



Request for Proposal

Replacement Copy Machines

Responses must be received no later than 4:00 PM EST on October 10, 2022.

Bids should be submitted by email to:
bidsubmit@springlakeschools.org

Bids submission emails should contain the subject:
Replacement Copy Machines RFP (2022-10)

For questions regarding this RFP please view our Q/A document here:
<https://tinyurl.com/mm8pps26>

For questions not answered by the Q/A document, please email:
Brent Gustafson
Technology Coordinator
bgustafson@springlakeschools.org

1 Statement of Work

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective qualified vendors to submit a proposal to supply and install replacement copy machines to Spring Lake Public Schools (SLPS), located in Ottawa County in West Michigan.

1.2 Coverage & Participation

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of Spring Lake Public Schools. Spring Lake Public Schools reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

2 General Information

2.1 Original RFP Document

Spring Lake Public Schools shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for disqualification.

2.2 The Organization

Spring Lake Public Schools is a K-12 public school district serving the Village of Spring Lake and Spring Lake Township in West Michigan. We have (4) physical school campuses with approximately (290) staff and (2500) students.

2.3 Existing Environment

SLPS currently has (14) high capacity Toshiba multifunction copy machines.

2.4 Goals

SLPS is looking to replace (8) of the existing copy machines with new devices that meet or exceed the specifications outlined in this document.

2.5 Schedule of Events

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated through the bid portal to all vendors.

RFP Released	September 28, 2022
Technical Questions/Inquiries Due	October 6, 2022 4:00 PM
Proposal Due	October 11, 2022 4:00 PM
Bid Opening (Closed)	October 12, 2022 9:00 AM
Recommendation to SLPS Board of Education	October 17, 2022
Award Notification to Vendor	October 18, 2022

3 Proposal Preparation Instructions

3.1 Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to Spring Lake Public Schools as necessary to gain such understanding.

Spring Lake Public Schools reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, Spring Lake Public Schools reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to Spring Lake Public Schools..

3.2 Good Faith Statement

All information provided by Spring Lake Public Schools in this RFP is offered in good faith. Individual items are subject to change at any time. Spring Lake Public Schools makes no certification that any item is without error. Spring Lake Public Schools is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

Applicable terms and conditions herein shall govern communications and inquiries between Spring Lake Public Schools and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed by email to:

Brent Gustafson
Technology Coordinator
bgustafson@springlakschools.org

3.3.1 Errors and Omissions

Vendors shall recommend to Spring Lake Public Schools any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to Spring Lake Public Schools any enhancements, which might be in Spring Lake Public Schools' best interests.

3.3.2 Questions and Clarifications

Spring Lake Public Schools will make a good-faith effort to document answers to each question or request for clarification that was received. The document is available here:

<https://tinyurl.com/mm8pps26>

3.4 Proposal Preparation and Submission

Bids must be submitted by email to **bidsubmit@springlakeschools.org**

Submission must be received by **4:00 PM on October 11, 2022**. Submission email should contain **Replacement Copy Machines RFP (2022-10)** in the subject line. No Bids will be considered after the appointed end time. SLPS reserves the right to reject bids without a signed RFP Signature page (see "Appendix C") as "not being submitted".

3.4.1

Any Bidder may withdraw its Bid by email notification to bgustafson@springlakeschools.org at any time prior to the official Bid opening. Negligence or error on the part of the Bidder in preparation of the Bid confers no right for the withdrawal or modification of a bid after it has opened.

3.4.2

Bids must remain firm and in effect for thirty (30) days from the due date of the Bid.

Bids should provide an estimate of normal delivery timelines once an order is placed. If supply shortages of any component are known, the bidder must disclose this information. Delivery time is a consideration when evaluating bids.

Bids should fully disclose all known and potential charges for additional features and growth.

3.4.3

All Bidders must provide a notarized Familial Relationship Affidavit for the purpose of disclosing any familial relationship between the owner(s) or any employees of the Bidder and any member of the SLPS Board of Education ([link](#)) or Superintendent (see "Appendix A").

All Bidders must provide a sworn statement disclosing any Iran Linked Business relationship that exists within the owners, including officers, directors, and employees. (see "Appendix B").

Bids should fully comply in all respects with the specifications provided. Any deviation which the Bidder suggests as an alternative to the specified product must be explained in writing. It is

the Bidders responsibility to identify how the substitution is of equivalent or superior quality to the stated specification. SLPS shall be the final judge of whether a substitution is equivalent to the originally stated specification for the purpose of Bid evaluation.

3.5 Criteria for Selection

The purpose of this RFP is to identify those vendors that have the interest and capability to supply SLPS with the requested solution identified in the Scope of Work. SLPS shall consider the following criteria for all proposals:

Point Categories	Max Points Available
Pricing	40
Ability to meet district needs	25
Additional services	20
Vendor reputation	10
Past relationship with the district	5

Each proposal submitted in response to this RFP shall focus on the above criteria. The evaluation shall also consider those factors listed in the Vendor Qualifications and References listed elsewhere in this RFP. SLPS reserves the right to make additional inquiries and may request the submission of additional information.

4 Scope of Work, Specifications & Requirements

4.1 Hardware

Spring Lake Public Schools is requesting proposals to replace (8) existing Toshiba multifunction copy machines. The proposed solution is required, but not limited, to do the following:

1. Meet or exceed the performance and capability of the devices outlined in Appendix D
2. Devices must be supported by PaperCut version 19.2.5 and newer
3. Devices must be able to function on single 20-amp power circuit
4. Vendor should provide alternate option to add a finisher to all proposed devices

4.2 Service, Support, Supplies and Warranties

Spring Lake Public Schools requires a minimum 5-year maintenance service/support/supplies agreement on all hardware as part of the proposed solution. The vendor should detail the options to continue annual service and support after the 5-year period has ended. The vendor should provide a detailed description of the expected support experience and the average response time for a support request.

All service and support agreements and hardware warranty should commence on the date of final acceptance. The Bid response should clearly articulate the terms of all warranties and agreements

4.3.1 Service Provider

Vendor will confirm the name of the company which will be delivering proposed services and on-site support. If service has been outsourced to another firm, the vendor will detail how long this relationship has been in effect.

4.3 Product History

Vendor will provide a technical roadmap for the proposed solutions if possible.

Vendor will detail the policies on future software and firmware updates for the proposed solution.

Vendor will outline how software and firmware updates will be applied.

4.4 Installation

Installation plan must include, but is not limited to, the following:

Vendor will meet with SLPS to review and confirm an implementation plan.

Vendor will install hardware at designated SLPS schools.

Vendor will install firmware updates and required settings for PaperCut integration.

4.5 Training

Vendor will provide an optional alternate for end-user and administrator training.

5 Vendor Qualifications & References

All vendors must provide the following information in order for their proposal to be considered:

1. A brief outline of the vendor company and services offered, including:
 - Full legal name of the company
 - Year business was established
 - Number of people currently employed
2. An outline of the product line-up and/or services they currently support.
3. A description of their geographic reach
4. Information on its current clients, including:
 - Total number of current clients
 - A list of clients who have received similar products and/or services
 - Examples of successful completion of a project of a similar size and complexity, preferably with K-12 schools
5. References: Contact information for three references (if possible) from projects similar in size, application, and scope and a brief description of their implementation.

Appendix A

AFFIDAVIT OF BIDDER FORM

The undersigned, owner or authorized officer of _____
(the bidder), pursuant to the familial disclosure requirement, hereby represent and warrant that no familial relationships exist between the bidder or any employee of the bidder, and any member of the Board of Education of Spring Lake Public Schools or the Superintendent of the district.

BIDDER:

(Company Name)

By: _____
(Signature)

Title: _____

STATE OF MICHIGAN)
) SS.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____ 2021.

(Notary Public Signature)

_____ County, Michigan

My commission expires: _____

Acting in the county of: _____

Appendix B

IRAN LINKED BUSINESS AFFIDAVIT

All Bids shall be accompanied by a sworn statement disclosing any Iran Linked Business relationship that exists within the owners, including its officers, directors and employees.

The undersigned, owner or authorized officer of _____ (the bidder), pursuant to Michigan Public Act No. 517 of 2012, the "Iran Linked Business" requirement provided in the Ottawa Area ISD Universal Service Fund Request for Proposals hereby represents and warrants that the bidder, including its officers, directors and employees, is not an "Iran Linked Business" within the meaning of the applicable Public Act, and that in the event bidder is awarded a contract as a result of this RFP, the bidder will not become an "Iran Linked Business" at any time during the course of performing under the contract. The bidder 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 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the District investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on future Requests for Proposals (RFPs) for three (3) years from the date that it is determined that the person has submitted the false certification.

There is not an "Iran Linked Business" that exists within the bidder and/or owner, officers, directors and employees.

Bidder: _____ (Company Name)

By: _____ (Signature)

_____ (Title)

This instrument was acknowledged before me, a Notary Public, in and for

_____ County, on this _____ day of _____, 20____,

_____ SS: (Notary Public Signature)

My Commission expires: _____

Acting in the County of: _____

Appendix C

RFP Signature Page

Name/Title: _____

Company Name: _____

Telephone: _____

Email: _____

Address: _____

Terms

Exceptions, additions or deviations of specifications:

I, _____, a duly authorized representative of the bidding firm, agree to provide all goods and services included in this bid submittal in accordance with all applicable federal, state and local laws, regulations and ordinances and, further, to hold the Spring Lake Public Schools harmless should any judgment be rendered against our firm for violation(s) during the performance of this project. The undersigned does, by his/her signature, indicate he/she has read, understands and will comply with all requirements and conditions of the specifications.

Signature Title Date

Appendix D

Existing Copy Machines

Holmes Elementary

(1) TOSHIBA e-STUDIO757

Finisher	Installed
Hole Punch Unit	Not Installed
Fax module	Installed
Optional Function kit	Printer/Scanner kit
Insertter	Not Installed

(30 day Statistics)

Jobs Printed	1,256
Total Pages	28,473
Average pages per job	22.67
Duplex Jobs	245

(1) TOSHIBA e-STUDIO757

Finisher	Installed
Hole Punch Unit	Not Installed
Fax module	Not Installed
Optional Function kit	Printer/Scanner kit
Insertter	Not Installed

(30 day Statistics)

Jobs Printed	567
Total Pages	19,534
Average pages per job	34.45
Duplex Jobs	201

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Jeffers Elementary

(1) TOSHIBA e-STUDIO757

Finisher	Installed
Hole Punch Unit	Not Installed
Fax module	Installed
Optional Function kit	Printer/Scanner kit
Insertor	Not Installed

(30 day Statistics)

Jobs Printed	1,184
Total Pages	34,062
Average pages per job	28.77
Duplex Jobs	255

(1) TOSHIBA e-STUDIO757

Finisher	Installed
Hole Punch Unit	Not Installed
Fax module	Not Installed
Optional Function kit	Printer/Scanner kit
Insertor	Not Installed

(30 day Statistics)

Jobs Printed	652
Total Pages	12,386
Average pages per job	19.00
Duplex Jobs	122

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Intermediate School

(1) TOSHIBA e-STUDIO757

Finisher	Installed
Hole Punch Unit	Not Installed
Fax module	Installed
Optional Function kit	Printer/Scanner kit
Insertor	Not Installed

(30 day Statistics)

Jobs Printed	789
Total Pages	22,605
Average pages per job	28.65
Duplex Jobs	199

High School

(1) TOSHIBA e-STUDIO7508A

Finisher	Not Installed
Hole Punch Unit	Not Installed
Fax	Not Installed
Optional Function kit	Printer/Scanner kit

(30 day Statistics)

Jobs Printed	528
Total Pages	50,379
Average pages per job	95.41
Duplex Jobs	318

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High School (Continued)

(1) TOSHIBA e-STUDIO7508A

Finisher	Not Installed
Hole Punch Unit	Not Installed
Fax	Not Installed
Optional Function kit	Printer/Scanner kit

(30 day Statistics)

Jobs Printed	328
Total Pages	34,927
Average pages per job	106.48
Duplex Jobs	189

(1) TOSHIBA e-STUDIO7508A

Finisher	Not Installed
Hole Punch Unit	Not Installed
Fax	Not Installed
Optional Function kit	Printer/Scanner kit

(30 day Statistics)

Jobs Printed	428
Total Pages	31,231
Average pages per job	72.97
Duplex Jobs	242