



**DEPARTMENT OF TECHNOLOGY**

**7703 NW BARRY ROAD**

**KANSAS CITY, MO 64153**

**Phone: 816-359-6104 Email: [RFP\\_Tech@parkhill.k12.mo.us](mailto:RFP_Tech@parkhill.k12.mo.us)**

**REQUEST FOR PROPOSAL NUMBER: TE1116**

The Park Hill School District, Department of Technology, will accept separate sealed proposals from qualified persons or firms interested in providing the following:

**COPIER REPLACEMENT**

**IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS**

**PROPOSALS MUST BE RECEIVED AND WILL BE OPENED AT**

**11:00 AM CST ON FEBRUARY 24, 2021**

**PLEASE MARK YOUR EMAIL "Proposal No. TE1116" AND EMAIL TO:**

Park Hill School District, Department of Technology

[RFP\\_Tech@parkhill.k12.mo.us](mailto:RFP_Tech@parkhill.k12.mo.us)



<b>PROPOSAL NUMBER:</b>	TE1116
<b>QUESTIONS DUE</b>	February 5, 2021 10:00 AM
<b>RESPONSE DUE:</b>	February 24, 2021 11:00 AM

The undersigned, on behalf of the Bidder, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation making a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the Proposal is entered; (4) they have read the complete Request for Proposal and understand all provisions; (5) if accepted by Park Hill School District, this Proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted Proposal will be bidder responsibility.

**Name of Bidder:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Taxpayer ID Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



**PART I**  
**DESCRIPTION OF PROJECT & SERVICES REQUIRED**

**I. SCOPE OF SERVICES**

Please be advised that the Park Hill School District Technology Department (hereinafter referred to as "PHSD") is soliciting proposals from qualified persons or firms to replace our existing multifunction copier devices (hereinafter referred to as MFD), which have reached the end of their maintenance contract and may be at the end of their usable life.

**II. TIMELINE FOR RFP PROCESS & PROJECT COMPLETION**

The timeline listed below is the District's estimation to complete the RFP process. All efforts shall be made to abide by this schedule but it may be subject to change.

<b>Event</b>	<b>Date</b>
Release of RFP to Bidders	January 28, 2021 2021
Questions Due	February 5, 2021 10:00 AM
RFP Response Due	February 24, 2021 11:00 AM
Evaluation MFD Delivered	February 26, 2021
Evaluation MFD Picked Up	March 15, 2021
Contract Award	April 16, 2021
Installation and Training Complete	June 11, 2021

**III. PROPOSAL REQUIREMENTS**

- A. Vendors must address all information specified by this RFP.
- B. PHSD reserves the right to verify any information contained in the vendor's response, and to request additional information after the RFP response has been received. Any supplemental information that you provide will become a part of your proposal.
- C. Marketing brochures included as part of the main body of the proposal response shall not be considered but may be submitted as an attachment. Vendors shall include a detailed specifications sheet of each model being proposed, which shall include details of the warranty provided.
- D. Vendor shall bear all costs associated with preparing and submitting responses to this RFP and the subsequent evaluation phase.
- E. All pricing on proposed items shall be held without increase for at least one year from award date. If during this period the manufacturer's price decreases, it shall be the responsibility of the vendor to pass on any applicable decrease to the District in the event a purchase is pending. The District reserves the right to routinely make inquiries of the successful vendor on price decreases at any stage throughout the "held" period.



## **PART II** **INSTRUCTIONS TO RESPONDENTS**

### **I. INSTRUCTIONS TO RESPONDENTS**

- A. All questions shall be submitted to [RFP\\_Tech@parkhill.k12.mo.us](mailto:RFP_Tech@parkhill.k12.mo.us) and will be addressed by the District. If there is significant information deemed necessary to be communicated to all potential responders an addendum(s) may be issued and posted on the District's website. All addendums(s) must be signed and included with the submitted proposal.
- B. It is the responsibility of each respondent before submitting a response to examine the proposal documents thoroughly and request an interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the proposal documents. **Requests for clarification must be received no later than 10:00 AM on February 5, 2021.**
- C. The District reserves the right to award this contract in its entirety or purchase an adjusted quantity of the total devices listed. The District may accept or deny any item or group of items of the proposal unless qualified by specific limitation of the respondent.
- D. Proposals submitted on separate forms are not acceptable unless specified in the RFP document. Failure to complete proposal forms to the satisfaction of the Department of Technology may result in the rejection of your proposal.
- E. Acceptance of this proposal or any part thereof, in writing, within one hundred twenty (120) days after the closing date by the Department of Technology shall constitute a legal and binding agreement; wherein, the supplier shall furnish the supplies or material in accordance with the specifications and proposal offer on the written order of the Superintendent.
- F. The respondent shall provide all transportation, labor, materials, and equipment to perform the work. Prices shall include F.O.B. destination and inside delivery. In the event of errors in extension of total price(s), the unit price(s) shall prevail.
- G. Proposals may be modified, cancelled, or withdrawn prior to the above referred time and date only upon written notice actually received by the District before referenced time and date. Proposals may not be withdrawn for a 60-day period following the time and date for the receipt of proposals.
- H. Proposals will be made on the enclosed form. Respondents are requested to comply in all respects with the RFP documents and the instructions to Respondents.
- I. Respondents are reminded that the District is exempt from manufacturers excise taxes, floor, or sales taxes. Tax exemption certificates will be issued upon request.

### **II. TERMS & CONDITIONS**

In submitting a response to this Request for Proposal vendors hereby understand the following:

- A. PHSD reserves the right to reject any and/or all submittals and responses to these and/or related documents, to accept any item(s) in the submittal, to waive any irregularity in the submittals, and further if determined to be non-responsive in any form, or if determined to be in the best interest of PHSD.
- B. PHSD interprets the term "Lowest Responsible and Best Bidder" as requiring PHSD to: (a) choose between the kinds of materials, goods, wares, or services subject to the proposal, and (b) determine which proposal is most suitable for its



intended use or purpose. PHSD can consider, among other factors, such things as references, past performance, the availability of service(s), part(s) material(s) and/or supply(s), warranty, maintenance, freight costs, performance of product and labor cost of items upon which proposals are received. Responses will be rejected if all proposal specifications are not met.

- C. That Respondent, if an individual, is of lawful age and competent to enter into and perform the Work contemplated and, if a corporation, is duly incorporated and authorized to do business in this state.
- D. That this Proposal is made without any understanding or agreement with any other person, firm or corporation submitting a proposal for the same purpose. That this Proposal is made without any understanding or agreement with any other person, firm, or corporation that such person, firm, or corporation refrain from responding and this Proposal is in all respects fair and without collusion or fraud.
- E. That no member of the Board of Education of this District, nor any officer, employee or person whose salary is paid by said District, in whole or in part, is directly or indirectly interested in this Proposal or any labor or material to be supplied under any Contract or any portion of the profits.
- F. That the prices stated herein are net, exclusive of all federal, state, and municipal sales and excise taxes.
- G. Alternate proposals (two or more proposals submitted) will be considered for an award. PHSD reserves the right to make the final determination of actual equivalency or suitability of such proposals with respect to requirements outlined herein. The proposals submitted, and any further information acquired through interviews, will become and is to be considered a part of the final completed contract. If there is any variance or conflict, the proposal specifications will control.
- H. Respondents MUST email completed copies of this entire document to the Park Hill School District Technology Department, [RFP\\_Tech@parkhill.k12.mo.us](mailto:RFP_Tech@parkhill.k12.mo.us) on or before the date and time specified. Proposals received after that time will not be accepted nor considered.
- I. Proposals submitted may not be withdrawn for a period of 60 days immediately following the opening of this Request for Proposal.
- J. It is the responsibility of each respondent, before submitting a proposal to examine the documents thoroughly, and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, omissions in the RFP documents. **Requests for clarification must be sent to: [RFP\\_Tech@parkhill.k12.mo.us](mailto:RFP_Tech@parkhill.k12.mo.us) and received no later than February 5, 2021 at 10:00 AM.** The email must contain this proposal number, name, date, and numbered questions. PHSD will not answer questions transmitted through facsimile or methods other than set forth in this paragraph. All questions will be answered in an addendum, after question due date. PHSD is not responsible for questions not received on or before the due date, including emails lost due to spam filters or technical issues.
- K. All requested information must be supplied. If respondents cannot respond to any part of this request, respondents should state the reason they cannot respond and note an exception. Respondents may provide supplemental information to assist PHSD in analyzing its proposal.
- L. If the respondent refuses or fails to make deliveries of the materials within the times specified on the face of the Request for Proposal or purchase order, PHSD may, by written notice, terminate the contract or purchase order.
- M. The respondent will certify and warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens or claims of liens.
- N. The successful respondent will hold and save PHSD, and its officers, agents, servants/employees harmless from liability of any patented, or unpatented invention, process, article, or appliance manufactured, or used in the performance of



the contract, including its use by PHSD. Vendors working on PHSD property or on behalf of PHSD will be required to carry minimum insurance listed in RFP document.

- O. All items furnished, if applicable, must be the best of their respective kinds, and will be free from defects in material and workmanship. Items will be subject to PHSD inspection and approval at any time within 30 days after delivery. If a substitution is made, it will be the decision of a PHSD representative to determine if it is of equal quality. Items furnished must be manufactured in compliance with all existing legal or governmental directives.
- P. All proposals shall be valid and constitute an irrevocable offer to contract on the terms and conditions contained in this Request for Proposals for ninety (60) days after opening. Contracts entered into based on submitted proposals are revocable if contrary to law.
- Q. All project participants, consultants, engineers, contractors, and subcontractors must comply with all applicable Federal, State and Local laws pertaining to contracts entered into by governmental agencies. All participants must comply with the Americans with Disabilities Accessibility Guidelines (ADAAG).
- R. The respondent responding to this proposal solicitation proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Notification of Solicitation (if applicable), Request for Information (if applicable), Request for Proposal, Addenda, Contract, Bonds, Insurance, Plans, Specifications, any Instructions, Mandatory Requirements and Conditions.
- S. Unless specified elsewhere in the document, all prices quoted must be F.O.B. specified destination and will include all delivery, handling, and any other charges related to delivery including surcharges.
- T. The respondent hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Request for Proposal, has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this proposal is based upon the terms, specifications, requirements, and conditions of the Request for Proposal documents. The respondent further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
- U. It will be understood that any submittal and any and/or all referencing information submitted in response to this Request for Proposal will become the property of PHSD and will not be returned. As an educational entity, PHSD is subject to making records available for disclosure after Board of Education approval of the recommendation.
- V. PHSD will not be responsible for any expenses incurred by any vendor in the development of a response to this Request for Proposal including any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to PHSD and/or its representatives. Further, PHSD will reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Board of Education has formally accepted a recommendation.
- W. By submission of a response, the respondent agrees that at the time of submittal, he or she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of the respondent's services, or (2) benefit from an award resulting in a "Conflict of Interest". A "Conflict of Interest" will include holding or retaining membership, or employment, on a board, elected office, department, or committee sanctioned by and/or governed by the Park Hill School District Board of Education. Respondents will identify any interests, and the individuals involved, on separate paper with the response and will understand that PHSD may reject their proposal/quotation. The respondent certifies



that this proposal is submitted without collusion, fraud, or misrepresentation as to other respondents, so that all proposals for the project will result from free, open, and competitive bidding among all vendors.

- X. PHSD will issue a purchase order/contract for the acquisition of products/services specified as a result of an award made in reference to this document. Contract documents will be subject to any regulations governed by the laws of the State of Missouri and any local resolutions specifically applicable to the purchase.
- Y. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Missouri. No prepayment of any kind will be made prior to shipment. Payment will be made upon verification of delivery, compliance with specifications, assurance that the product/service performs as specified and warranted, and receipt of correct invoicing.
- Z. PHSD requests a just in time order process to alleviate storage issues and to ensure factory warranty stays engaged until products are installed.
- AA. If a current update to a product is available, please provide the current solution and note the change.
- BB. All associated costs required to complete project as specified should be included in your final proposal.
- CC. Empty fields in a Respondent's pricing sheet(s) will be assumed to indicate that there is no bid on that particular item.
- DD. PHSD reserves the right to request a written extension of their proposal price through a specific date.

### III. ADDENDUM(S)

Any addendum(s) will be posted to the Proposal Requests page on the Park Hill School District Requests for Proposal and Bids website at:

[http://www.parkhill.k12.mo.us/district\\_information/requests\\_for\\_proposal\\_and\\_bids](http://www.parkhill.k12.mo.us/district_information/requests_for_proposal_and_bids). Vendors are responsible for checking the website and acknowledging any addendums in their response.

### IV. EVALUATION CRITERIA

PHSD will review all responses submitted by the due date as defined in Part 1, Section II. The evaluation will include criteria such as the following with pricing being a heavily weighted factor. Pricing will be determined based on a combination of equipment pricing, maintenance costs, and projected usage over contract term for an estimated TCO.

- Vendor's qualifications
- Vendor's ability to meet or exceed the requirements
- Pricing
- Completeness and quality of response
- Vendor's services -- Implementation, consultancy, training, and technical support
- System flexibility and quality
- Reference



## V. REQUIREMENTS

### GENERAL INFORMATION

- The Vendor should submit a response to this RFP based on equipment purchase plus a cost per copy format with the resulting contract requiring the Vendor to provide and install all MFDs meeting the model requirements as specified, provide all consumables (excluding paper) and maintain all MFDs under the contract award.
- This RFP indicates the number of copiers currently owned by PHSD and usage counts.
- PHSD reserves the right to upgrade, downgrade, relocate or eliminate any machine at no additional charge at any time during the contract if the needs/usage requirements of the using department change.
- The vendor must commit that, for each multifunction device or device part that contains a hard drive is removed from service, the vendor shall at no cost to PHSD ensure that data on hard drives is destroyed and not retrievable as determined by the United States Department of Defense Standards.

### TECHNICAL REQUIREMENTS

All devices shall meet or exceed the following specifications

#### GENERAL

1. **Scan:** All Devices must support a fully embedded integration with Papercut Integrated Scanning. The Vendor is responsible for working with PHSD staff to successfully setup Papercut Integrated Scanning on the device. All device scan functions shall default to Papercut Integrated Scanning. PHSD currently owns all device licenses for Papercut Integrated Scanning.
2. **Fax:** PHSD partners with OpenText/Xmedius XM Fax for faxing. The vendor is responsible for integrating devices with OpenText/Xmedius XM via Papercut Integrated Scanning.
3. **Secure Print:** All Devices must allow for an HID iCLASS 13.56 MHz contactless smart card as the primary authentication. Device must be compatible with RDR-80081AKU reader. Proposed equivalent must be approved by PHSD. Backup authentication shall be allowed by PIN and username and password. Support a fully embedded integration with PaperCut MF. The vendor must provide any hardware (card reader, Keyboard, USB, etc.) required to allow for secured print and authentication to PaperCut MF as part of the base Proposal.
4. **Interface:** MFDs shall have a full-color LCD touch screen control panel that is easy and intuitive to use. PHSD expects that all devices proposed will have the same user experience in order to limit the learning curve between device types.





**DEVICE TYPE 1**

Speed (Monochrome)	65 Pages Per Minute (minimum)
Speed (Color)	60 Pages Per Minute (minimum)
First Copy Time	5 seconds/monochrome, 8 seconds/color (maximum)
Automatic Document Feeder	Yes, 100 sheets, 11"x17" (minimum)
Duplex	Required
Finishing	100 sheet stapling, 2/3-hole punch, booklet folding
Network	Gigabit Ethernet, TCP/IP, RJ45 Connector
Paper Input	3500 sheets, excluding bypass (minimum)
Functions & Features	Copy (monochrome) Print (monochrome) Scan <sup>1</sup> (color) Fax <sup>2</sup> Collation Auto reduction and enlargement to fit paper size Job interrupt Auto paper select

**DEVICE TYPE 2**

Speed (Monochrome)	35 Pages Per Minute (minimum)
Speed (Color)	35 Pages Per Minute (minimum)
First Copy Time	14 seconds (maximum)
Automatic Document Feeder	Yes, 50 sheets, 8.5"x14" (minimum)
Duplex	Required
Network	Gigabit Ethernet, TCP/IP, RJ45 Connector
Paper Input	500 sheets, excluding bypass (minimum)
Functions & Features	Copy (color) Print (color) Scan <sup>1</sup> (color) Fax <sup>2</sup> Collation Auto reduction and enlargement to fit paper size Job interrupt Auto paper select



**DEVICE TYPE 3- DESKTOP MFD SOLUTION**

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Speed (Monochrome)	30 Pages Per Minute (Minimum)
Speed (Color)	30 Pages Per Minute (Minimum)
First Copy Time	5 seconds/monochrome, 8 seconds/color (maximum)
Automatic Document Feeder	Yes, 50 sheets, 8.5"x14" (minimum)
Duplex	Required
Network	Gigabit Ethernet, TCP/IP, RJ45 Connector
Paper Input	Yes, 80 sheets (minimum)
Functions & Features	Copy (color) Print (color) Scan <sup>1</sup> (color) Fax <sup>2</sup> Collation Auto reduction and enlargement to fit paper size Job interrupt Auto paper select

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<sup>1</sup>Scan functions shall be integrated with Papercut MF Integrated Scanning as noted in the Technical Specifications General section.

<sup>2</sup>Fax functions shall be integrated with Open Text/XM Fax as noted in the Technical Specifications General section. No Fax module is required



## SERVICE AND SUPPORT

- Proposed service agreements should be for a five (5) year term with two optional one (1) year renewals.
- Proposed costs shall include all costs for repair, maintenance, parts, and labor regardless as to whether repair or replacement is necessitated by wear or non-malicious damage.
- Costs shall be provided in a cost per copy format however alternates may be accepted or rejected.
- Park Hill shall not be charged for any prints made by the vendors repair and/or service personnel.
- Cost per copy shall be billed as actual copies without any minimum.
- Total uptime should be no less than 96% (based on PHSD's 40 hour work week) This does not include any regular scheduled routine maintenance, operator training, or toner/supply replacement. Uptime is to be calculated for any 90 day period.
- Response/repair time shall be the time from the point the call is placed for service until the technician responds to the equipment site. Technician must notify PHSD staff upon arrival at the equipment site. Technician must notify PHSD staff upon arrival at the equipment site. PHSD expects a between a two (2) and four (4) hour response time. Anything beyond four (4) hours will be considered unacceptable. PHSD will work with the winning bidder to establish a SLA and compensation for non-fulfillment.
- Service completion shall be the time it takes a technician to correct a deficiency once he/she has reported arriving to PHSD's designated representative. It is expected that all calls will be resolved within six (6) hours. Should more time be needed, the technician must inform the designated representative. A service call taking twelve (12) hours or more will be considered unacceptable. PHSD will work with the winning bidder to establish a SLA and compensation for non-fulfillment.
- Should equipment be unrepairable for any time longer than 48 hours, the Vendor must provide backup equipment of equal or greater capability. Backup equipment, at every level, must be ready for immediate delivery at no additional cost to PHSD.
- Multiple services calls within any 90 day period to any one particular machine must result in the Vendor providing a detailed review of the problem. In the review a solution must be proposed and accepted by PHSD's designated representative.
- All parts, supplies, and consumables provided by the vendor shall be the manufacturer's officially approved OEM parts, supplies, and consumables. Remanufactured, reconditioned, or other non-new parts, supplies and consumables shall not be stored, provided, or utilized by Vendor for any equipment on or for use in PHSD.
- The Vendor should provide documentation on training and certification of all service technicians and indicate if all technicians are factory-trained.
- The vendor shall have an annual review with PHSD to evaluate fleet usage and relocate any MFDs as necessary to balance copy load at no additional cost to PHSD.



## INSTALLATION

- The vendor must be prepared to work with PHSD on each networked installation to ensure that all networked services are installed and functioning properly.
- All equipment shall be installed prior to 6/11/2021.
- The vendor shall provide a proposed installation schedule prior to Proposal award that fits the needs of PHSD.
- The new equipment shall be setup and functional within four (4) hours of removal of old equipment to eliminate any major impacts to service.
- PHSD staff will install print drivers with the assistance of the vendor.
- The vendor will work with PHSD staff to determine all standard configuration and default settings prior to installation.

## TRAINING

- The Vendor shall provide, at their own expense, all training required for the operation of any equipment supplied as part of this contract. This includes training for supply and consumable removal to specified staff.
- Each equipment location shall have readily available on or near the machine, a manual providing detailed instructions on the machines' operation, with procedures for clearing jams, loading toner, etc.

## INVOICING AND REPORTING

- The successful Vendor shall provide the administrator of the contract on a monthly basis, a master activity report consolidated invoice of the past month's activity and include year-to-date summaries.
- The master report should include all sites' activities by department account, machine identification number, model number, beginning and ending meters, total copy volume extended by the cost per page and cost per device to achieve the total monthly cost per machine. The vendor shall work with PHSD to allow reports to be adjusted as needed for the duration of the agreement
- Each individual department account shall also be totaled together.
- Any service calls during the month should also be summarized within the monthly report.
- A total monthly cost of all machines shall be included.
- This report/invoice shall be submitted electronically to PHSD via email to [technologybilling@parkhill.k12.mo.us](mailto:technologybilling@parkhill.k12.mo.us).
- On a quarterly basis, the successful Vendor will meet with the administrator to review usage trends, service issues, etc.
- A failure to meet and review this information on a quarterly basis will be considered unacceptable.



## VI. CURRENT DATA

In the interest of providing an equal opportunity for all vendors, PHSD has elected to provide a summary of meter data on our current machines. This data is based upon our current 105 devices that have been installed over the course of our current agreement since 2015. This data is provided out of courtesy only and no guarantee is expressed or implied.

<b>BLACK/WHITE METERS</b>	<b>COLOR METERS</b>
2017 – 20,912,742	2017 – 858,197
2018 – 20,792,229	2018 – 1,051,849
2019 – 17,700,243	2019 – 1,293,089



### VII. COSTS

Please complete the table below for new devices.

#### DEVICE TYPE 1

**Make and Model Proposed:** \_\_\_\_\_

**Cost Per unit:** \_\_\_\_\_ x 55 = \_\_\_\_\_

	Months 0-60	Months 61-72	Months 73-84
<b>Cost per Copy (Monochrome)</b>			
<b>Cost per Copy (Color)</b>			

#### DEVICE TYPE 2

**Make and Model Proposed:** \_\_\_\_\_

**Cost Per unit:** \_\_\_\_\_ x 55 = \_\_\_\_\_

	Months 0-60	Months 61-72	Months 73-84
<b>Cost per Copy (Monochrome)</b>			
<b>Cost per Copy (Color)</b>			

#### DEVICE TYPE 3

**Make and Model Proposed:** \_\_\_\_\_

**Cost Per unit:** \_\_\_\_\_ x 25 = \_\_\_\_\_

	Months 0-60	Months 61-72	Months 73-84
<b>Cost per Copy (Monochrome)</b>			
<b>Cost per Copy (Color)</b>			



### VIII. ALTERNATE DEVICE OPTION

If you would like to propose an alternate solution to be considered, please complete the table below for new devices.

#### ALTERNATE DEVICE TYPE 1

**Make and Model Proposed:** \_\_\_\_\_

**Cost Per unit:** \_\_\_\_\_ x 55 = \_\_\_\_\_

	Months 0-60	Months 61-72	Months 73-84
<b>Cost per Copy (Monochrome)</b>			
<b>Cost per Copy (Color)</b>			

#### ALTERNATE DEVICE TYPE 2

**Make and Model Proposed:** \_\_\_\_\_

**Cost Per unit:** \_\_\_\_\_ x 55 = \_\_\_\_\_

	Months 0-60	Months 61-72	Months 73-84
<b>Cost per Copy (Monochrome)</b>			
<b>Cost per Copy (Color)</b>			

#### ALTERNATE DEVICE TYPE 3

**Make and Model Proposed:** \_\_\_\_\_

**Cost Per unit:** \_\_\_\_\_ x 25 = \_\_\_\_\_

	Months 0-60	Months 61-72	Months 73-84
<b>Cost per Copy (Monochrome)</b>			
<b>Cost per Copy (Color)</b>			



## IX. OPTIONAL TRADE-IN & CONTINUED SERVICE

We are considering continued support on a collection of newer devices currently in use. If interested in providing continued service on the referenced existing devices, please complete the "Copier Replacement Cost Worksheet" which is Attachment A.

We are also interested in trade-in discounts on our current fleet. If interested in providing a trade-in discount on our current fleet, please complete the "Copier Replacement Cost Worksheet" which is Attachment A.

- Please provide either a trade-in option, and/or continued support options for months 0-60, as well as two (2) additional one (1) year maintenance extensions, or both.
- If line item is left blank it will be understood that this is a no bid item.

**Trade-In Total:** \_\_\_\_\_

## X. ATTACHMENTS AND SUPPLEMENTAL INFORMATION

Please attach the following documents to your request and initial stating they are attached.

- **Vendor Information** - Brief vendor biography including, but not limited to, company size, years in business and mission
- **References** – Please provide and attach three references of clients of similar size. Reference information must include Name, Organization, Address, Telephone Number, and a short description of project including size and date of installation.
- **Proposed Device Specifications** – Include full color specifications sheets that outline information on the base equipment as well as any attachments
- **Proposed Project Plan with Schedule and Implementation** – Please include a project plan with a schedule that they believe is reasonable to accomplish the installation within this timeframe and list any assumption used in developing the plan and schedule, including any obligations PHSD has to meet. The plan must identify implementation issues and associated risk management measures vendor would propose.
- **Proposed Support Plan** – Please include a support plan that indicates how you plan to staff and support PHSD for the duration of this agreement.
- **Deviations and Exceptions** – Please attach a statement outlining any deviations and/or exceptions to the specifications. Please be sure to include page, section, paragraph/sentence(s) and proposed alternative. Indicate if specific technicians will be dedicated to PHSD's account and if technicians specialize in particular models or cover specific territories. A descriptive map showing the entire service coverage





area of assigned technicians is requested along with the current number of machines serviced in that area. The Vendor should provide a map of local service coverage area showing the various coverage areas and number of service technicians covering this area (number of machines currently serviced in the service area and major contracts) and availability of materials and parts

- **Evaluation Hardware** – The vendor shall deliver and setup one (1) Device Type 1 for the purpose of district evaluation. Device delivery will be scheduled with a PHSD representative one (1) day after the response due date. This device shall be delivered by end of business on February 26<sup>th</sup> and a device pickup will be scheduled for March 15.
- **Attachment A** – Optional Trade-in and/or Continued Support Service Worksheet
- **Additional Information** – Please include any additional information that should be considered that sets you apart and why.

## XI. ACCEPTANCE

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Printed Signature:** \_\_\_\_\_

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