



Request for Proposal

For

Multi-Function Copiers and Printers

For The

**Whitfield County Schools
Department of Logistics and Procurement
1030 Hill Road
Dalton, GA 30721**

RFP # WCS-LG-2016-004

March 28, 2016

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SECTION 1.0
NOTICE TO INTERESTED COMPANIES

- 1.1 Product / Service: **Multi-Function Copiers and Printers**
- 1.2 Owner: **Whitfield County Board of Education**
 1306 South Thornton Ave.
 Dalton, Georgia 30721
- 1.3 Representative of Owner: **Jim Fugate**
 Director of Logistics and Procurement

END OF SECTION

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SECTION 2.0
GENERAL INSTRUCTIONS

- 2.1 All questions and comments should be sent in writing to: jim_fugate@whitfield.k12.ga.us
- 2.2 Proposals must be submitted to:
- Jim Fugate
Director of Logistics and Purchasing
1030 Hill Road
Dalton, Georgia 30721
OR
jim_fugate@whitfield.k12.ga.us
- 2.3 Proposals must arrive no later than **2:00 p.m. (EST) on April 28, 2016**. Proposed systems / services will be evaluated by a team representing the different departments involved within Whitfield County Schools and a decision will be reached by consensus of all parties involved as to the suitability and appropriateness of the system / services. All companies who submit a proposal will be notified of the final award.
- 2.4 This proposal is based on available funding; therefore, work cannot begin until Whitfield County Schools has issued a PO.
- 2.5 Full cost of preparation is to be borne by the quoting company.
- 2.6 Proposals must be signed in ink by a company official with authorization to commit company resources.
- 2.7 The Whitfield County Board of Education reserves the right to reject any or all proposals and to waive informalities and irregularities in proposals received, or to select one that the Board considers the most advantageous for the Board.
- 2.8 The Board shall pay the firm for services when these services have been completed and signed off by the Director of Logistics and Purchasing.
- 2.9 The site and any building located thereon should be thoroughly examined in relation to conditions that might directly or indirectly affect the work required in this proposal. The proposal sum shall reflect all such affecting conditions. Vendors shall be responsible for verifying all dimensions that may affect the work.

- 2.10 Brand Names: Any reference to brand name and numbers in the proposal is descriptive. Unless the vendor specifies otherwise in his proposal, it is understood that the vendor is offering a referenced brand item as specified in the Request for Proposal. Whitfield County Schools reserves the right to determine whether a substitute offer is equivalent to and meets the standards of quality indicated by the brand name referenced; and Whitfield County Schools may require a vendor offering a substitute to supply additional descriptive material and a sample. When merchandise received from a successful vendor is not considered to be an equal by the requisitioner, it will be returned to the vendor, shipping charges collect.
- 2.11 All prices proposed are to be FOB delivered to Whitfield County Schools unless another FOB point is stated by Whitfield County Schools. The vendor must assume all responsibility for damage in transit.
- 2.12 Whitfield County Schools will reserve the right to have a 30 day grace period for quality testing from the date of delivery. Hardware or software that doesn't perform to expectation will be returned at the expense of the vendor.
- 2.13 WAIVER – PROPOSER AGREES TO WAIVE ANY CLAIMS IT HAS OR MAY HAVE AGAINST THE WHITFIELD COUNTY SCHOOLS, ITS BOARD, EMPLOYEES, AGENTS, MEMBERS, REPRESENTATIVES AND LEGAL COUNSEL, ARISING OUT OF OR IN CONNECTION WITH THE: (1) ADMINISTRATION, EVALUATION, RECOMMENDATION OR SELECTION OF ANY PROPOSAL OR QUALIFICATIONS; (2) WAIVER OF ANY REPRESENTATIONS UNDER THE PROPOSAL OR DOCUMENTS; (3) APPROVAL OR REJECTION OF ANY PROPOSAL OR QUALIFICATIONS; AND (4) AWARD OF A CONTRACT.

END OF SECTION

SECTION 3.0
PROPOSAL FORM

For The General Proposal for the Product: Multi-Function Copiers and Printers

ADDRESSED TO: Jim Fugate
Whitfield County Schools
1030 Hill Road
Dalton, Georgia 30721

Dear Jim Fugate,
Having carefully examined the Request for Proposal

Titled: Multi-Function Copiers and Printers

Dated: March 28, 2016

Having also examined/understood the site of the work, existing conditions, and all other conditions affecting the work on the above-named project, the Undersigned hereby proposes to furnish all materials, labor, equipment, tools, transportation, services, licenses, fees, permits, etc., required by said document to complete all divisions of the Work stipulated above for the sum included in this proposal.

Respectfully submitted:

Contractor/Vendor (Company Name)

Representative (Name and title)

Signature

Business Address

Federal I.D. Number
END OF SECTION

SECTION 4.0

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SELECTION CRITERIA

Selection of the company and system will be based on the following standards. Four rubrics will be used to assist with the selection of the company. The rubrics will deal with 1. proposal, 2. cost, 3. technical, and 4. references.

PROPOSAL CRITERIA

- A. Proposal submitted on time.
- B. Requirements met as included in Section 5.0 Proposal Requirements.
- C. Requirements met as included in Section 6.0 System / Services Requirements.

COST

- A. Determination based on price proposal.

TECHNICAL

- A. Determination based on specifications included in Section 6.0 System Requirements.
- B. Appropriateness for the tasks required.
- C. Ease of use, flexibility, extensible nature and overall capabilities of the system.

REFERENCES

- A. Information received from contacting references.

Whitfield County Board of Education reserves the right to make its selection of an approved company based on what it deems to be in the best interest of Whitfield County Board of Education. The Request for Proposal does not in any way obligate Whitfield County Board of Education to award a contract, nor to pay any cost which might be incurred by anyone in responding to this request.

END OF SECTION

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SECTION 5.0
PROPOSAL REQUIREMENTS

Proposal Requirements:

The proposal must include the following items in a systematic organization in order specified to be considered a complete proposal:

- A. Proposal form from Section 3.0.
- B. A brief statement of the general background and capabilities of the firm submitting the proposal.
- C. One reference: including phone numbers, addresses, and contact person. This reference should be someone who has received and used the same product/s or services.
- D. An expression of agreement to meet or exceed specifications outlined in this RFP.
- E. Price proposal should include initial year cost to include any hardware/software/services required to provide a functional system / meet proposal requirements and the cost of subsequent year's support and maintenance agreements.
- F. The total costs should be broken down to include an itemized list including unit costs of products requested in this RFP. The total cost should include shipping, delivery, installation, training and any other costs of products and materials associated with providing a functional system.
- G. Provide a copy of any product guarantees and warranty information.

There is a Mandatory Pre-Bid meeting to discuss vision and answer any questions. The meeting will be held April 13, 2016 in the board room at the Central Office located at:

**1306 S Thornton Ave
Dalton, GA 30720**

END OF SECTION

SECTION 6.0
SYSTEM / SERVICE REQUIREMENTS

1. All copiers must be capable of copy, print and scan.
2. All copiers must have exact same interface.
3. Quantities to include:
 - a. 60+ ppm machines
 - b. 40+ ppm machines.
 - c. Optional: 2 ea. 100+ ppm machines.
 - d. Optional: 1 ea. 50+ ppm color capable machine with 11x17 duplex, hole punch, stapling any corner, booklet folding and saddle stitch capabilities.
4. Scanning capabilities are to be single pass even for duplex.
5. Scanning must support color even on black and white machines.
6. Finishing to include: 1) Single staple in any corner from portrait or landscape print or copy job; 2) 2 or 3 staples on side; 3) 3-hole punch capabilities.
7. Printing must support IP printing protocol over 1 Gig Ethernet RJ-45 connector.
8. All copiers must be managed via a single pane of glass management software. This management software must:
 - a. Allow device configuration.
 - b. Manage user accounts including limiting copies / prints per month.
 - c. Manage print jobs including delete, hold, re-prioritize, etc.
 - d. Configure and manage all aspects of scanning.
 - e. Report on tray status.
 - f. Report on supplies status.
 - g. Report number of copies via quick, easy lookup or summary report by copier.
 - h. Other features as determined.
9. Copiers must connect to print server that allows for printing to single virtual printer and users being able to print from any unit by authenticating at the machine and releasing job.
10. Site Admin roll for user with authority to release print jobs for basic users but still prevent access to print jobs sent by school administrators.
11. Authentication at machine via HID ID card badge reader, finger print scanner or user login that authenticates via Active Directory or Google account.
12. Support print jobs from PC, Macintosh and Chromebooks.
13. Integrated scanning capabilities that include: Scan to network folder, Scan to Google Drive, Scan to Desktop to include client side software for OCR to Word or Excel (at least 100 licenses if required), Scan to Email.
14. All scanning to include minimum of TIFF, Multi-Page TIFF, PDF and Searchable PDF file formats.

SECTION 7.0
ADDITIONAL REQUIREMENTS

1. Before final selection is made, WCS will require demo units of exact equipment, management software and scanning software for evaluation for up to 30 days.
2. Provide details of your "Lemon Policy". Our expectation is that improperly functioning units that have an unacceptable service history will be replaced for the entirety of the lease term.
3. Provide us with a quote for a lower volume / speed machine that has all the print/copy/scan functionality as larger machines that may be purchased outright. These machines:
 - a. Must be manageable under the same single pane of glass management software.
 - b. Do not have to have the staple / hole punch finisher capabilities.
 - c. Must have purchase price that is at or below the quoted price for the duration of the master lease.
 - d. Must be such that after purchase, we only pay a per click charge to receive service and supplies. Include the per page click charge for these machines with quote.
4. Want quoted both as: 1) Unlimited clicks – No overage click charge and 2) Click quantity included + overage click charge.