



**Whitfield County Schools**

1306 South Thornton Avenue, Dalton, Georgia 30721

wcsga.net • (706) 217-6780

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# **Request for Proposal**

**For**

**Admin and General - Multi Function Copier RFP**

**For The**

**Whitfield County Schools**

**Purchasing Department**

**1030 Hill Road**

**Dalton, GA 30721**

**RFP # WCS-IT-2020-020 V2**

**December 4, 2020**

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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 30720**

**1.3 Representative of Owner: Jim Fugate  
Procurement Officer**

**1.4 Anticipated Time Frames:**

Issue RFP to market	Dec 4, 2020
Pre-Proposal meeting	N/A
Questions on RFP due	January 20, 2021
Response to questions posted	January 29, 2021
RFP responses due in Procurement Office by 2:00pm	February 15, 2021
Proposal Evaluations	TBD
(Optional) Vendor Presentation/Interview	TBD
Recommendation to Whitfield County Board	TBD

**Note: This is a standardized document, which contains basic contract requirements, however depending on the requested product or service; some language may not be applicable. If the vendor is in doubt or has questions regarding the language, its meaning or intent, it is the responsibility of the bidder to seek clarification prior to submission of their response.**

**END OF SECTION**

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**SECTION 2.0**  
**GENERAL INSTRUCTIONS**

2.1 **QUESTIONS**

All questions are to be submitted on Vendor Registry at:

[www.wcsga.net/purchasing](http://www.wcsga.net/purchasing) -> OPEN SOLICITATIONS

2.2 **MANDATORY PRE-PROPOSAL MEETING**

N/A

2.3 **SUBMISSION**

All proposal submissions must contain **2 Bound Hard Copies with tabs as described in Section 5.0**, be clearly marked **“PROPOSAL – RFP WCS-IT-2020-020 Admin and General - Multi Function Copier RFP”** and submitted to:

Jim Fugate  
Procurement Officer  
1030 Hill Road  
Dalton, Georgia 30721

**And**

You must submit electronic PDF version on Vendor Registry prior to deadline. However, hard copies must be received within 2 business days for proposal to be considered.

[www.wcsga.net/purchasing](http://www.wcsga.net/purchasing) -> OPEN SOLICITATIONS

**EMAILED OR FAXED RESPONSES ARE NOT ACCEPTABLE  
AND WILL NOT BE CONSIDERED SEALED BIDS.**

2.4 **SUBMISSION DEADLINE**

Proposals must arrive no later than **2:00 pm (EST) on February 15, 2021**

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**SECTION 2.0**  
**GENERAL INSTRUCTIONS (Continued)**

2.5 **EVALUATION**

Proposed products or 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 products or services. All companies who submit a proposal will be notified of the final award. While cost is the primary factor, it is not the final deciding factor.

2.6 **FUNDING**

This proposal is based on available funding; therefore, no work or transactions can commence until Whitfield County Schools has issued a Purchase Order.

2.7 **COSTS**

Full cost of preparation of Proposal response is to be borne by the quoting company.

2.8 **SIGNATURE**

Proposals must be signed in ink by a company official with authorization to commit company resources.

2.9 **SELECTION**

The Whitfield County Board of Education reserves the right to 1) reject any or all proposals; 2) waive informalities and irregularities in proposals received; 3) select one that Whitfield County School District considers the most advantageous for the Board; 4) award purchases on an individual item or combined item basis, whichever is in its best interest.

2.10 **SITE INSPECTION**

The sites 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. Proposers shall be responsible for verifying all dimensions/specifications/environmental conditions that may affect the work.

2.11 **E-VERIFY AFFIDAVIT**

Proposer shall complete and include with Proposal response an E-Verify affidavit that may be downloaded from our website at:

[www.wcsga.net/purchasing](http://www.wcsga.net/purchasing)

**SECTION 2.0**  
**GENERAL INSTRUCTIONS (Continued)**

2.12 **AWARD**

The Whitfield County School District may elect to make an award offer without conducting interviews or negotiations. However, after the proposals have been reviewed, the Evaluation Committee may elect to interview selected proposers. The committee may then enter into additional negotiations.

2.13 **CONTRACT**

If applicable, it is the full intent, assuming that satisfactory proposals are received, to award a contract in whole or in part. Said contract will be completed as a separate document referring to this RFP for specifications of the product or services offered. Whitfield County School District reserves the right to award the contract in whole, or in part to one or more vendors.

One time procurements will be executed by Purchase Order.

For procurement agreements that would potentially involve multiple years there will be a separate controlling contract written. This contract will be for a period beginning on the date the contract is signed by both parties and ending December 31 of that year at a fixed price, with the ability of Whitfield County School District to renew the contract for four (4) additional one year terms. A termination for convenience provision will be included.

The contract must comply with O.C.G.A. § 20-2-506. Renewals will be made based upon the recommendations of the authorized representatives of Whitfield County School District and the proposer. In case of extensions, the cost, which was submitted in the proposer's proposal, may be increased or decreased based on documented market forces. Price changes must be approved by Whitfield County School District in writing before the beginning of the renewal.

2.14 **TERMS AND CONDITIONS**

Offeror agrees to abide by Whitfield County School District General Terms and Conditions at [www.wcsga.net/TermsAndConditions](http://www.wcsga.net/TermsAndConditions)

**END OF SECTION**

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**SECTION 3.0**  
**PROPOSAL FORM**

**For The General Proposal for the Product or Service: Admin and General - Multi Function Copier RFP**

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

Dear Jim Fugate,  
Having carefully examined the WCS Terms and Conditions and the Request for Proposal

**Titled: Multi-Function Copiers and Printers**  
**Dated: December 4, 2020**

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:**

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**Contractor/Vendor (Company Name)**

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**Representative (Name and title)**

---

**Signature**

---

**Contact per email address/phone number**

---

**Business Address**

---

**Federal I.D. Number**

**END OF SECTION**

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**SECTION 3.0**  
**PROPOSAL FORM (Continued)**

**Base Services Cost Proposal**

\_\_\_\_\_ (Company) agrees to each specification listed in the RFP **Admin and General - Multi Function Copier RFP** and submits the proposal of:

\_\_\_\_\_ (Dollars) annual / monthly cost for products and services rendered as Fair Market Value Lease.

\_\_\_\_\_ (Dollars) annual / monthly cost for products and services rendered as Dollar Buyout Lease.

It is understood that Whitfield County Schools will be billed for the monthly amount of the contract when the project is completed and signed off on by **Tim Shaver, Director of Technology**.

**Additional Cost Items**

\_\_\_\_\_ (Company) agrees to the following hourly rates for additional work provided outside the terms of the contract.

\_\_\_\_\_ Hourly rate for labor (man hours).

**For pricing guidelines, Whitfield County Schools is a member of the following Purchasing Cooperatives. Your response should reflect pricing that is at or below the best price listed on any of these contracts.**

- BuyBoard**
- E&I Cooperative Services**
- OMNIA Partners**
- NCPA - National Cooperative Purchasing Alliance**
- Sourcewell**
- TIPS - The Interlocal Purchasing System**

**Include this form with your complete proposal as detailed in:**

**SECTION 5.0 PROPOSAL REQUIREMENTS**  
**TAB 5 Cost**

**END OF SECTION**

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## **SECTION 4.0**

### **SELECTION CRITERIA**

Selection of the company and system will be based on the following standards. Four metrics will be used to assist with the selection of the company. The evaluation will center around 1. Proposal, 2. Cost, 3. Technical, and 4. References.

**PRICE ALONE WILL NOT BE THE SOLE DETERMINING CRITERIA IN THE SELECTION PROCESS.**

#### **4.1 COST**

4.1.1 Determination based on price proposal.

#### **4.2 PROPOSAL CRITERIA**

4.2.1 Proposal submitted on time.

4.2.2 Requirements met as included in Section 2.0 General Instructions.

4.2.3 Requirements met as included in Section 5.0 Proposal Requirements.

4.2.4 Requirements met as included in Section 6.0 Product/Service Requirements.

4.2.5 WCBOE is not obligated to consider responses from offerors who are deemed non-responsive due to not unequivocally agreeing to perform the exact work / provide products as reflected in the RFP, or have material omissions or unapproved substitutions.

4.2.6 WCBOE is not obligated to consider responses from offerors who are deemed to be not responsible. Offerors will be considered responsible if they possess the judgement, skill, experience, financial resources, personnel, facilities, equipment and integrity necessary to perform the contract.

#### **4.3 TECHNICAL**

4.3.1 Determination based on specifications included in Section 6.0 and Section 8.0

4.3.2 Performance Requirements.

4.3.3 Appropriateness for the tasks required.

4.3.4 Equipment / Services proposed.

#### **4.4 REFERENCES / EXPERIENCE**

4.4.1 Information received from contacting references.

4.4.2 WCBOE past experience with the offeror.

**Whitfield County Board of Education reserves the right to make its selection of an approved vendor based on what it deems to be in the best interest of Whitfield County School District. 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**

#### **5.1 Proposal Requirements:**

**The proposal must include the following items in a tabbed and bound document in the order specified here to be considered a complete proposal:**

#### **TAB 1 Company and contact information**

1. Cover letter of introduction for company.
2. Vendor Company Name
3. Street Address
4. City, State, Zip
5. Contact person
6. Telephone number
7. Email address

#### **TAB 2 Understanding and Ability to meet all RFP Requirements**

1. Section 3.0 Proposal Form signed by a representative authorized to legally bind the company.
2. Acknowledge receipt of any amendments.
3. Completed copy of E-Verify form.
4. How long in business (submit date organized).
5. Submit the number of employees currently on payroll.
6. Submit a summary of understanding of the requirements and the management capabilities to fulfill the requirements.

#### **TAB 3 Satisfactory Record of Performance**

1. Submit experience in school facilities of similar size.
2. Provide a minimum of three (3) references for clients of similar size who have received the exact or substantially identical product or service. The client list should include: Company name, mailing address, contact name, telephone number, project scope and dates of service.

#### **TAB 4 Training, Qualifications and Experience of key personnel who will be assigned to this project.**

1. Submit name, experience, training, certifications and qualifications of key personnel to be assigned to this contract.

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**TAB 5 Cost**

1. Submit total cost of proposal with adequate detail to identify cost of separate classifications of products / services.

**TAB 6** Additional information not requested.

**END OF SECTION**

## **SECTION 6.0**

### **PRODUCT / SERVICE REQUIREMENTS**

#### **6.1 GENERAL REQUIREMENTS**

- 6.1.1 Provide copiers and management software that will meet the needs of Staff and students.
- 6.1.2 Price must include unlimited clicks (No Overages)
- 6.1.3 Price must include all licensing for software or other fees.

#### **6.2 SERVICE LEVEL AGREEMENT**

- 6.2.1 Provide your support contract and SLA

#### **6.3 THE WORK/PRODUCT**

- 6.3.1 Install all software and hardware to meet RFP requirements
- 6.3.2 Maintain server software by providing annual upgrades at least twice a year or when requested to meet a security or repair need.
- 6.3.3 All Copiers must be capable of copy, print, and scan
- 6.3.4 All copiers must have exact same interface
- 6.3.5 Provide quotes for design found in the following link
  - a. <https://bit.ly/2Jry20L>
- 6.3.6 Scanning capabilities must be single pass even for duplex
- 6.3.7 Scanning must support color even on black and white machines
- 6.3.8 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 (secondary copiers do not require hole punch).
- 6.3.9 Printing must support IP printing protocol over 1Gib Ethernet RJ-45 connector
- 6.3.10 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, reprioritize, 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, user, school, etc.
  - h. Other features as determined.
- 6.3.11 Copiers must connect to a print server that allows for printing to a single virtual printer and users being able to print from any unit by authenticating at the machine and releasing the job.
- 6.3.12 Site admin roll for users with authority to release print jobs for basic users but still prevent access to print jobs sent by school administrators

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- 6.3.13 Authentication at machine via HID ID card badge reader, or user login that authenticates via Active Directory or Google
- 6.3.14 Include printing from PC, Mac and Chrome Devices
- 6.3.15 Optional NFC for printing from phones after authentication to device.
- 6.3.16 Integrated scanning capabilities that include scan to network folder, scan to Google Drive, Scan to Email, OCR to Word, PDF, and JPG
- 6.3.17 All scanning to include a minimum of Tiff, Multi-Page Tiff, PDF and Searchable PDF file formats.
- 6.3.18 Each school must have primary A3 unit capable of 75 ppm or greater print/copy speed and a scan speed of 120 ipm single side and 240 ipm duplex.
- 6.3.19 Secondary units may be A4 machines that have a minimum specification of print/copy speed of 55 ppm and scan speed of 100 ipm single side and 200 ipm duplex. Interface must be the same as primary units.

#### **6.4 THE FACILITIES WHERE WORK IS TO BE PERFORMED**

All WCS Facilities (see <https://bit.ly/2Jry20L>)

**END OF SECTION**

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**SECTION 7.0**  
**ADDITIONAL INFORMATION**

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 large 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 staple/hole punch finisher capabilities
  - c. Must have a 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 for service and supplies per month.
4. Include color copier option that schools may lease at the same discount as the district lease.
5. Vendor is responsible for all Taxes.
6. Other supporting documents can be found here: <https://bit.ly/2Jry20L>

**END OF SECTION**

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**SECTION 8.0**  
**ADDITIVE / ALTERNATE**

**END OF SECTION**

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**SECTION 9.0**  
**EVALUATION MATRIX/COMMITTEE**

- Matrix Document can be found here : [Matrix Document](#)