

**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT
REQUEST FOR PROPOSAL (RFP) FOR COPIERS AND COPIER MAINTENANCE SERVICES**

1. INTRODUCTION AND BACKGROUND

The South Williamsport Area School District has 3 buildings located in the Borough of South Williamsport, Lycoming County, Pennsylvania. We currently have approximately 170 employees and serve approximately 1,300 students.

2. PROJECT INFORMATION

The purpose and intent of this RFP is to solicit contract proposals for providing a single source contractor for current copier needs, if in the best interest of the School District.

3. ESTIMATED TIME SCHEDULE

Issue RFP/Advertise	Friday, March 19, 2021
Last Day for Inquiries	Friday, April 16, 2021
Proposal Submittal Due	Friday, April 23, 2021 by 2:00 PM
Public Opening of Proposals	Monday, April 26 at 1:00 PM
Administrative Review of Proposals	Monday, April 26 – Friday, April 30, 2021
Board Review and Consideration	Monday, May 24, 2021
Effective Date	Thursday, July 1, 2021

4. SCOPE OF THE WORK

The District intends to establish a contract with a Contractor to provide multi-function copiers, routine equipment maintenance, service calls, and supplies.

The selected Contractor shall provide digital multi-function copiers, installation, removal, preventative and scheduled maintenance, repairs, parts, all supplies (except copy paper) and proper training to key personnel.

Copiers shall be kept in proper and good working condition so that work delays and copy problems will be minimized. Contractor guarantees to follow manufacturer's suggested replacement schedule on all consumable parts. All improvements made available by the manufacturer will be installed at no additional charge. Updates must have ability to be automatic.

In the event a copier exhibits continuing breakdowns or poor copy quality for one month or five service calls, the District reserves the right to reject the copier. Contractor must provide written guarantee that service response time within four hours of initial contact for service and an overall average uptime of at least 95% on each individual copier. Contractor will, at the District's option, replace the copier with an acceptable copier for the duration of the contract.

Contractor must provide on-site service during the School District's normal operating hours of 7:30AM to 3:30PM from Monday through Friday.

Contractor shall be responsible for the distribution of supplies to the District to ensure adequate amounts of supplies are readily accessible. Supplies shall be delivered in sufficient quantities to

operate all equipment for a minimum of thirty days. All supplies shall be from the original equipment manufacturer.

5. SITE AND EQUIPMENT DETAILS

The District currently has the following equipment in the locations listed below. The District desires to have devices with similar speeds and capabilities.

Location	Current Device	Color or B/W
1 st Floor Main Office Central Elementary 555 W Mountain Ave S Williamsport, PA 17702	Canon Image Runner Advance 6275	Black & White
2 nd Floor Faculty Lounge Central Elementary 555 W Mountain Ave S Williamsport, PA 17702	Canon Image Runner Advance 6275	Black & White
1 st Floor Main Office Rommelt Elementary 515 W Central Ave S Williamsport, PA 17702	Ricoh MP C5503	Color
2 nd Floor Faculty Lounge Rommelt Elementary 515 W Central Ave S Williamsport, PA 17702	Ricoh MP 6002SP	Black & White
District Office Rommelt Elementary 515 W Central Ave S Williamsport, PA 17702	Ricoh MP C5502	Color
1 st Floor Faculty Room South Williamsport Junior Senior High School 700 Percy St S Williamsport, PA 17702	Xerox Workcentre 5955	Black & White
1 st Floor Guidance Suite South Williamsport Junior Senior High School 700 Percy St S Williamsport, PA 17702	Xerox Workcentre 5845	Black & White
2 nd Floor Library South Williamsport Junior Senior High School 700 Percy St S Williamsport, PA 17702	Xerox Altalink B8090	Black & White

All digital copiers shall be newly manufactured with no used or refurbished parts and include the capability to scan and fax. They are to be plain, card stock and multiple size paper copiers. They shall have the ability for network connection using Ethernet TCP/IP protocol. All features of the copiers

should include but not be limited to: automatic document feeders, paper supply, sorter, stapler and finisher. Copiers must be capable of integrating with current network operating systems.

Contractor is responsible for all software, including updates, new releases and connectivity costs.

6. FACILITY AND EQUIPMENT INSPECTION

All interested parties should contact Jamie Mowrey, Business Manager, at 570-327-1581 ext 4467 or jmowrey@swasd.org if they wish to view and inspect the current equipment and facility. The District is also willing to email pictures of current equipment due to safety concerns for visitors within our buildings during the COVID-19 pandemic.

7. PROPOSAL SUBMISSION

Two (2) copies of the proposal shall be addressed and delivered in a sealed envelope to South Williamsport Area School District, Attn: Jamie Mowrey, 515 W Central Ave, South Williamsport, PA 17702. At least one (1) copy of the proposal must bear an original signature of an authorized representative of the Contractor. Proposals will be received until 2:00PM Eastern Daylight Time on Friday, April 23, 2021. Any bid received after that time and date will not be opened or considered.

Proposals shall be submitted in a sealed envelope with the Contractor's name, address and telephone number clearly marked on the cover. "COPIER PROPOSAL" shall clearly be marked on the outside of the sealed envelope.

At a minimum, Proposals should include the following:

- a) Company name, address, telephone number, email address, and primary contact person for the RFP.
- b) A description of the firm's qualifications, including general information, a brief history, prior experience in print management solutions, an indication of the Contractor's experience in similar or equivalent projects and ability/qualifications to complete this project. Include a statement about the Contractor's ability to perform as related to current workload, availability of qualified personnel, and the availability of equipment and supplies. Provide documentation supporting key personnel in the firm as related to technical training education and experience.
- c) A list of any judgments against your company or management personnel filed within the past five (5) years. A listing of outstanding lawsuits should be included.
- d) A list of clients similar in size to the School District, with an emphasis on K-12, higher education, or accounts with similar distributed print/copy environment. A minimum of three (3) references should be provided, with names, phone numbers, and email addresses.
- e) Qualifications of personnel who will be assigned to work on this project. Detail the number and disciplines of those employees to be dedicated to this effort (i.e. 2 dedicated technicians, a dedicated account representative, a dedicated dispatcher, etc.)
- f) Any exceptions to the proposal requirements or terms and conditions that you are unable or unwilling to accept.
- g) An all-inclusive separate total monthly cost for the multi-function fleet devices in both operating lease and lease to own options. Lease-to-own options should include both dollar buyout and fair market value scenarios for terms of 60 months. If feasible, an estimate of the fair market value of the devices at lease end should be provided. The total monthly cost should include maintenance, toner and supplies.

- h) An exhaustive listing of the copier/MRD manufacturers and models to be deployed if awarded this contract. Product literature for each model proposed demonstrating that the equipment meets or exceeds specifications should also be submitted.
- i) If Buyer's Laboratory, Inc. has tested the equipment proposed, please provide a copy of the results.
- j) A Manufacturer's Certificate, verifying that the company is a legally authorized dealer or distributor of the equipment proposed.
- k) A Certificate of Insurance issued by an insurance company satisfactory to the School District evidencing the existence of the mandatory minimum coverage as listed below. The Certificate of Insurance shall designate the South Williamsport Area School District as an additional insured and shall, at a minimum, provide General Public Liability Insurance (non-automotive) for personal injury and damage to property shall not be less than \$1,000,000 for each occurrence and \$2,000,000 aggregate.
- l) Non-Collusion Affidavit – a signed affidavit of non-collusion must be returned with the proposal.

8. WITHDRAWAL OF PROPOSAL

A request to withdraw a proposal must be made in writing and filed with the Business Manager prior to the time set for the opening of proposals. No proposal may be withdrawn following the opening of proposals.

9. OPENING OF PROPOSALS

Proposals will be opened publicly and simultaneously at a Zoom meeting at 1:00 PM Eastern Daylight Time on Monday, April 26, 2021. In order to receive the Zoom link for the meeting, please send an email to Jamie Mowrey, Business Manager, at jmowrey@swasd.org after your proposal has been submitted.

10. CONTACT WITH CONTRACTORS

The District reserves the right to conduct discussions with any or all Contractors for the purpose of clarification and modification. Discussion and negotiation may include, but is not limited to, the scope of the work, delivery schedule, and pricing.

11. DISQUALIFICATION OF CONTRACTORS

Contractors may be disqualified and their proposals disregarded for reasons which include, but are not limited to, the following:

- a) The District has reason to believe that Contractors have engaged in collusion.
- b) The Contractor being interested in any litigation against the District.
- c) The Contractor is in arrears on any existing contract or has defaulted on a previous contract.
- d) The Contractor has uncompleted work which, in the judgment of the District, will prevent or hinder its ability to complete this project, if it were awarded to the Contractor.
- e) The Contractor has not been in business for at least five (5) years.

12. SELECTION PROCEDURE

The School District may select a proposal that offers the best value and award a contract to a Contractor based upon its ability and capability to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, financial stability, past performance, and other relevant factors, including but not necessarily limited to, the following:

Hardware Specifications

- Copy Speed – Pages Per Minute
- Paper Tray Capacity

Cost of Copies and Prints

- Cost per black and white page
- Cost per color page

Key Personnel Qualifications/Certifications

- Vendor Experience
- Vendor Qualifications
- Vendor Certifications

Customer References

- Vendor Client References

Service and Support Accountability Guarantee

- Vendor Written Service and Uptime Guarantee

Supplies

- Vendor's plan to organize, stock and maintain all necessary supplies

13. CONTRACT

The School District will negotiate the terms of a contract with any selected Contractor. If an agreement is reached, the Contractor will enter into a written contract and will perform all work pursuant to that contract. The proposal does not constitute an agreement or contract with the School District, and the School District reserves the right to not enter into any agreement with any Contractor.

14. NON-RESPONSIVE PROPOSALS

A Contractor that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.

15. NOTICE

By submitting a proposal, the Contractor agrees to waive any claim it has, or may have, against the School District and its employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents or the contract documents; acceptance or rejection of any proposals; and award of the contract.

16. DEBARMENT

Submission of a proposal in response to this RFP is certification that you, your company, and any subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitting proposals to any State or Federal department or agency or any political subdivision of the Commonwealth of Pennsylvania.

17. REJECTION OF PROPOSALS

The School District reserves the right (a) to terminate the proposal process at any time; (b) to reject any or all proposals; and (c) to waive formalities and minor irregularities in the proposals received. The School District further reserves the right to conduct a pre-aware survey of any Contractor under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by the School District to be necessary for the successful performance of the contract. The School District further reserves the right to cancel or amend this RFP at any time and will notify all recipients accordingly.

18. INQUIRIES

Submit all questions, inquiries, or requests for clarification in writing to Jamie Mowrey, Business Manager, 515 W Central Avenue, South Williamsport, PA 17702, email: jmowrey@swasd.org.

NON-COLLUSION AFFIDAVIT

The undersigned proposer having fully reviewed the RFP for Copiers & Copier Maintenance and determined the accuracy of the statements made herein certifies that:

1. I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers, as the case may be.
2. This proposal was developed independently and submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other entity designed to limit independent bidding or competition.
3. The contents of this proposal have not been communicated by me or by any employees or agents of my firm to any person not an employee or agent of this firm and I/we will not communicate any information concerning this proposal to any such person prior to this official opening of the RFP.
4. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal for this project or to submit a price higher than this price, or to submit an intentionally high or noncompetitive price.
5. My firm, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not, in the last five years, been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
6. I acknowledge that the above representations are material and important, and will be relied upon by the South Williamsport Area School District when recommending an award for services for which the proposal is submitted.

Firm Name

Date

Name and Title (Printed)

Signature