

SULPHUR SPRINGS UNION SCHOOL DISTRICT

# Request for Proposals

District Photocopy Services

**RFP Due By**

April 20, 2021

You are invited to review and respond to this Request for Proposal (“RFP”). To submit an offer for these goods and services, you must comply with the instructions contained in this document as well as the requirements stated. Read the attached documentation carefully. Questions regarding, and responses to, this RFP must be submitted by fax, mail, or email, clearly labeled, to the contact noted above.

Josh Randall, Assistant Superintendent Business Services  
Sulphur Springs Union School District

27000 Weyerhaeuser Way, Santa Clarita, CA 91351

Phone Number: (661) 252-5131

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Email Address: jrandall@sssd.k12.ca.us

The Sulphur Springs Union School District (“District”) Governing Board made a finding that due to the highly specialized and unique nature of the technology solicited in this RFP, it is in the public’s best interest for the District to consider, in addition to price, other factors set forth in this RFP and authorized District staff to procure the products and services identified in this RFP through competitive negotiation as described in Public Contract Code section 20118.2, subdivision (d).

In accordance with Subdivision (d)(6) of Section 20118.2, the Board intends to award the contract to the qualified bidder whose proposal meets the evaluation standards set forth in this RFP that will be most advantageous to the District when price and all other factors considered.

The Board will evaluate each proposal based on the evaluation criteria set forth in the RFP, which are consistent with the standards set forth in Section 20118.2.

The responses to this RFP should include a proposal for:

Copy machines to replace the following copiers beginning July 1, 2021:

<b>Site</b>	<b>Machine</b>	<b>Annual Volume</b>	<b>Lease Ending</b>
Canyon Springs	IR Adv DX 8586i	414,145	6/30/2021
Canyon Springs	IR Adv DX 8586i	455,693	6/30/2021
Fair Oaks Ranch	IR Adv DX 8586i	514,813	6/30/2021
Fair Oaks Ranch	IR Adv DX 8586i	831,543	6/30/2021
Golden Oak	IR Adv DX 8586i	311,610	6/30/2021
Golden Oak	IR Adv DX 8586i	355,489	6/30/2021

Leona Cox	IR Adv DX 8586i	653,725	6/30/2021
Leona Cox	IR Adv DX 8586i	236,457	6/30/2021
Mint Canyon	IR Adv DX 8586i	131,263	6/30/2021
Mint Canyon	IR Adv DX 8586i	489,661	6/30/2021
Mitchell	IR Adv DX 8586i	424,974	6/30/2021
Mitchell	IR Adv DX 8586i	678,611	6/30/2021
Pinetree	IR Adv DX 8586i	412,025	6/30/2021
Pinetree	IR Adv DX 8586i	412,017	6/30/2021
Sulphur Springs	IR Adv DX 8586i	689,622	6/30/2021
Sulphur Springs	IR Adv DX 8586i	480,012	6/30/2021
Valley View	IR Adv DX 8586i	550,183	6/30/2021
Valley View	IR Adv DX 8586i	493,433	6/30/2021
District Office-M&O	IR Adv C357IF	13,602	6/30/2021
District Office-Trans	IR Adv 257IF	27,533	6/30/2021
District Office-Special Ed	IR Adv DX 5760	144,871	6/30/2021
District Office-Floor 2 Staffroom	IR Adv DX 5760	245,243	6/30/2021
District Office-IMC Large Machine	VP115	166,161	6/30/2021
District Office-IMC Color Machine	C710	273,950	6/30/2021

## **GENERAL VENDOR REQUIREMENTS**

- Proposals must include pricing for lease-purchase of the copy machines.
- Proposals must include service rates for all service, parts and supplies required by the copy machines, including but not limited to toner, staples and software drivers. Please provide these costs for years 1 through 3.
- Proposals must include the cost of delivery, installation, and network set-up for individual users.
- Proposals must include training for staff in the proper operation and maintenance of each copier and its accessories.
- Vendor primary office of business for administration, service, parts and supplies inventory must reside within 60 miles of Santa Clarita, CA.
- Vendor must provide a minimum of three public schools references within Los Angeles, Kern or Ventura counties.
- Vendor must provide sample invoices covering a 3-month period.
- Vendor must include cost of removal and return to leasing agent of existing copier machines.
- Proposals must provide print management software / print drivers compatible with Apple computer systems. Please specify if this supports iCloud printing.
- Vendor must include cost of electrical work necessary for installation and operation of product.

Any lease or agreement entered into as a result of this solicitation shall be in accordance with the laws of the State of California. The parties stipulate that this agreement will be entered into in the County of Los Angeles, in the State of California. The parties further stipulate that the County of Los Angeles, California, is the only appropriate forum for any litigation resulting from a breach hereof or any questions risen here from.

The District intends to enter into a maximum five (5) year full-service lease/maintenance agreement, commencing approximately June 1, 2021 and ending June 30, 2026. The funding for this contract will be subject to an approved annual budget. However, if funding is not forthcoming from the State of California, said agreement will be terminated and the equipment returned to the vendor. A non-appropriation clause must be part of the agreement.

The District shall have the right to cancel this agreement for substantive non-performance, upon thirty (30) days advance written notice to the Vendor.

Vendor shall submit a copy of their lease and service agreement(s) for District review.

All equipment proposed shall have Fixed Pricing for duration of Lease.

Vendor shall provide information regarding "End of Lease" options, including any costs associated.

Vendor shall submit lease financing information, including lienholder, interest rate, and any separate terms and conditions as a result of third party financing for the lease, if applicable.

Vendor shall provide information regarding Satisfaction or Replacement Guarantees offered.

Selected vendor shall provide multi-function copier equipment as outlined in the Price Schedule and must include delivery, initial placement, and relocation as necessary, training and full-service maintenance of multi-function copier equipment. All prices shall be F.O.B. Destination.

Vendor must be either manufacturer or factory authorized distributor or reseller of the equipment proposal and must be able to show proof of same if required by the District.

All equipment provided as a result of this solicitation must be brand new, factory authorized equipment with full warranty.

Vendor shall indicate Manufacturer Name and Model number for each piece of equipment proposed and include technical specifications and warranty information with their proposal.

Maintenance agreements for multi-function devices must include supplies with the exception of paper and staples. Cost per copy rates must be clearly indicated on the vendor's proposal.

Vendor shall provide Full-Service Maintenance which shall cover all parts, labor, tools, equipment and transportation necessary to provide routine maintenance and any repairs as needed throughout the term of the lease, with no additional cost to the District.

All service must be provided by a Manufacturer Authorized Representative and all repairs performed by Manufacturer Certified Technicians for the models set forth in the proposal.

Response time to a request for service shall be no more than four (4) business hours from the time of the call. If during the service call it is determined that a device cannot be repaired in-place within 48 hours, vendor shall offer a loaner - another copier of like size and features - at no additional cost to the District. The option to accept the loaner shall be at the District's discretion.

Selected vendor will perform all preventative maintenance (PM) service as recommended by the OEM. PMs are an integral part of any multi-function copier maintenance.

A service log shall be provided on the inside of each multi-function copier and maintained by the vendor.

Selected vendor shall maintain a toll free phone number for Customer Support, which will include assistance with service calls and supply orders for the leased equipment.

All supplies shall be delivered within 3 business days with the exception of backordered items, in which case the site will be notified of the expected delivery date. All supplies shall be clearly marked with the site/department, address and contact name.

Selected vendor shall provide return goods authorization labels for the recycling of all such empty equipment supply cartridges, such as, ink, etc.

All parts and supplies are to be Original Equipment Manufacturer (OEM) type only.

Obtaining meter readings shall be the responsibility of the selected vendor via automatic reporting.

Selected vendor shall provide monthly reports with site/department and individual employee usages available on line and in written form. If optional, identify all cost (i.e. equipment, software, installation, etc.) and technical requirements necessary to the operation of this feature.

Selected vendor shall provide invoicing per each site/department on separate invoices. Each multi-function copier shall then be invoiced separately and will include at a minimum; District purchase order number, location address and site/department name, make and model, serial number and/or identification number, previous month's end meter reading and current month's end meter reading, less any copies that are not usable due to the machine not functioning properly and any other reimbursements (itemized by site/department account number or security code where necessary), contract cost per copy rate applied to multi-function copier, total cost per copy for the period.

District shall not pre-pay for any services or maintenance. All payments shall be paid in arrears and may be paid monthly, quarterly, or annually at the mutual agreement of the District Department and Vendor.

Selected vendor shall abide by District statutes regarding invoicing of taxes on service agreements.

Selected vendor shall allow additional multi-function copiers to be added to existing contract with their expiration date concurrent with existing multi-function copiers.

Vendor may be asked to outline a method to examine volumes for each copier to verify the proper equipment is in place and is properly utilized. Vendor may be asked to outline a method to replace under or over-utilized equipment with a digital copier of lesser/greater speed and/or capacity. If agreed upon, this shall be accomplished without extending the equipment lease and/or maintenance agreement beyond the original term.

The maintenance/service agreement shall commence upon expiration of the warranty period and extend through the end of the fiscal year (June 30). The agreement will be renewed annually July 1 – June 30. The District reserves the right to discontinue the Agreement at any time by giving 30 days written notice.

To the fullest extent permitted by law, Vendor will protect, indemnify, defend and hold the District, officers, employees, agents and representatives and each of their successors and assigns entirely harmless from and against any and all claims, actions, demands, proceedings, liabilities, damages, judgments, fines, penalties, settlements, cost and charges, including, without limitation, attorneys' fees and expenses, arising directly or indirectly from or in connection with (a) any breach of the agreement, (b) any actual or alleged negligent act, negligent error or omission, intentional misconduct of, or violation of any law by Vendor, Vendor's employees, subcontractors, agents, representatives or assigns (collectively, "Vendor's Agents") in the performance or non-performance of the professional services required to be performed by the Vendor under the agreement; or (c) the District's enforcement of its rights under this indemnity provision.

Vendor agrees to deposit with the District prior to the effective date of the contract, certificates of insurance necessary to satisfy the District that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificates thereof on deposit with the District during the entire term of this contract.

1. Worker's Compensation and Employer's Liability: Workers' compensation limits as required by the Labor Code as the State of California and Employers Liability limits of \$1,000,000 per accident.
2. Comprehensive General Liability or Commercial Liability and Business Automotive Liability: \$1,000,000 combined single limit per occurrence or accident for bodily injury, personal injury and property damage.

This agreement is subject to the provisions of Education Code Section 45125.1. Vendors' employees are required to submit fingerprints to the Department of Justice where an employee may come into contact with the students at any District site. The Department of Justice will ascertain

whether the employee has a pending criminal proceeding for a violent or serious felony as they are defined in Penal Code Sections 667.59(c) and 1191.7(c), respectively.

Vendor shall not permit an employee to come into contact with students until the Department of Justice has ascertained that the employee has not been convicted of a felony as defined in the Education Code 45122.1. Vendor shall provide the District with a list of names of employees who may come in contact with students and must certify in writing to the District that none of its employees who may come in contact with students have been convicted of a felony as defined in Education Code 45122.1. District may request the removal of an employee from a District site at any time. Failure to comply with the provision may result in termination of this agreement.

### **SCHEDULE OF RFP**

The Sulphur Springs Union School District reserves the right to revise this schedule.

RFP Release Date:	March 25, 2021
RFP Due Date:	April 20, 2021 by 12:00 P.M.
Projected Award Date:	May 26, 2021
Start Date:	July 1, 2021

The District is not responsible for Proposals delivered late. It is the responsibility of the Proposer to be sure the Proposals are sent ahead of time to be received no later than the RFP due date as listed above. The District shall reject any Proposals not received by the due date.

### **WITHDRAWAL OF PROPOSALS**

A Proposer may withdraw or modify its proposal at any time prior to the submission deadline by submitting a written request for withdrawal or modification to the District. The request for withdrawal or modification shall be signed by the Proposer or an authorized agent. Unless otherwise specified, after the submission date, no Proposals may be withdrawn.

### **REJECTION OF PROPOSALS**

The District reserves the right at its sole discretion to reject any and all Proposals received without penalty and to not issue a contract as a result of the RFP.



## **INQUIRIES**

The Assistant Superintendent Business Services is the main contact for the District. Questions regarding the RFP should be submitted via email to the Assistant Superintendent Business Services by April 1, 2021 by 12:00pm. Responses to all questions will be provided by April 5, 2021 through district website. To request responses to all questions; send an email to Dr. Randall noting "RFP Questions" in the subject line.

Josh Randall, Assistant Superintendent Business Services  
661-252-5131  
jrandall@sssd.k12.ca.us

Other communication will be considered unofficial and non-binding. Communication directed to parties other than the Assistant Superintendent Business Services including management and elected officials may result in disqualification of the Firm and rejection of the Proposal.

## **REVISIONS TO THE RFP**

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all who receive the RFP. If the Proposer discovers any errors, discrepancies or omissions in the RFP specifications, or has any questions about the specifications, the Proposer must notify the District in writing. Any addenda issued by the District will be incorporated into the RFP. The District also reserves the right to cancel or reissue the RFP in whole or in part, prior to final award of a contract.

## **PROPRIETARY INFORMATION/PUBLIC DISCLOSURE**

Submitted materials become the property of the District and will not be returned. Submitted Proposals constitute public records, which are subject to review and copying by a person making an appropriate request for public record. All received Proposals shall remain confidential until the award of contract recommendation has been filed with Sulphur Springs Union School District. Thereafter all Proposals shall be deemed public records as defined in RCW 42.56, "Public Records."

Any information in the Proposal that the Firm desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word “Confidential” printed on it. Marking the entire Proposal exempt from disclosure will not be honored.

Sulphur Springs Union School District will consider a Proposer’s request for exemption from disclosure; however, Sulphur Springs Union School District will make a decision predicated upon state law and regulations. If any information is marked as proprietary in the Proposal, it will not be made available until the affected Proposer has been given an opportunity to seek a court injunction against the requested disclosure.

**EVALUATION CRITERIA**

The District does not intend to award a contract solely on the basis of price. Finalists in the evaluation process MAY be required to provide sample hardware for the District’s evaluation. Evaluation criteria will include the following factors, in order of their relative importance:

Operational effectiveness (environment, electrical, process time)
Past Sales and Technology support (web/phone) service
Price/Cost
Timeliness and completeness of product delivery history
Pre Sales Interactions (web based, flexibility, completeness and ease of use)
Lease Rental process, terms and program
Billing Process

**AWARD OF CONTRACT**

This RFP does not obligate the District to award a contract. The District reserves the option of awarding this contract in any manner most advantageous for the District at its sole and exclusive discretion. More than one (1) contract may be awarded.

Award of contract, when made, will be to the Proposer(s) whose Proposal is the most favorable to the District, taking into consideration price and the other evaluation factors.

## **PROPOSAL CONTENT AND FORMAT**

**Part 1 Letter of Submittal**

**Part 2 Supplier Questionnaire – Addendum One**

**Part 3 Hardware Requirements – Addendum Two**

**Part 4 Machine Specifications – Addendum Three**

**Part 5 Price Quote and Cost Analysis of Lease & Maintenance – Addendum Four**

### **PART 1 LETTER OF SUBMITTAL**

The Letter of Submittal shall be signed and dated by a person authorized to legally bind the Firm to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include the following information about the Proposer and any proposed subcontractors:

Name, address, principal place of business, telephone number, and fax number/email address of legal entity or individual with whom contract would be written.

- a) Location of the facility from which the Proposer would operate.
- b) Payment remittance address.
- c) Acknowledgement that the Firm will comply with all terms and conditions set forth in the RFP

### **PART 2 SUPPLIER QUESTIONNAIRE**

Please follow directions and answer all questions as completely as possible on the Supplier Questionnaire found in Addendum One.

### **PART 3 HARDWARE REQUIREMENTS**

See Addendum Two for instructions and submittal format.

### **PART 4 MACHINE SPECIFICATIONS**

See Addendum Three for instructions and submittal format.

### **PART 5 PRICE QUOTE AND COST ANALYSIS**

Include a Price Quote and Cost Analysis and terms and conditions of a five (5) year lease and a five (5) year Maintenance Contract on all copiers. See Addendum 4 for instructions and format.

## **SULPHUR SPRINGS UNION SCHOOL DISTRICT**

### **Addendum One SUPPLIER QUESTIONNAIRE**

Please answer the following questions as fully (yet as succinctly) as possible. Answers must be submitted in the same order/format as follows, and submitted on a separate sheet:

1. Discuss the company's experience, background and qualifications regarding sales and service/maintenance of copiers.
2. Discuss the qualification of the sales, service and support representative(s) who will be handling the District's account. Please include their specific office location, and the time commitment that will be offered to the District under this contract.
3. Provide number of service technicians presently employed by your company and the total number of copiers your office is maintaining. Are your service technicians certified?
4. How long has your company sold copiers in Los Angeles County?
5. Are you a distributor for several brands of copiers? Authorized? Identify.
6. How many employees in your local operation?

7. Who will handle the District's maintenance needs for our copiers?
8. Who is the backup representative for the above person?
9. If some other company will handle maintenance for you, give their full name, address, etc. and describe the business relationship.
10. Will other than OEM parts be used for repair/maintenance purposes? If so, from whom do you get parts?
11. What is your normal response time to "copier down" service calls?
12. How are service call requests logged and on-site response time and time for repairs tracked?
13. Are maintenance personnel assigned to the District responsible for service outside the Santa Clarita/San Fernando Valley? If so, what geographical area?
14. Are PM's pre-scheduled or scheduled by mutual agreement between you and department?
15. Do you warehouse spare parts for the quoted copiers? Where?
16. Do you warehouse copiers in your office? If not, where? What is the average delivery time of copiers from your distributor to you?
17. For non-warehoused items, what is the average turn-around time?
18. How will you handle emergency delivery of supplies?
19. How quickly can you provide a temporary machine when service is estimated to take more than 48 hours?

# SULPHUR SPRINGS UNION SCHOOL DISTRICT

## Addendum Two

### Hardware Requirements

For each product included in the proposal the following information must be provided in both hard copy and electronic format (Excel preferred) as follows:

Electrical Voltage	Amps	Wattage	Plug Number & Design	Receptacle Number & Design	Single Phase Yes/No	Power Cord Length	Footprint Requirement	Warm Up Time (from Sleep Mode)	Room Heating Min/Max	Measure Noise Level	BTU Output

# SULPHUR SPRINGS UNION SCHOOL DISTRICT

## Addendum Three Machine Specifications

Complete the following for each machine option you are presenting in both hard copy and electronic format (Excel preferred).  
At minimum there should be one black & white and one color machine option.

Model Number	PPM	Total Paper Capacity	Max Stock Weight	Document Feeder Capacity	Automatic Duplexor Yes/No	Mhz of print controller	PCL and PS Compatibility Yes/No	Max Original/ Copy Size	Min/Max Reduction/ Enlargement Capacities	Network Printing Yes/No	Network Scan to PDF/Email/FTP, SMB, User Boxes Yes/No	Scan dpi Yes/No	Hard Drive Specs	Duty Cycle

**MINIMUM SPECIFICATIONS FOR BLACK & WHITE MACHINES:**

- 75 ppm black and white copies per minute
- 7700 sheet total paper capacity including one source that holds up to 3000 sheets of 8 ½ x 11 paper
- Copy and print up to 110 lbs index stock
- 150 sheet 20lb. original document feeder that also feeds up to 110 lbs index stock
- Automatic duplexing
- Minimum 500 Mhz print controller
- PCL and PS Compatible
- Must accommodate 11" x 17" originals and copies
- Reduction and Enlargement capabilities (minimum 25% to 400% zoom)
- Network printing with scanning to email, FTP, SMB and user boxes. Must be able to scan in PDF format & XML (PPT/Word). Minimum 600 dpi scan resolution. Network server to be compatible with MS Windows Server /Win7/10, Apple MAC OSX10.11 compatible. Scan to Mobile devices and Cloud-based Services.
- Minimum 250 GB hard drive, 3.0 GB RAM

- Duty Cycle 300,000 per month minimum
- User codes and access control with reporting
- Optional Secure Print with user Pin.
- Hole punching
- 100 sheet multi-position staple finisher
- Warranty/Service- onsite 4 hour response
- Replacement Guarantee upon request

**ADD-ON OPTION SPECIFICATIONS TO QUOTE:**

- Quote fax capabilities as an option
- Quote booklet maker finisher

**MINIMUM SPECIFICATIONS FOR COLOR COPIERS:**

- Print speed 51-ppm color or black and white 55 ppm.
- 5000 sheet total paper capacity including one source that holds up to 3000 sheets of 8 ½ x 11 paper
- Must accommodate 11" x 17" originals and copies
- Copy and print up to 110 lbs index stock
- 150 sheet of 20 lb. original document feeder that also feeds up to 110 lbs index stock
- Automatic duplexing
- Document storage/memory minimum 512 GB HDD-2GB RAM
- Network printing with scanning to email, FTP, SMB and user boxes. Must be able to scan in PDF format. Minimum 600 dpi scan resolution. Network server to be compatible with MS Windows Server /Win Vista/7/8/8.1/10, Apple MAC OSX10.11 Compatible
- Scanner/document handler, dual minimum head scanner, optical 100 x 600 dpi 8 bit gray, scan standard TIFF, multi page TIFF or PDF, scan to email with mail delivery notification, scan to network file server.
- Data formats and PDL's Adobe postscript, PDF, TIFF, HPGL, HPGL2, PCL 5e and 6
- Duty Cycle 200,000 pages per month
- User codes and access control with reporting
- Optional Secure Print with User Pin
- Hole punching



- 50 sheet multi-position staple finisher
- Warranty/Service-onsite 4 hour response
- Replacement Guarantee upon request

# SULPHUR SPRINGS UNION SCHOOL DISTRICT

## Addendum Four

### Price Quote and Cost Analysis

For each product included in the proposal the following information must be provided in both hard copy and electronic format (Excel preferred) as follows:

Black & White Option	Monthly Lease Payment for 36 months	Total of Lease Payments for 36 month term	Monthly Maintenance Fee Years One to Three	Monthly Copy Volume included in Mntn. Fee Years One to Three	Per Copy Overage Costs Years One to Three
Model:					

Color Copier Option	Monthly Lease Payment for 36 months	Total of Lease Payments for 36 month term	Monthly Maintenance Fee Years One to Three	Monthly Copy Volume included in Mntn. Fee Years One to Three	Per Copy Overage Costs Years One to Three
Model:					

# Sulphur Springs Union School District

## SUPPLIER IDENTIFICATION SHEET

My proposal is attached and identified as my official response to the RFP.

Company:	
Name:	
Address:	
Signature:	
Date:	
Title:	
Phone Number:	
Fax Number:	
Email Address:	

Review of Offers for Award

Responses to this RFP will be reviewed for responsiveness to the requirements listed. If a RFP is missing information required, it may be deemed not responsive. Further review is subject to the Administration's discretion.

**THE DISTRICT WILL NOT BE RESPONSIBLE FOR LATE OR MISDIRECTED RFP SUBMITTALS.**