

BARROW COUNTY SCHOOLS
ITS DEPARTMENT
179 W. Athens Street
Winder, GA 30680
jstclair@barrow.k12.ga.us

REQUEST FOR PROPOSAL: COPIERS

The Barrow Board of Education invites proposals for copy machines and associated components for use in all offices and school locations from July 1st, 2021 – June 30th, 2024.

Please see attached “Exhibit A” for required equipment with complete accessories. If bidding alternative brands, equivalent specifications are required without any exceptions. **ALTERNATIVE BRANDS MUST BE APPROVED IN WRITING VIA EMAIL PRIOR TO SUBMITTING PROPOSAL.** Installation of all machines must be complete by June 30th, 2021.

PARTICIPANTS ARE INSTRUCTED TO READ CAREFULLY ALL ITEMS, TERMS, CONDITIONS AND SPECIFICATIONS.

A Quote Form is provided for your use and participants are required to provide ALL information requested in this RFP. Information requested is the minimum that will be accepted and taken into consideration. It is recommended that all options and pricing schedules be provided in a clear and understandable manner. Failure not to include requested information or items will result in rejection of proposal.

All questions or requests for alternative product approval should be emailed no later than Monday, February 15th, to John St.Clair – jstclair@barrow.k12.ga.us. Any modifications to the RFP based on questions and answers regarding this offering will be posted as addendums to the RFP, and made available on the web site at <http://www.barrow.k12.ga.us/bids.html>. **Vendors are responsible for checking the web site for amendments to the RFP. Vendors should check for RFP updates prior to submitting final proposal.**

Proposals will be received until 10:00 AM Friday, February 26th. Proposals **must be** emailed to jstclair@barrow.k12.ga.us. Only emailed proposals will be accepted.

Emailed proposals will only be deemed accepted for consideration upon delivery of a confirmation email from jstclair@barrow.k12.ga.us to vendor's email indicating receipt of proposal. If vendor does not receive confirmation of receipt of proposal via email, vendor should consider proposal not to have been delivered.

The Barrow Board of Education reserves the right to accept or reject any or all quotes in whole or by individual line item, and to waive any formalities. Recommendation will be made to the board at the March 30th work session.

Your interest and participation are solicited and appreciated.

--- John St.Clair
Director of Technology

BARROW COUNTY BOARD OF EDUCATION
OFFICE AND SCHOOL COPY MACHINES
RFP GENERAL TERMS AND CONDITIONS

1. Only emailed proposals will be accepted. It is imperative that all information requested from the vendor on the form be filled in and submitted. Failure to do so may result in failure to consider the vendor as part of the process. Quotes shall be submitted via email to jstclair@barrow.k12.ga.us. If vendor does not receive reply acknowledging receipt of proposal, vendor should assume proposal was not delivered. It is vendor's responsibility to confirm receipt of proposal.
2. By submitting a quote the vendor warrants that any goods supplied to Barrow County Board of Education meet or exceed specifications set forth in this solicitation. Any deviation from the specifications must be clearly identified in a letter accompanying the proposal. The furnishing of cut sheets, catalogs or description will not relieve the vendor of this requirement.
3. Barrow Board County of Education is exempt from all state sales tax, federal excise tax, property tax, etc. These taxes shall not be included in the quote.
4. You must note the manufacture trade/brand name you are quoting and include digital copies of the manufacture catalog and/or brochure showing a picture of the item along with detail such as mfg model, item description and specifications, site requirements, etc...if applicable.
5. All equipment proposed MUST be brand new and not include ANY remanufactured or refurbished components, frames, or parts.
6. The quoted price must include any assembly and/or installation fees and charges. The vendor is responsible for removal of debris from Barrow County Board of Education schools and offices the same day installation takes place.
7. State your delivery time after receipt of order. Delivery times in excess of 30 days and backorders are not favorable and may not be accepted. Time of complete delivery is a part of the solicitation and an element of the contract that is to be awarded. Time shall be stated in business days. Failure to deliver in accordance with the contract could result in the vendor being declared in default.
8. Participants may be required by Barrow County Board of Education before contract award to document that they are "responsible" vendors to the complete satisfaction of Barrow County Board of Education. They may be required to show that they have the necessary facility, technical abilities, personnel available and financial resources to execute the work in a satisfactory manner, and within the time specified; that they have had experience in work of a similar nature; and

that they have past history and references which will verify their qualifications for executing the work.

9. The Barrow County Board of Education reserves the right to accept or reject any part of quotes submitted and award the contract by line item, specific category or in its entirety to one vendor or return to the original vendor, whichever is in the best interest of the school system. Items will be awarded based on requested and received information, vendor history and experience, references submitted, reliability, price, availability of product, and overall value to the school district.
10. All vendors must call at least 48-72 hours in advance of shipment to secure a delivery appointment for orders. Failure to do this may result in refusal of order. The Barrow County Board of Education will not be responsible for any charges related to nonscheduled orders.
11. The Barrow County Board of Education requires that the successful vendor have a local representative assigned to this area to coordinate shipments and work closely with the school system should problems arise. Vendor must indicate address of office/base-of-operations of local representative.
12. All responding vendors must include proof of bonding, Employer's Liability Insurance, Comprehensive General Liability Insurance, Automobile Liability Insurance and Worker's Compensation Coverage.
13. The vendor shall hold harmless Barrow County Board of Education from any and all claims, suits, actions, damages, liability and expenses in connection with loss of life, bodily or personal injury or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of, or occurring in connection with the performance of this contract.
14. Where applicable, the vendor shall, at his own expense, obtain all necessary permits, give all notices, pay all license fees and taxes, comply with all applicable Local, State, and Federal Laws, ordinances, rules and regulations. The vendor shall maintain the licenses required in a current status after award and throughout the course of the contract.
15. It is the vendor's responsibility to notify Barrow County Board of Education of any changes of model numbers, item specifications, case pack - prior to shipment. Failure to notify in advance may cause the shipment to be rejected at the shipper's expense. Barrow County Board of Education has the right to review and possibly award to another vendor if deemed in best interest of the School System.
16. The vendor is required to submit service and maintenance repair procedure in detail and supply a local listing of service contacts/technicians along with tenure of each contact/technician. Information submitted must include service response

time and how many technicians assigned daily to Barrow County Board of Education available within a 40 mile radius of equipment location.

17. In the event any property or service to be furnished by the vendor under a contract or purchase order should for any reason not conform to the specifications contained herein or to the sample submitted by vendor with his quote, the awarded vendor will be allowed one opportunity to supply the items requested or the contract may be awarded to another vendor. Barrow County Board of Education may reject the property or service and may terminate the contract for default. If the contract is terminated for default, Barrow County Board of Education may procure such property or services from other sources and shall have the absolute right to deduct from any monies due to the vendor or that may thereafter become due to the contract, the difference between the contract price and the actual cost of the property or service to be replaced or substituted. Failure by a vendor to perform on delivery of goods or services as specified may also result in the removal of the vendor from doing business with Barrow County Board of Education for future opportunities.
18. Barrow County Board of Education reserves the right to terminate for convenience a contract through this solicitation.
19. Barrow County Board of Education has the right to review vendor performance at any time as it relates to reliability, service, delivery, and invoice discrepancies and possibly award to another vendor if deemed in the best interest of the School System.
20. The vendor will supply a direct contact person to handle all invoicing and billing problems. Contact must provide phone number, email address, and mailing address.
21. Barrow County Board of Education's fiscal year runs July 1 through June 30. Due to budget limitations, the Barrow County Board of Education has the right to cancel for convenience at no cost to the School System any contract at the end of fiscal year, if funding is not available for following year.
22. Any exceptions to the General Terms MUST be attached and submitted along with the other forms.
23. The awarded vendor will be responsible for providing to the district, for destruction by district, the hard drives of the proposed new equipment at the end of the lease term.
24. In a separate attachment to proposal email, include your company's latest audited financial statement. Failure to provide this statement will result in rejection of proposal. Financial statement will be reviewed by district purchasing department.

BARROW COUNTY BOARD OF EDUCATION
OFFICE AND SCHOOL COPY MACHINES
SPECIFIC TERMS AND CONDITIONS

1. Proposal specifications must include paper size and weight minimums and maximums for input and output, environmental requirements, electrical requirements and space requirements. Failure to do so may result in rejection of proposal.
2. All copiers/MFPs proposed must be networkable and have the capability to be connected to the school districts network upon request. Copiers will be monitored from a central location. Fleet must include Ricoh's @Remote Appliance Device (or equivalent) to provide central management of devices.
3. 36-Month lease pricing with service and supplies are requested for Copiers/MFPs.
4. Vendors provide pricing options in many different ways. ALL pricing options and applicable charges should be listed separate to ensure comparisons fair and equitable. It is the vendor's responsibility to include all components required. Follow-up calls for clarification WILL NOT be made. Barrow County Board of Education is not responsible if information submitted is not clear for understanding. Monthly Maintenance for Copiers/MFPs should include all parts, labor and replenishment of supplies, excluding staples and paper. Lease plans must include delivery, installation, removal at end of contract, network connectivity and ongoing training.
5. Pricing submitted must meet or beat current State of Georgia contract pricing.
6. Sample contracts must be submitted for each pricing option submitted.
7. Contract pricing must be fixed. No increase of rates allowed for term of contract.
8. Any exceptions to vendor standard contract MUST be included on separate Addendum to Contract for signature.
9. Supplies must be included for all equipment with the exception of paper & staples for Copier/MFPs. Barrow County Board of Education will order supplies as needed throughout the lease term.
10. Vendor must provide a list of certified service technicians with tenure dedicated to daily maintenance/service for Barrow County Board of Education within a 40 mile radius. Service/Maintenance repair procedure must also be provided including service response time.

11. All prices quoted must be guaranteed to Barrow County Board of Education for contract period of July 1st, 2021 through June 30, 2024.
12. At any time during the contract period, should the vendor introduce new or improved models of copiers as replacements, they shall be allowed to propose substitutions.
13. No company shall discuss any aspect of this Request for Proposal (RFP) with any Barrow County School employee, except the director of technology or member of the district finance department. This is to ensure that all prospective respondents have the same level of knowledge relative to the project as well as ensuring the additional data is made available to all participants.
14. Proposals submitted are not publicly available until after approval of the award by Barrow County Board of Education. All proposals and supporting materials as well as correspondence relating to this RFP become property of Barrow County Board of Education when received.
15. All vendors must provide five (5) business references with at least three (3) having the proposed or similar equipment in operation. The listing shall include contact name, email address, and phone number.
16. The awarded vendor will be responsible for removing all proposed equipment at the end of the proposed lease term at no cost to Barrow County Board of Education.
17. A complete list of requested Copier/MFPs attached. While Ricoh family group products are listed, other options from well-known manufacturers may be considered. Requests for alternate manufacturer submissions must be approved via email prior to proposal submission, and requests must be received by 5 PM Monday, February 15th, emailed to jstclair@barrow.k12.ga.us. It is the proposing vendor's responsibility to ensure that all proposed equipment meets or beats the requirements/specifications of the attached required list of equipment.
18. Vendors must provide Barrow County Board of Education the ability and support to create user access codes for each teacher/staff member while providing Barrow County Board of Education the ability/support to manage/monitor these users from a central location on their network.
19. For all Copiers/MFPs proposed, maintenance must be provided as a group or pool copy allotment for Barrow County Board of Education – billed monthly with all overages billed annually. For all color units proposed – color usage will be billed on a per image basis quarterly.
20. District is requesting multiple responses to this RFP based on varying pooled/group maintenance plan annual B&W image quantities. Responses must

include a pooled/group maintenance plan including 20,000,000 black/white images annually for all Copiers/MFPs, 22,000,000 black/white images annually for all copiers/MFPs, 24,000,000 black/white images annually for all copiers/MFPs, and a final option of 26,000,000 black/white images annually for all copiers/MFPs.

All color images are to be billed on a per image basis quarterly. Maintenance plan must include all supplies, service calls and replacement parts with the exception of paper and staples. Standard ground shipping should be included for all supplies.

21. The vendor must provide a representative responsible for assisting Barrow County Board of Education throughout the term of the lease to monitor copy/image consumption on a monthly/quarterly basis as requested by Barrow County Board of Education.
22. The vendor must provide a representative to assist with supply orders/items as requested by Barrow County Board of Education. Barrow County Board of Education must have the ability to maintain extra supply items as requested throughout the term of the lease.
23. For the Copiers/MFPs - the awarded vendor must include service and lease in one monthly invoice with all B/W overages billed annually. All Color usage must be included in regular monthly invoice (billed quarterly).
24. Vendor must specify in response the process for upgrading or downgrading copier units during the course of the contract in order to properly size for usage, including how replacing units impacts leasing costs.
25. Vendor must specify in response the process and costs for adding additional units to the district's lease during the course of the contract. Any additions to district's lease of copier units from vendor during course of the contract must be added co-terminus with contract, with lease expiring June 30th, 2024.

SELECTION PROCEDURE

The selection committee will consist of multiple Barrow County Board of Education staff members. The evaluation process may include a request for additional information and/or an oral presentation to support the written proposal. Vendors must be available for teleconference meeting if requested. The vendor will be responsible for any cost associated with the request for additional information and/or teleconference meeting.

Proposals will be evaluated based on the following criteria:

- Cost – total annual cost to provide all requested items outlined
- Product Usability, Quality and Features – user friendliness and ease of use and features on copiers offered.
- Experience/References – vendor’s experience in providing the same or similar services and consistency/satisfaction of services provided.
- Financial Stability – financial stability, years in business and the status of ongoing litigation.

VENDOR INFORMATION and CONTRACT AGREEMENT

I, the undersigned, acknowledge that I have read the Terms and Conditions in its entirety and agree to conform with its every requirement. I further acknowledge that failure to prepare, submit, or execute this proposal in the exact manner requested will be just cause to reject any or all of my proposal.

NAME OF COMPANY: _____
REPRESENTATIVE: _____
SIGNATURE: _____ TITLE: _____
PHONE:() _____
EMAIL: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
COMPANY DUNS #: _____

DO YOU HAVE A LOCAL REPRESENTATIVE IN THE WINDER, GA AREA? _____

HOW LONG HAVE YOU BEEN IN BUSINESS? _____
DO YOU CURRENTLY DO BUSINESS WITH BARROW COUNTY BOARD OF EDUCATION? _____
IF YES, IN WHAT CAPACITY? _____

LIST OTHER SCHOOL SYSTEMS YOU CURRENTLY SERVICE: _____

The above acknowledgement must be properly signed and attached to your proposal. The acknowledgement becomes a part of your Proposal, and without it your Proposal is not complete and will be rejected.

PRICES QUOTED ARE FIRM UNTIL (date)_____.

BARROW COUNTY BOARD OF EDUCATION
OFFICE AND SCHOOL COPIER
QUOTE FORM

SUBMITTED BY (Name, address, email and telephone number of vendor):

Having carefully examined the Request for Proposals and Related Documents for this RFP for Copiers, the undersigned proposes to furnish all services and comply with all requirements, as follows:

36-Month Lease Cost for all equipment as per Attachment A "Location-Model-Breakdown": _____ per month.

- Option 1: Service Base Cost for Copier/MFPs including 20,000,000 B&W images per year: _____ per month.
- Option 2: Service Base Cost for Copier/MFPs including 22,000,000 B&W images per year: _____ per month.
- Option 3: Service Base Cost for Copier/MFPs including 24,000,000 B&W images per year: _____ per month.
- Option 4: Service Base Cost for Copier/MFPs including 26,000,000 B&W images per year: _____ per month.

B/W Overage Rate: _____ COLOR Overage Rate: _____

**Includes all service calls, replacement parts and supplies (except paper & staples). Also includes standard ground shipping of supplies.

Vendor must also fill out Attachment A, Location-Model-Breakdown, and include with response. Each line item must include model, accessories, and monthly leasing cost.

Approved By: _____
Signature

Printed name

Title