**REQUEST FOR PROPOSALS COPY MACHINES**

# CONTRACT SPECIFICATIONS

**LEASE OF COPIERS FOR WHITEFORD AG RICULTURAL SCHOOL DISTRICT**

**BIDS WILL NOT BE CONSIDERED UNLESS SUBM ITTED ON ATTACHED BID FORMS.**

**THIS PROPOSAL M UST BE IN THE SUPERINTENDENT'S OFFICE NOT LATER THAN:**

**March 1st, 2021 - 2:00 PM**

**Bids will not be accepted after the above date and time.**

1. **INTRODUCTION**

The Whiteford Agricultural School District is seeking bids from qualified firms for the lease of (3) digital copy machines. The lease would be for a five (5) year period and would include all maintenance and supplies for the copiers. All three copy machines must meet the minimum specifications.

Bid Submittal

Eligible firms must submit a sealed response to this Request for Proposal. Questions should be sent to the address below or telephone 734-856-1 443, ext. 101:

Valerie Orr, Superintendent Whiteford Agricultural School District 6655 Consear Road

Ottawa Lake, Mi. 49267

Proposals must be received before 2:00 PM on Friday, March 1st, 2021.

Each proposal must be clearly marked "Copier Proposal". The Whiteford Agricultural School District reserves the right to reject any or all proposals and to accept any proposal which best meets the needs of the Whiteford Agricultural School District.

# GENERAL SPECIFICATIONS

Each firm is encouraged to conduct a site visit to achieve a full understanding of the physical conditions. Please contact Trevor Funchion at trevor.funchion@whiteford.k12.mi.us if you would like to schedule a site visit. All visits will take place at 3:00pm. The following specifications shall apply as to the replacement of the existing copy machines.

* 1. The lease will be for **new equipment only.** (No used or re-manufactured equipment - must contain 100% new components.) Each vendor should include literature (including maximum manufacturer rating) with each quote describing the equipment being quoted.
	2. The Bid equipment will not be discontinued models at the time of bid and/or delivery.
	3. The lease will be for a period of five (5) years.
	4. The lease bid should state whether personal property taxes are included in the lease price. If not, an estimate should be given on additional costs.
	5. The bid should state if there is a $1.00 buyout option.
	6. The lease shall provide a complete maintenance agreement for all copy machines. The maintenance agreement will include the following:
		1. All parts, labor, toner, staples, developer, drums, preventive maintenance and consumable supplies (excluding paper).
		2. The maintenance agreement will be implemented and performed by the organization issuing the lease.
		3. Any service call placed with the vendor that is not addressed by a service technician within eight business hours, the individual school will be given a credit based upon daily costs. The credit will be the total time in excess of eight hours until the time a service technician responds to the call. Any credit will be applied to next month’s invoice.
		4. Immediate replacement with "comparable" equipment of any machine down for repairs or waiting on order of parts for more than 48 hours. Failure to do so warrants a credit on the next month's invoice.
		5. Vendor agrees to replace any machine that does not operate to Whiteford Agricultural School District's expectations with comparable product for remainder of the lease.
		6. Guaranteed availability of service, parts and supplies for life of lease.
		7. The agreement shall not contain any maintenance escalation clause.
	7. ALL GUARANTEED ITEMS MUST BE IN WRITING AT TIME OF BID.
	8. Sufficient staff training is required for knowledgeable operation and will be performed by the organization issuing the lease. Minimum training requirements are at the time of delivery and upon administrator's request.
	9. Leassor maintains full time professional maintenance team which includes network professionals.
	10. Additional costs that could exceed those projected in the lease must be clearly spelled out in the lease. At no time will any other additional costs be entertained.
	11. Delivery and set up of all copiers is expected by March 26, 2021 unless noted in bid.
	12. Estimated total copies per year are:

Black/White: 1,500,000 copies

* 1. Tentative Timeline:
* Bids mailed: February 19, 2021
* Bids received: March 1, 2021 - 2:00 PM
* Vendor award (by the Board of Education): March 8, 2021
* Vendor delivery by: March 26, 2021

All potential vendors responding to this request will be notified in writing of any modifications, clarifications or additions to the specifications up through February 25,2021.

* 1. Any deviations and/or concerns with the tentative timeline should be stated, at time of bid, in a separate letter. Please email Valerie Orr, Superintendent with any concerns or clarifications of this bid. E-mail address is: val.orr@whiteford.kl2.mi.us .
	2. All bids must include the estimated date(s) of delivery after award of the bid. The timetable for installation of all new machines must be coordinated with our current vendor for the removal of the existing machines.
	3. The initial contract may be renewed by mutual agreement of both parties for additional one-year periods. In the event the contract is extended, the original terms shall remain in effect for the contractual period subject to mutually agreed upon financial and other arrangements for the contract year.
	4. On the base quote, the vendor must meet or exceed the minimum specs, quality, technology, or speed (i.e., if the minimum speed is 60 copies per minute and the vendor has as 65 CPM, the 65-CPM machine should be quoted on the base bid).
	5. WASD is tax exempt. That includes property and sales taxes.
	6. After the bid is awarded, the vendor must have all machines installed by March 26, 2021 or will receive a 10% discount on the first monthly lease payment.
	7. All bids must be itemized to reflect base price plus additional cost for each non-­ standard option.
	8. WASD reserves the right to require any vendor to demonstrate any solutions included in their quote prior to awarding a contract. Vendors will be required to submit three references of existing school systems.
	9. Bidders must provide a statement from the equipment manufacturer to certify that the vendor is a factory authorized dealer (in good standing), capable of bidding this project and the bidder is capable of servicing the copiers included in their proposal. Quotation should include the number of factory trained technicians (minimum of 10). Copies of their factory certificates should be available upon request. The equipment manufacturer should provide a commitment letter to the school district, which will indicate the level of support the manufacturer will provide for this contract.

Ill. **OFFICE DIGITAL MACHINES** - **(three machines)**

**Minimum Hardware Specifications:**

3000 Sheet Paper Supply

100 sheet multi-bypass (different sizes) Support copy/print up 11 " x 17" paper Stackless and Limitless duplexing (all sizes) 150 sheet document feeder

Must Support all paper weights between 20 lb. Bond and 100 lb. Cover Must include multi position stapler (3 or more) finisher

Copy Management System (minimum 500 codes) Adjustable Energy Saver

**Minimum Special Features:**

General:

Output Speed (copy/print) ..................... 60 ppm B&W

First Page Out Time.................................thru feeder 6.5 seconds

Resolution ...................................................600 dpi

Duplexing ................................................Automatic (standard)

Document Feeder Type ..........................Single Pass Document Feeder (SPDF)

Original Capacity: 150 sheets Original Size: 5.5" x 8.5'' - 11" x 17"

Paper Weights .......................................Simplex: 11-34 lb. Bond

Duplex: 14-34 lb. Bond Maximum Original Size ..........................Up to 11 " x 17"

Enlargement & Reduction.......................25-400%

Automatic Paper Selection Automatic Job Recovery Automatic Magnification Select

Booklet Copying, Split Page, Book Duplexing Edge Erase-Margin Shift

2 on 1 Copy Mode

Mix Size Originals with Reduction Job Interrupt

True Adobe Postscript

Wireless Printing Capabilities

Scan:

Scanning Resolution..............................B & W and Full Color scan 100-600dpi Scan Modes............................................ .Scan-to-Email (with LDAP support)

Scan-to-Folder SMB/FTP) Scan-to-URL

Scan to USB

**Whiteford Agricultural Schools**

**Copy Machine Bid from – page 1**

Proposal Deadline: March 1, 2021 / 2:00PM

Bidding Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company representative placing this bid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BASE BID OPTIONS

HIGH SCHOOL \_\_\_\_\_\_\_\_\_\_\_\_\_ / mo. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ / mo.

 Base Product:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Options:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BASE BID OPTIONS

MIDDLE SCHOOL \_\_\_\_\_\_\_\_\_\_\_\_\_ / mo. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ / mo.

 Base Product:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Options:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Whiteford Agricultural Schools**

**Copy Machine Bid from – page 2**

Proposal Deadline:March 1st, 2021 / 2:00PM

BASE BID OPTIONS

ELEMENTARY \_\_\_\_\_\_\_\_\_\_\_\_\_ / mo. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ / mo.

 Base Product:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Options:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Whiteford Agricultural Schools** |
| **Copy Machine Bid Form - page 3** |
|  |  |  |  |  |
|  |  | Does your bid meet the following minimum specifications? |
|  |  | **YES** | **NO** | **COMMENT** |
| **Please specify the following:** |   |   |   |
| Processor Speed |   |   |   |
| Hard Disk Space |   |   |   |
| Network Protocol |   |   |   |
| Supported Operating Systems |   |   |   |
|   |   |   |   |
| **Minimum Hardware Specifications** |   |   |   |
| 3000 Sheet Paper Supply |   |   |   |
| 100 sheet multi-bypass (different sizes) |   |   |   |
| Support copy/print up 11" x 17" paper |   |   |   |
| Stackless and Limitless duplexing (all sizes) |   |   |   |
| 150 sheet Single Pass document feeder |   |   |   |
| Support all paper weights between 20 lb. Bond and 32 lb. Cover |   |   |   |
| Includes multi position stapler (3 or more) finisher |   |   |   |
| Copy Management System (minimum 500 codes) |   |   |   |
| Adjustable Energy Saver |   |   |   |
|   |   |   |   |
| **Minimum Special Features** |   |   |   |
|   |   |   |   |
| **General:** |   |   |   |
| Output Speed (copy/print) |  60ppm B&W  |   |   |   |
| First Page Out Time | Black & White - 6.3 seconds |   |   |   |
| Resolution | 600 dpi |   |   |   |
| Duplexing | Automatic (standard) |   |   |   |
| Document Feeder Type | Single Pass Document Feeder (SPDF) |   |   |   |
|   | Original Capacity: 150 sheets |   |   |   |
|   | Original Size: 5.5" x 8.5" - 11" x 17" |   |   |   |
| Paper Weights: | Simplex: 11 - 34 lb. Bond |   |   |   |
|   | Duplex: 14 - 34 lb. Bond |   |   |   |
| Maximum Original Size | Up to 11" x 17" |   |   |   |
| Enlargement Capacity | 25-400% |   |   |   |
|   |   |   |   |   |
| Automatic Paper Selections |   |   |   |   |
| Automatic Job Recovery |   |   |   |   |
| Automatic Magnification Select |   |   |   |   |
| Booklet Copying, Split Page, Book Duplexing |   |   |   |   |
| Edge Erase-Margin Shift |   |   |   |   |
| 2 on 1 Copy Mode |   |   |   |   |
| Mix Size Originals with Reduction |   |   |   |   |
| Job Interrupt |   |   |   |   |
| Postscript |   |   |   |   |
| Wireless Printing Capabilities |   |   |   |   |
|   |   |   |   |   |
| **Scan:** |  |   |   |   |
| Scanning Resolution  | B & W and FC scanning at 100-600 dpi |   |   |   |
| Scan Modes | Scan-to-Email (with LDAP support) |   |   |   |
|   | Scan-to-Folder (SMB/FTP) |   |   |   |
|   | Scan-to-URL |   |   |   |
|   | Scan-to-Media (USD/SD Card) |   |   |   |
|  |  |  |  |  |

**Attachment 1**

**Compliance with School Safety Initiative Legislation**

The undersigned, the owner or authorized officer of \_ (the "Bidder"), certifies to Whiteford Agricultural Schools (the "School District"), that any and all persons who will work directly or indirectly for the Bidder, including, but not limited to, Bidder's employees, agents, vendors, subcontractors or consultants, and who will work at or on any School District Property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, and 380.1230g and have not been convicted of any "listed offenses" .1 The Bidder further warrants and represents that all persons who will work directly or indirectly for the Bidder, including, but not limited to, Bidder's employees, agents, vendors, subcontractors or consultants, and who will work at or on any School District property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, and 380.1230g. In this regard, Bidder agrees, without limitation, to report within 3 business days to the School District when any such person is charged with a crime listed in Section 1535a (l) of the Revised School Code2 or a substantially similar law, and to immediately report to the School District if that person is subsequently convicted, plead guilty or plead no contest to that crime.

BIDDER: \_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Its:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 The term listed offenses means those defined in Section 2 of the Sex Offenders Registration Act (SORA), MCL 28.722

2 MCL.380.1535a(l).

# Attachment 2

Familial Disclosure Form

The undersigned, the owner or authorized officer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(the "Bidder"), pursuant to the familial disclosure requirement provided in the Whiteford Agricultural Schools (the "School District") Request for Proposals for Copiers, hereby represent and warrant, except as provided below, that no familial relationships exist between Bidder(s) or any employee of the School District, and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER: \_

By:\_\_\_\_\_\_\_\_\_\_\_

Its: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: ­­­­­­­­­­­­ \_\_

*Attachment 3*

**CERTIFICATION OF COMPLIANCE - IRAN ECONOMIC SANCTIONS ACT**

***Michigan Public Act* No. *517* of *2012***

The undersigned, the owner, or authorized officer of the below-named company (the ”Company"} hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees} is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"}, and that in the event the Company is awarded a contract by Whiteford Agricultural Schools as a result of an RFP, the Company is not and will not become an "Iran Linked Business" at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or two (2} times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of Whiteford Agricultural School's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3} years from the date the it is determined that the person has submitted the false certification.

Name of 

Name and Title of Authorized Representative

Signature

Date