improve efficiency while making use of the most recently developed technology.

IV. Scope of Work

- A. The Board is seeking a vendor that will provide all of its digital copiers, scanners and printers and related services, such as maintenance and repair and replacement of such equipment and supplies for those sites described in Schedule 1. The inventory of existing equipment is also included in Schedule 1. Each Proposal shall describe all costs, including any other labor, materials, supplies, overhead, taxes and profit of the Proposer, and the Proposal Price shall be "all-inclusive." The Board shall be responsible for no other charges other than the prices set forth on Exhibit A.
- B. The period of the Contract with the Contractor shall be for a three (3) year period. The period of any lease with a leasing company related to the Equipment shall also be for a three (3) year period. Each contract shall include a "non-appropriation" clause that does not obligate the Board to pay any net contract balance remaining beyond any ending fiscal period wherein funds have not been appropriated for that expense.
- C. The successful Proposer must execute the Contract in the form approved by the Board. Such Contract shall include, at a minimum, the terms, conditions and provisions in this Article.
- D. The Contractor shall be responsible for the maintenance, service and all OEM (Original Equipment Manufactured) parts for all copiers to assure peak operating performance of each copier.
- E. The Contractor shall be responsible for providing [OEM toner/dry ink, developer, fuser oil, fuser webs, copy cartridges], excluding paper and staples, to all locations. The Board expects the Contractor to supply adequate inventories on the site to meet normal production levels when requested/needed.
- F. The Contractor shall provide detailed information and reports on copier monthly usage by user, and/or department. The quarterly report will provide detailed information of all related copier activities.
- G. The Contractor shall submit one monthly CPC payment includes equipment, service, and supplies to the Board.

- H. The Contractor shall submit a quarterly activity report to the Board with a listing of copier problems and resolutions. Included in this report will be all new copiers, moved, relocated or replaced copiers.
- I. The Contractor shall provide operator manuals specific to each machine, adequate training for all new equipment and additional training upon request without charge.
- J. Once award is made to the Contractor, the Contractor will prepare a transition plan for implementation of contracted services and installation of equipment, including estimated delivery time and any venting and additional electrical requirements. It is desirable that all equipment be in place and functioning by August 9, 2019. All equipment must be in place and functioning no later than August 16, 2019. The Contractor must coordinate delivery and installation with the Director of Technology for each department/ facility. The Contractor is responsible for all costs associated with delivery for equipment to be installed. The Board will be responsible for costs associated with venting and/or electrical.
- K. In the event that any piece of equipment has been out-of-service due to needed repairs for more than 24 hours, the Board reserves the right to require the equipment be replaced with a suitable loaner unit.
- L. The Contractor will be responsible for any and all property taxes associated with all copier equipment. The Board shall not pay extra for such taxes.
- M. Material Safety Data Sheets (MSDS) are required for all supplies.
- N. All equipment placed in service with the exception of loaners on a temporary basis, must be NEW. Remanufactured and/or discontinued models will not be accepted.
- O. The Contractor is required to offer one single point of contact for all purposes, i.e., repairs, service problems, complaints, supplies, equipment modification and/or exchange, etc. This contact will be the same for all under the Contract.
- P. The Contractor must be responsible for removal and/or return or disposal (and all costs associated with) of copier equipment utilized and leased by the Board during the period of the Contract without a termination charge at the end of the lease.
- Q. The Board is continuing to build a technology infrastructure. It is expected as new needs are established for digital technology that the Contractor will be able to assist and offer information and solutions based on the state-of-the-art technology in conjunction with all printing devices.
- R. Guarantee minimum of 9,000,000 copies/prints annually

- S. The Contractor must conduct its activities in a manner designed to protect any information concerning the Board from improper use or disclosure.
- T. The Contractor shall indemnify and hold the Board and its officers, employees and agents harmless from any and all loss, liability, damage, penalty, expense or fee, including attorneys' fees, or other costs or obligations in connection with the performance of Contractor, any employee, agent or personnel or breach of the obligations of Contractor, any employee, agent or personnel under the Contract.
- U. The contract with Contractor shall contain the following insurance provisions:
 - 1. The Contractor shall provide during each year of the contract, prior to July 1, and will replace twenty (20) days prior to the renewal date, at its own cost and expense, Certificates of Insurance written by sureties or insurers licensed in the State of Connecticut to the Board. All certificates shall be approved by the Board prior to commencement of the services under the contract. The Contractor shall maintain insurance of the kinds, and in the amounts specified hereunder. Such Certificates of Insurance shall contain a provision that the Board and its agents and employees are "Additional Insureds" on all policies on a primary and noncontributory basis. In addition, the Board shall be given thirty (30) calendar days' advance notice by certified mail, return receipt requested, or by hand delivery, of any change to, or sixty (60) days' advance notice by certified mail, return receipt requested, or by hand delivery, of any cancellation of, any or all insurance policies required under the contract.
 - 2. The policies of insurance shall include the following:
 - a. The Contractor shall provide and maintain in force for the full term of the Contract Workers' Compensation Insurance in accordance with the statutory requirements of the State of Connecticut. The Workers' Compensation policy must have a waiver of subrogation in favor of the Board.
 - b. The Contractor shall maintain employers' liability coverages of \$1,000,000/\$1,000,000/\$1,000,000.
 - c. The Contractor shall maintain general liability insurance for bodily injury and property damage liability combined single limit of not less than \$1,000,000 and an aggregate limit of not less than \$2,000,000. Coverage for abuse and molestation claims MUST be included in the policy without limitations.

- d. The Contractor shall maintain automobile liability insurance for bodily injury and property damage liability combined single limit of not less than \$1,000,000. Coverage must include non owned and hired auto liability and should also not have any exclusion for abuse and molestation.
- e. The Contractor shall maintain umbrella liability/excess liability over all policies listed above with full follow form conditions in an amount of at least \$5,000,000.
- f. The Contractor shall maintain employment practices liability coverage including third party with limits of at least \$1,000,000 per claim including defense costs.

V. All bidders will be required to survey the existing equipment, assess user requirements, recommend and provide the following types of equipment and services as may be applicable:

- Multifunctional Systems
- Ricoh, Xerox, Canon, HP and Other Major Brands
- System Repair and full-service support for all installed system.
- On-going maintenance.
- System monitoring for toner and other supplies.
- Document routing, faxing and scanning to network folders, email.
- Active Directory / LDAP user integration.
- Optional ability to scan to hosted solutions (e.g. Office 365, Google, etc.)
- Color Copier Systems
- High-volume, large format printers, copiers and scanners.
- 10/100/1000 Base T network capabilities
- Paper handling to include multiple two large capacity drawers
- Large capacity document feeders
- Bypass feeder
- Duplex capability
- Magnification from 25% to 400% Stapling capability up to 50 sheets
- 2-hole paper punch
- 3-hole paper punch
- Print drivers compatible with Windows XP, Windows 7, Window 8.1, Windows 2008, Windows 2012 R2, Windows 10.
- Print drivers compatible with Mac OS
- Centralized printer management software
- Faxing capabilities
- Network faxing capabilities
- Full network scanning capabilities
- Color scanning capabilities (where applicable)
- Scan to desktop
- Scan to folder
- Scan to email

- TWAIN Compliant drivers
- OCR capability and related software (please specify name & version)
- Specify compression format
- Specify scan resolutions
- Energy Star compliant (please specify any energy saving features).

W. Criteria for Evaluating Proposals.

A. Regional School District No. 17 will establish a Selection Committee to be responsible for reviewing the proposals received and will evaluate them using the following criteria. Regional School District No. 17 reserves its rights to examine any other criteria and take the same under consideration and to reject any firm or proposal despite its compliance with this criteria if it determines that to do so would be in the best interest of Regional School District No. 17.

- vendor's proposed fee structure regarding equipment, services and supplies offered
- quality and reliability of the equipment and services offered
- quality of vendor's implementation and transition plans
- experience and expertise of the proposed personnel
- vendor's prior experience in the successful implementation of similar work
- proposal contract terms meet requirements of the CPC (Cost per copy) proposal

After review of all factors, terms and conditions, including price, the Selection Committee will make a recommendation to the Board which reserves the right to reject any and all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Board.

CERTIFICATION:

The Proposer has read and understood the Proposal Documents, INCLUDING ALL EXHIBITS, which are Exhibit A through Exhibit E, all attached hereto and made a part hereof, and the following addendum: _____
_____ (if any. If none, state "None"), and the Proposal conforms to the terms and conditions of the Proposal Documents.

I hereby certify, as an officer of _____, that, as the Proposer under these Proposal Documents, all of the information and material supplied to the Board as required by these Proposal Documents are complete and true. I, as an officer of _____, understand that all of the terms and conditions of these Proposal Documents shall be included in the Contract executed with the Board, if awarded the Contract. I, as an officer of _____, further understand that any information that is found to be incomplete or false or, any attempt to mislead the Board is discovered, either during the evaluation or subsequent to any award may result in the disqualification of the Proposal or the immediate termination of the Contract.

Signature _____ Date _____

Name _____ Title _____

Notary Public _____ [Seal]

Proposer Information

Company: _____

Address: _____

City State Zip

Telephone: _____

Fax: _____

EXHIBIT A

PROPOSAL FORM

The undersigned, hereby proposes and agrees to provide the Equipment and supplies and fully perform the related services in strict accordance with the Proposal Documents and the Contract for the following sum of money:

<u>Year</u>	<u>Annual price</u>	<u>Monthly price</u>
2019-2020	\$	\$
2020-2021	\$	\$
2021-2022	\$	\$

Signed: _____

Proposer's Name

By: _____

Name

Its

Street

City/State Zip

Date

EXHIBIT B

SURETY'S AFFIDAVIT

In the interest of protecting the Board and the surety company, the Board requires that the Proposer's surety company provide the information below to the Proposer. Each Proposer must include this information with its Proposal Bond as a part of their proposal at the time of the Proposal opening.

This is required in order for the Board to verify the validity of the Proposal Bond.

(Proposer to fill in the following before sending to surety company.)

_____ Proposer's Name	_____ Proposal Name
_____ Address	_____ Proposal #
_____	_____ Contract Amount
_____ Area Code Phone #	_____ Work Description
_____ Contact Person	

(Surety Company to fill in the following and return to Proposer.)

_____ Surety Company Name	_____ Agent's Name Issuing Bond
_____ Agent's Telephone #	_____ Agent's License #
_____ Proposal Bond	

I, _____, representing the

Surety Company
do hereby acknowledge executing the aforementioned Proposal Bond to the above referenced Proposer. I recognize this work will be performed in Connecticut and hereby acknowledge that this Surety Company is licensed to do business in Connecticut.

_____ Agent's Signature	_____ Date
----------------------------	---------------

EXHIBIT C

AFFIRMATIVE ACTION MEMORANDUM

TO: All Vendors
FROM: Regional School District No. 17
SUBJECT: Affirmative Action

The Regional School District No. 17 Board of Education (the "Board") is an Equal Opportunity Employer. The Board of Education has made it a matter of policy that it will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination. A copy of the Board Affirmative Action Statement is printed on the bottom of this letter. In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to us.

STATEMENT OF POLICY

It is the employment policy of _____ that there shall be no discrimination against anyone on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, physical disability or sexual orientation or any other grounds prohibited by State law in the hiring, upgrading, demotions, recruitment, termination and selections for training.

In addition, this form is in full compliance with the letter and intent of the various Equal Employment Opportunities and Civil Rights Statutes noted above.

_____	_____
Date	Signed (Name/Title of Company Officer)
_____	_____
Telephone Number	Street Address
_____	_____
Fax Number	City/State

EXHIBIT D

NON-COLLUSION STATEMENT

The undersigned hereby declares that this Proposal is made without any connection with any other person or person making any proposal for the same items, that it is in all respects fair and without collusion or fraud and that no person acting for or employed by the Board is directly or indirectly interested in the proposal or in the services to which it relates, or in any portion of the profits therefrom.

Signed: _____

Proposer's Name

By: _____

Name

Its

Street

City/State Zip

Date

STATE OF CONNECTICUT:

SS

COUNTY OF:

Subscribed and Sworn to before me on this ____ day of _____, 2019.

Notary Public

EXHIBIT E

STATEMENT OF QUALIFICATIONS

Please answer the following questions regarding your company's past performance.

Failure to reply to this instruction may be regarded as justification for rejecting your proposal.

1. Number of years in business - _____
2. Number of personnel employed part time _____ full time _____
3. List three (3) contracts of this type/size your firm has completed within the last three years:

Project	Date	Contact Person	Phone Number

4. Organizational chart of vendor - check which applies:

general partnership	
limited partnership	
limited liability corporation	
limited liability partnership	
corporation doing business under a trade name	
individual doing business under a trade name	
other - specify	

5. Status of the business and its current standing the Secretary of State's Office; e.g. are all required filings current and in good standing

Connecticut Corporations - will the Secretary of State be able to issue a Certificate of Good Standing	Yes	No
Out of State Corporations - do you have a valid license to do business in the State of Connecticut?	Yes	No

6. Is your local organization an affiliate of a parent company? If so, indicate the principal place of business of your company and the name of the agent for service if different from what has been indicated on the response form.

Name of Business	
Address	
City/State/Zip	
Name of Agent	

Schedule 1

Current Copier Model	Site	Location	Total Pages - Average Monthly Volume	Mono Pages - Average Monthly Volume	Color Pages - Average Monthly Volume
MP 7503SP	BURR ELEMENTARY SCHOOL	LIBRARY	50,055	50,055	
*MP 4054	BURR ELEMENTARY SCHOOL	MAIN OFFICE	15,680	15,680	
MP7503SP	HADDAM-KILLINGWORTH CENTRAL OFFICE	COPY ROOM	3,119	3,119	
MP 4054	HADDAM-KILLINGWORTH CENTRAL OFFICE	STUDENT SERVICES OFFICE	6,844	6,844	
MPC 6502SP	HADDAM-KILLINGWORTH CENTRAL OFFICE	COPY ROOM	13,786	6,807	6,909
MP 4054	HADDAM-KILLINGWORTH CENTRAL OFFICE	FRONT OFFICE	4,111	4,111	
MP7503SP	HADDAM-KILLINGWORTH HIGH SCHOOL	ENGLISH OFFICE RM C108	40,299	40,299	
MP7503SP	HADDAM-KILLINGWORTH HIGH SCHOOL	MAIN OFFICE	13,304	13,304	
MP7503SP	HADDAM-KILLINGWORTH HIGH SCHOOL	LOWER MEDIA/SCIENCE	39,849	39,849	
MP7503SP	HADDAM-KILLINGWORTH HIGH SCHOOL	MATH OFFICE RM C212	82,988	82,988	
MP7503SP	HADDAM-KILLINGWORTH HIGH SCHOOL	PUPIL SERVICES	7,496	7,496	
MP 6503SP	HADDAM-KILLINGWORTH HIGH SCHOOL	GUIDANCE	9,262	9,262	
PROC 5100SS	HADDAM-KILLINGWORTH HIGH SCHOOL	GRAPHICS LAB	24,923	10,594	14,329
MP 4054	HADDAM-KILLINGWORTH HIGH SCHOOL	MEDIA CENTER	11,638	11,638	
**MP 6054SP	HADDAM-KILLINGWORTH INTERMEDIATE SCHOOL	4TH and 5TH GRADE	36,098	36,098	
MP 6054SP	HADDAM-KILLINGWORTH MIDDLE SCHOOL	8TH GRADE	38,145	38,145	
MP 6054SP	HADDAM-KILLINGWORTH MIDDLE SCHOOL	7TH GRADE	46,952	46,952	
MP 6054SP	HADDAM-KILLINGWORTH MIDDLE SCHOOL	6TH GRADE	46,174	46,174	
MPC 3004	HADDAM-KILLINGWORTH MIDDLE SCHOOL	LIBRARY	14,246	7,092	7,154
MP 7503SP	HADDAM-KILLINGWORTH MIDDLE SCHOOL	MAIN OFFICE	40,717	40,717	
MP 7503SP	KILLINGWORTH ELEMENTARY SCHOOL	COPY ROOM	60,913	60,913	
MP 4054	KILLINGWORTH ELEMENTARY SCHOOL	MAIN OFFICE	18,471	18,471	

* Currently MP 4054 but need increased PPM due to increase of enrollment with the closing of Haddam Elementary School

** Currently MP 6054SP but may need increased PPM due to addition of Grade 4 to location