

Swain County Public Schools

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Superintendent

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Request for Proposal for Copiers, Multi-Function Devices and Printers: Equipment and Maintenance

General:

Swain County Schools is requesting proposals from experienced vendors to provide multi-function digital copiers/printers and related maintenance and support services for the Swain County School District for a term of 3 years with (2) one year optional extensions.

Date of RFP Posting: March 12, 2018

Q&A Period: March 12 – March 30, 2018

Deadline for proposals: April 6, 2018 at 4:00 pm

RFP Review: All proposals will be reviewed and ranked and the top vendors will be contacted to schedule a presentation by April 20th.

Presentations: Week of May 7th, 2018

Recommendation to the Board: Monday, June 11, 2018

Effective date of the contract: on or before November 1, 2018

Please submit proposals in a sealed envelope marked “Response to RFP Copier 2018” to:

Swain County Schools
Attn: Karen Cook
PO Box 2340
280 School Drive
Bryson City, NC 28713

No oral or electronically transmitted proposals will be accepted. Proposals not received by the specified deadline will be rejected. Questions may be submitted via email only to kcook@swainmail.org no later than March 30, 2018. All responses will be collected and published at <http://bit.ly/copierrfp2018> for all potential vendors to view.

“Every student will graduate from Swain County Schools ready for college and/or career.”

Scope:

Swain County Schools (SCS) is a public school district located in North Carolina. SCS has 4 Schools, a Pre-K and a Central Office. Our current print/copy volume is approximately 2,500,000 copies per year.

The selected vendor will provide copiers throughout SCS. The vendor will furnish, deliver, install, properly train staff, and maintain to the end user's complete satisfaction, **New Equipment** (not used, reconditioned, refurbished, newly remanufactured, or remanufactured equipment), ALL operating supplies and delivery of supplies, (excluding paper and sorter staples), ALL service requirements as necessary to meet the current and future volume demands, and copier/printer management software. All of this must be provided during the complete term of the contract and must be included in the bid price.

All charges associated with maintenance, delivery and removal, training, property tax and insurance must be included in the bid price.

SCS would like to retain the flexibility of adding equipment anytime during the contract term without any additional costs (ie delivery, install and/or training) other than the negotiated monthly cost. Any additional equipment added to the contract would also terminate on the same date as the original contract.

Equipment Requirements: SCS will decide on equipment models and accessories (see Attachment A). Contacting individual schools will not be required. Any communication should be with Karen Cook only.

SCS is also requesting a bid for PaperCut as a separate option through the vendor. Also, if not quoted, please indicate if vendor equipment is compatible with PaperCut.

Usage Reporting: The selected vendor must provide quarterly readings of all equipment provided and submit the individual copier meters and totals. The units are to be identified by serial number and dealer identification tags, as well as by school name and location within the school.

Compensation: SCS will compensate the awarded vendor on a per copy basis or a base charge per unit and a cost per copy charge (including single click for 11 X 17 copies), which will represent the TOTAL compensation to the vendor. The cost is to include ALL charges associated with the lease of the equipment, supplies, materials, delivery, shipping, training and service. The vendor will NOT inflate this AGREED rate for the duration of the contract, however, it may be decreased at any time during the program term. All cost will be outlined in the vendor proposal and will be expressed in a clear and precise manner.

Annual volumes: SCS will **not** guarantee any minimum print/copy volumes to the awarded vendor.

Service Response and Repairs: The awarded vendor must average a response time on service calls of 4 hours or less during business hours. A qualified, factory trained service technician must respond to each service call with the appropriate replacement parts, applicable accessories and equipment. Vendor must provide a loaner at no additional cost if any defect is anticipated to remain unresolved for 48 hours or more. Frequent neglect or deviation from this response time will result in the termination of the contract by Swain County Public Schools. Upon arrival to any campus for service calls, service representatives must check in at the office and be properly badged and notify personnel of his/her arrival. Please provide a number of current technicians and their locations and current average response times with your proposal.

Training requirements: On-site training for the “key operator” and other department personnel will be provided by a fully qualified representative of the vendor at no cost. The date of the training shall be chosen by SCS after delivery and installation. On-going training is to be provided as needed at NO additional cost to SCS.

Ownership of equipment: The awarded vendor will maintain complete ownership of the equipment for the duration of the program. Upon completion of the program, the vendor will have no more than two (2) business weeks to remove all of the equipment. There will be NO costs to SCS for any removal or freight expenses. If vendor fails to comply, SCS will forward the equipment to the vendor on a “collect” basis by common or contract carrier. SCS will exercise reasonable and appropriate insurance guarding against fire, theft, vandalism, and other acts that a reasonable owner would normally maintain.

References: Prospective vendors shall include at least 3 references for customers of similar size and need that have worked with the vendor within the past three years. These references must include school districts.

If the vendor cannot meet any of the specifications, expectations or services in the RFP, or takes exception to any of the terms or conditions presented, these exceptions should be distinctly noted in the appropriate sections. If no exceptions are noted, SCS will assume full capabilities and agreement to expectations.

Swain County Schools reserves the right to accept or reject any or all proposals presented, and the right to waive any informalities or irregularities it deems is in the best interest of the school.

Mono or Color	Functions	Min Print Speed	Max Media Size	Finisher	Proposed Location
Color	Color: Print, Copy, Scan; Fax, Email	50PPM	at least 11 x 17	Y	Central Office
Color	Color: Print, Copy, Scan; Fax, Email	30PPM	at least 8.5 x 14	Y	PreK
Color	Color: Print, Copy, Scan; Fax, Email	50PPM	at least 11 x 17	Y	HS Main Office
Color	Color: Print, Copy, Scan; Fax, Email	50PPM	at least 11 x 17	Y	MS Main Office
Color	Color: Print, Copy, Scan; Fax, Email	50PPM	at least 11 x 17	Y	WE Main Office
Color	Color: Print, Copy, Scan; Fax, Email	50PPM	at least 11 x 17	Y	EE Main Office
Color	Color: Print, Copy, Scan; Email	30PPM	at least 11 x 17	N	HS Media Center
Mono	Print, Copy, Color Scan, Email, Fax	30PPM	at least 8.5 x 14	N	Bus Garage
Mono	Print, Copy, Color Scan, Email	30PPM	at least 8.5 x 14	N	Maintenance Shop
Mono	Print, Copy, Color Scan, Email	30PPM	at least 8.5 x 14	N	Finance Office - DESKTOP Version
Mono	Print, Copy, Color Scan, Email	75PPM	at least 11 x 17	Y	Testing Office
Mono	Print, Copy, Color Scan, Email	30PPM	at least 8.5 x 14	N	Auto/Ag
Mono	Print, Copy, Color Scan, Email	50PPM	at least 8.5 x 14	N	Humanities Area
Mono	Print, Copy, Color Scan, Email	30PPM	at least 8.5 x 14	N	Annex Building
Mono	Print, Copy, Color Scan, Email	30PPM	at least 8.5 x 14	N	Voc Director
Mono	Print, Copy, Color Scan, Email	30PPM	at least 8.5 x 14	N	Vocational Planning
Mono	Print, Copy, Color Scan, Email	30PPM	at least 11 x 17	N	Fine Arts - Lackey
Mono	Print, Copy, Color Scan, Email	30PPM	at least 8.5 x 14	N	HS Downstairs Workarea
Mono	Print, Copy, Color Scan, Email	50PPM	at least 8.5 x 14	N	Math & Science Area
Mono	Print, Copy, Color Scan, Email	30PPM	at least 8.5 x 14	N	7th Grade Hallway
Mono	Print, Copy, Color Scan, Email	30PPM	at least 8.5 x 14	N	MS Media Center
Mono	Print, Copy, Color Scan, Email	30PPM	at least 8.5 x 14	N	6th Grade Hallway
Mono	Print, Copy, Color Scan, Email	40PPM	at least 8.5 x 14	N	8th Grade Hallway
Mono	Print, Copy, Color Scan, Email	30PPM	at least 8.5 x 14	N	WE Annex Workarea
Mono	Print, Copy, Color Scan, Email	50PPM	at least 8.5 x 14	N	WE Upstairs Workarea
Mono	Print, Copy, Color Scan, Email	30PPM	at least 8.5 x 14	N	WE Downstairs Workarea
Mono	Print, Copy, Color Scan, Email	30PPM	at least 8.5 x 14	N	EE Upstairs Annex Workarea
Mono	Print, Copy, Color Scan, Email	30PPM	at least 8.5 x 14	N	EE Downstairs Annex Workarea
Mono	Print, Copy, Color Scan, Email	30PPM	at least 8.5 x 14	N	EE Downstairs Workarea
Mono	Print, Copy, Color Scan, Email	50PPM	at least 8.5 x 14	N	EE Upstairs Workarea

All MFPs must connect to our IP based network

All MFPs must be capable of secure access either via PIN codes or other security means

All MFPs must be capable of scanning documents to the user's desktop and USB devices

Google Integration Preferred but not required

Describe Recommended Volume per month for each MFP

Specify # and capacity of drawers

Describe Any Additional Finishing Capabilities - ex. Staples, Folds, Hole Punch, etc

Specify B/W PPM and Color PPM

All MFPs must be duplex capable

All MFPs must be compatible with Papercut Print Management Software

30 MFPs Total - 23 B/W & 7 Color