



**COVINA-VALLEY UNIFIED
SCHOOL DISTRICT**

Request for Proposal - RFP 16-17-106
of
Multi-function Digital Copier Equipment and Service

RESPONSE DUE: Friday, March 24, 2017 at 10:00 a.m. PST

Covina-Valley Unified School District

Table of Contents

Request for Proposal of Multi-function Copier Equipment and Service
RFP 16-17-106

Introduction	1
Requirements	1
Instructions to Vendor	2
General Specifications	3
Multi-function Copier Minimum Requirements	7
Signature Page (<i>Required with submission of RFP</i>)	9
References (<i>Required with submission of RFP</i>)	10
Price Schedule A (<i>Required with submission of RFP</i>)	11
Price Schedule B (<i>Required with submission of RFP</i>)	12

INTRODUCTION

The intent of this Request for Proposal is to select a responsive, responsible vendor to meet the multi-function digital copier equipment and service needs of the Covina-Valley Unified School District (herein after referred to as "District"). The District is seeking to enter into a multi-year lease for copier equipment, including supplies-inclusive service agreements.

The District has 10 elementary schools, 3 middle schools 3 high schools, 1 alternative high school, 2 adult education centers and a children center. For the purposes of this RFP, the District is looking for approximately fifty (50) multi-function black and white digital copiers and four (4) color digital copiers with the minimum requirements stated herein. The final quantity, size and speed of the copiers will be determined in conjunction with the selected vendor.

REQUIREMENTS

Proposals shall only be accepted from vendors that have been awarded contracts, multiple award schedules or formal bids listing equipment and services similar to those called for in this solicitation. These awards must be valid, current, piggyback-able and must have been awarded in the state of California, or have a California Participating Amendment/Addendum.

In order to be deemed fully responsive, successful vendors must meet specifications and minimum requirements as set forth in this Request for Proposal. Award will be made to the single vendor whose proposal best meets the needs of the District, as determined by the District.

INSTRUCTIONS TO VENDOR

The Submittal Deadline is March 24, 2017 at 10:00 a.m. PST. One (1) original signed copy plus a CD/DVD/flash drive of your proposal in a sealed envelope to the contact person shown below no later than the date and time listed above. Proposals shall be sealed and clearly marked with “**Multi-function Digital Copier Equipment and Service RFP No. 16-17-106**”. No oral, faxed or electronically transmitted proposals will be accepted.

It is each vendor’s responsibility to ascertain their proposal has been received prior to the Submittal Deadline. **Late and/or incomplete proposals will not be accepted.**

Proposals must be received at:
Covina-Valley Unified School District
Purchasing Office
519 E. Badillo Street
Covina, CA 91723
Attn: Robin Harbert

Proposals must be submitted including the preprinted Signature Page, Price Schedules & References Page supplied by the Purchasing Office and shall be in ink or typewritten. Additional documents may be submitted on Vendor forms.

The following information must accompany your proposal in order to be deemed fully responsive:

- Signature Page *
- District Issued Price Schedule A & B *
- Copy of Piggyback-able Award
- References Page *
- Technical Specifications and Warranty Information
- Replacement Guarantee
- Financing Information
- Copy of Lease and Service Agreements
- End of Lease Options
- Exceptions to any Part of this Solicitation

Requests for interpretation, correction, or clarification regarding this solicitation must be submitted in writing to rharbert@c-vusd.org and must arrive by 2:00 p.m. PST on Thursday, March 16, 2017.

California Sales and Use Tax should not be included or shown separately on the Price Schedule. The District will add the tax to any orders placed as a result of this solicitation.

The most qualified vendor will be placed on the Board Agenda as a recommendation to the School Board. It is anticipated that final selection of the vendor will be presented to the School Board on **April 17, 2017**.

*** Form supplied by the District must be submitted**

GENERAL SPECIFICATIONS

Each vendor shall provide three references consisting of public school districts or colleges/universities from within the state of California. At least one submitted reference must be located in Los Angeles County.

Any lease 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, 2017 and ending June 30, 2022. 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 contract 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.

A vendor may withdraw its proposal at any time prior to the deadline for submitting proposals by notifying the District in writing of its withdrawal. Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed after the deadline.

All materials submitted in response to the RFP will become property of the District and will be returned only at the District's option and at the expense of the vendor submitting the proposal or bid. The proposals will be retained for official files and become a public record.

MULTI-FUNCTION COPIER MINIMUM REQUIREMENTS

All multi-function copiers shall be new with no used or refurbished parts. All copiers shall include options for printing, copying, color scanning, faxing and be email capable. Each Site/Department's copier needs will determine the final equipment configuration of each unit. The OEM shall provide specification sheets listing all accessories, features, functions and technical requirements of each model copier.

REQUIRED FEATURES

1. **Duplexing:** Multi-function copiers shall be capable of producing double-sided copies/prints.
2. **Paper:** Multi-function copiers rated at a speed of approximately **50** prints per minute (ppm) or faster are required to have the capability of printing on stock ranging from 20 lb. bond to 110 lb. index, on sizes letter (8 ½ x 11), legal (8 ½ x 14) and ledger (11 x 17).
3. **Labels:** Multi-function copiers shall be capable of printing on different types of labels.
4. **Finishing:** Multi-function copiers shall have full offset stacking and finishing (50 sheet stapling on any corner and booklet) capabilities.
5. **Hole Punch:** Multi-function copiers will have 3 hole punch capabilities.
6. **Document Feeder:** Multi-function copiers 55 ppm shall possess an Automated Document Feeder that has dual scan capability and accommodate 100 sheets of 20 lb. bond paper.
7. **Bypass Tray:** Multi-function copiers shall have a bypass tray for the purpose of printing on specialized stock.
8. **Enlarging:** Multi-function copiers shall be capable of enlarging documents in preset increments to a maximum of 200%.
9. **Reducing:** Multi-function copiers shall be capable of reducing documents in preset increments to a minimum of 25%.
10. **Paper Capacity:** Multi-function copiers shall have the following paper capacity, using standard 20 lb. copy paper:
 - 8 ½ x 11 paper supply – minimum of 1,000 sheets
 - 8 ½ x 14 paper supply – minimum of 500 sheets
 - 11 x 17 paper supply – minimum of 250 sheets (may be an adjustable tray)
11. **ID Badge/Fob:** Multi-function copiers shall have the ability to read barcode, RFID and/or fob reader to identify individual user and mailbox secured access for users. Barcodes, RFID or fob reader must include feature to set and/or restrict copy allowances by user. If optional, identify

all cost (i.e. equipment, software, etc.) and technical requirements necessary to the operation of this feature. The cost should be incorporated in the lease/maintenance proposed pricing.

12. **Cost/Accounting Meter:** Multi-function copiers shall have programmable cost center/accounting meters, with a minimum of 50 separate cost centers/meters; vendor to specify the number of digits accommodated per accounting code.
13. **Network Printing:** Multi-function copiers shall be capable of printing from any desktop PC and/or MAC within the District's network using an Ethernet TCP/IP protocol network connection. Identify whether or not network printing is an optional feature and delineate all functions of this feature. If optional, identify all cost (i.e. equipment, software, etc.) and technical requirements necessary to the operation of this feature. True adobe postscript drive is preferred. The cost should be incorporated in the lease/maintenance proposed pricing.
14. **Network Scanning:** Multi-function copiers shall be capable of single touch color scanning to cloud or email. Identify whether or not scanning is an additional feature and delineate all functions of this feature. If optional, identify all cost (i.e. equipment, software, installation, etc.) and technical requirements necessary to the operation of this feature. The cost should be incorporated in the lease/maintenance proposed pricing.
15. **Wireless Print:** Multi-function copiers shall be capable of wireless printing from Chromebooks, iPads, etc.
16. **Google Integration:** Multi-function copiers shall be capable of accessing Google documents and printing directly on the device.
17. **Anti-virus Software:** All copiers should be configured with McAfee anti-virus software, or like product and must have built-in Image Overwrite software.
18. **Perceived Needs:** The quantities and specifications called for in this document are based on perceived needs, but may at the discretion of the District be adjusted as needed in order to meet the District needs satisfactorily.
19. **Price Schedule:** Multi-function copiers are needed as shown on the page 11 and 12, entitled Price Schedule A for black and white copier and Price Schedule B for color copier.
20. **Delivery:** Actual delivery of equipment or services shall be coordinated with the Purchasing Services Department, but the District's objective is to have the multi-function copier equipment installed and working by June 1, 2017. The District, as a matter of bid non-responsiveness, may reject bids (regardless of price) that indicate an inability to deliver the product within the specified time.

SIGNATURE PAGE

**Request for Proposal of Multi-function Copier Equipment and Service
RFP 16-17-106**

Bid Opening Date: **March 24, 2016** Bid Opening Time: **10:00 a.m.**

Name of Bidder: _____

Business Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Authorized Official: _____

Print Name

Title

Authorized Signature: _____

Before submitting your proposal, please read all instructions, General Specifications and Minimum Requirements enclosed in this package.

Submit all proposals in a sealed envelope showing RFP Name, RFP Number, Opening Date and Opening Time.

REFERENCES

Submit three (3) Customer References where you currently sell/lease copiers and provide maintenance support services.

Company Name: _____

Contact Name: _____

Address/City/State/Zip: _____

Phone: _____

Fax: _____

Email: _____

Number of Copiers Provided: _____

Number of Years of Maintenance Support Services: _____

Company Name: _____

Contact Name: _____

Address/City/State/Zip: _____

Phone: _____

Fax: _____

Email: _____

Number of Copiers Provided: _____

Number of Years of Maintenance Support Services: _____

Company Name: _____

Contact Name: _____

Address/City/State/Zip: _____

Phone: _____

Fax: _____

Email: _____

Number of Copiers Provided: _____

Number of Years of Maintenance Support Services: _____

PRICE SCHEDULE A

BLACK & WHITE DIGITAL COPIER 50 COPIES PER MINUTE MINIMUM

Company: _____
Print Bidder Name: _____
Manufacture: _____ Make/Model: _____
Copies per Minute: _____ Warranty Term: _____
Monthly Duty Cycle: _____ Standard Memory: _____
Recommended Monthly Volume (range): _____
Standard Paper Capacity/Drawers: _____

1. Maintenance Agreement Cost per Copy \$ _____
(No min/max quantity)

2. Copier Lease Pricing Purchase Price \$ _____ Lease Year \$ _____
(Meeting all minimum requirements per RFP 16-17-106)

3. Additional Accessories*

_____ Purchase Price \$ _____ Lease Year \$ _____

_____ Purchase Price \$ _____ Lease Year \$ _____

_____ Purchase Price \$ _____ Lease Year \$ _____

_____ Purchase Price \$ _____ Lease Year \$ _____

Notes*: _____

* Optional

PRICE SCHEDULE B

COLOR DIGITAL COPIER

50 COPIES PER MINUTE MINIMUM

Company: _____
Print Bidder Name: _____
Manufacture: _____ Make/Model: _____
Copies per Minute: _____ Warranty Term: _____
Monthly Duty Cycle: _____ Standard Memory: _____
Recommended Monthly Volume (range): _____
Standard Paper Capacity/Drawers: _____

4. Maintenance Agreement Color Cost per Copy \$ _____
(No min/max quantity)

5. Copier Lease Pricing Color Purchase Price \$ _____ Lease Year \$ _____
(Meeting all minimum requirements per RFP 16-17-106 with the addition of color copy/print function)

6. Additional Accessories*

_____	Purchase Price \$ _____	Lease Year \$ _____
_____	Purchase Price \$ _____	Lease Year \$ _____
_____	Purchase Price \$ _____	Lease Year \$ _____
_____	Purchase Price \$ _____	Lease Year \$ _____

Notes*: _____

* Optional