

Request for Proposals Photocopier Consortium

A. INTRODUCTION

The Livingston Educational Service Agency and its five constituent school districts (Brighton, Fowlerville, Hartland, Howell, and Pinckney) have operated a consortium for the past twelve years for the purpose of working as a group to obtain a vendor that will provide all aspects of photocopier services, including without limitation, the installation, maintenance and repair of photocopier machines. The current contract will expire in September of 2023 and the consortium is beginning a new bidding cycle. There will be a single vendor selected and that vendor will make agreements with each individual district.

The consortium currently represents about 27,000 students within Livingston County.

An approximate aggregate total of current equipment and software is available upon request. The consortium will also be asking for pricing on Papercut licensing for both new and existing customers.

B. SELECTION PROCESS

The successful vendor will be chosen through a competitive process and review.

Proposals: Proposals will be evaluated by all representatives of the consortium. Proposals should clearly outline the interest and capability of the vendor to provide photocopier services to all consortium members. The proposals will be evaluated based on the following criteria:

- (1) Successful service history and client satisfaction
- (2) Presence in the educational marketplace
- (3) Customer service approach and efficiency of billing methods
- (4) Availability of service and equipment guarantees
- (5) Independent ratings on the quality and performance of proposed equipment
- (6) Creativity and solutions oriented approach to helping educational organizations contain costs while delivering high quality photocopier services.
- (7) Pricing

Please provide proposals in a sealed envelope or container containing 3 physical copies and 1 digital copy (USB drive).

C. COMMUNICATIONS

The contact person for this request for proposal is noted below. All inquiries and vendor contacts regarding the scope of this request for proposal are expected to go through the noted contact person. Communicating directly with participating consortium members may result in a vendor being excluded from consideration as a part of this request for proposal process:

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David Larson, CTO
davidlarson@livingstonesa.org
Livingston Educational Service Agency

TIMELINE OF EVENTS

November 17 th	RFP Release
December 1	Final questions due to LESA- Dave Larson
December 19 th :	RFP submission deadline . Sealed bids due to the designated contact person by 1:00pm. Bid opening at 1:05 pm at the Education Center.
January 2023	Site visits to vendors by the Consortium to test equipment
January 2023	Reference phone calls to districts currently using the equipment
February 2023	Selection by the Consortium of the successful proposal
June 2023	Target installation of equipment

E. GENERAL SPECIFICATIONS

1. The proposals will be for **new equipment only**. (No used or re-manufactured equipment - must contain 100% new components.)
2. The equipment will not be a discontinued model at the time of bid and/or delivery.
3. Provide pricing for both outright purchase and leasing of equipment.
4. The agreement shall provide a complete maintenance agreement for all copier machines. The maintenance agreement will include at a minimum the following:
 - a. All parts, labor, toner, staples, developer, photoconductor unit, and preventive maintenance (excluding paper).
 - b. Immediate replacement with “comparable” equipment of any machine down for repairs or waiting on order of parts for more than 48 hours.
 - c. Vendor agrees to replace any machine or external accessory that does not fully function with a comparable product for the remainder of the lease or service agreement.
 - d. Guaranteed availability of service, parts and supplies for the life of the lease or service agreement.
 - e. The agreement shall not contain any maintenance escalation clause.
5. ALL GUARANTEED ITEMS MUST BE IN WRITING AT THE TIME PROPOSALS ARE SUBMITTED.

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6. The vendor will perform sufficient staff training, required for knowledgeable operation. Minimum training requirements are at the time of delivery, training at the start of each school year, and upon the district's request.
7. The vendor maintains a full time professional maintenance team that includes network professionals.
8. Additional costs that could exceed those projected in the lease or purchase agreement must be clearly spelled out in the lease. At no time will any other additional costs be entertained.
9. The vendor will provide pricing on Papercut licensing for both new and existing customers.

F. RIGHT TO REJECT

The consortium reserves the right to accept or reject any or all Proposals, in whole or in part, and to waive any irregularities therein and accept a bid that will best serve the interest of the Consortium members.

G. CLARIFICATIONS

Any questions are to be directed to David Larson at davidlarson@livingstonesa.org. Issues deemed to need correction or clarification will be processed and faxed or e-mailed to all Vendors in the form of bid addenda.

H. TAX EXEMPTION

All purchases made by Consortium Members are exempt from all state and federal taxes. Exemption certificates will be provided upon request.

I. RIGHT TO REQUEST ADDITIONAL INFORMATION

The Consortium reserves the right to request any additional information that may be deemed necessary after opening the Proposals.

J. INCURRED COSTS

The Consortium Members are not responsible for any costs incurred by any Vendor for any work performed relative to the preparation of a Response to this Invitation to Bid, including the costs for the preparation of the information solicited herein.

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K. FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

I do herewith swear that I as owner, and/or any of my employees

DO ____ **DO NOT** ____ have a familial relationship with any member of the Livingston Educational Service Agency board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy.

If yes, please complete the following:

Contractor or Employee Name

Relationship

To Whom (L.E.S.A. Employee as described above)

The undersigned appeared before me this ____ day of _____ 2022.

Legal signature of Owner

State of Michigan

County of _____

Subscribed and sworn to before me this _____ day of _____ 2022.

Notary Public

My Commission expires _____

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L. IRAN ECONOMIC SANCTIONS ACT COMPLIANCE STATEMENT

The undersigned, the owner or authorized officer of the “Bidder”, Pursuant to the Iran Economic Sanctions Act (P.A. 517 of 2012) certifies it is not an Iran-linked business. The Iran Economic Sanctions Act makes an Iran-linked business ineligible to submit a bid with a public entity. An Iran-linked business is defined as either a person engaging in investment activities in the energy sector of Iran or a financial institution extending credit to a person to engage in investment activities in the energy sector of Iran.

The undersigned appeared before me this __ day of _____, 2022.

Legal signature of Owner or Officer

State of Michigan County of _____

Subscribed and sworn to before me this __ day of _____, 2022.

Notary Public

My Commission expires

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M. STATEMENT OF COMPLIANCE WITH FEDERAL LAW

The Livingston Educational Service Agency complies with all Federal laws and regulations of the U.S. Department of Education. It is the policy of the Livingston Educational Service Agency that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, handicap, or limited English proficiency shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

FEDERAL LAW COMPLIANCE CONTACT:

LIVINGSTON EDUCATIONAL SERVICE AGENCY
STEPHANIE WEESE
1425 W. GRAND RIVER AVENUE
HOWELL, MICHIGAN 48843
(517) 546-6810

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Addendum A

Proposal Format

Please include the following in your proposal:

- (1) All of the signed documents required above
- (2) An executive summary which should include a concise description of the major features of the bid.
- (3) A written plan that clearly identifies the equipment and services that are proposed and a detailed description of how the respondent proposes to implement the plan.
- (4) The timetable for the proposed implementation plan.
- (5) Equipment features, technical specifications, and electrical requirements
- (6) Company office locations in Michigan
- (7) Price list in an excel sheet format

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Addendum B

Vendor Questions - When in doubt include unit pricing

What is the desired lease term?

5 year with 7 year option

Would you like to see an FMV or \$1 buyout lease?

Both please

Will the 5 listed districts be required to participate in the consortium, or can each district choose if they would like to or not?

The intention is for all districts to unanimously agree on one vendor. Should a district have a very strong preference that differs from the rest they may seek out pricing on their own.

Should each district be considered its own entity with regards to Individual PaperCut licensing?

Yes

Should we assume PaperCut should be quoted for all MFD's or just certain categories?

Assume all MFPs

Is the finishing standard across all devices? If so, what does that look like? i.e., Inner Finisher vs. External Finisher, Staple, Booklet, Hole Punch....?

Mostly standard. External Finisher with staple, hole punch, and booklet.

What is your desired paper capacity/configuration for each category? Most devices from 30ppm– 75 PPM will have a standard paper configuration of 2 trays. The 80+ PPM category will have 4 trays and typically a large capacity tray as it's standard. The desktop devices will have a standard configuration of 1 tray.

The configurations provided are very close to existing deployment.

Will Fax boards be needed for each MFD? If not, can you identify which categories will need fax?

Fax cards will need to be an available option for all non-desktop units.

Can you provide Average Monthly or Total Annual Volume for BW & Color Usage by Model Description/Speed?

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Best estimate is about 6 million pages a month during the school year (August to June) as a combined aggregate. About 5% of the total pages are color.

On Page 3, #9 – you state “PaperCut Pricing should be provided for new and existing customers”. Of the 5 Districts in the Consortium, are any of them not currently participating?

All districts are participating, some do not currently have Papercut.

What type of authentication (card, fob, number code) is currently being utilized?

Card, fob, number code, and AD authentication are all being utilized

What versions of papercut will the districts be using?

Please provide pricing for both MF and NG versions of Papercut

Should the bid be hand delivered, mailed, or electronically submitted?

Hand delivered or mailed please.

Can an alternative bid with secondary recommended product line be provided?

Absolutely

Who is responsible for removal of current equipment?

Awarded vendor will be responsible for removal of current equipment

Is the Equipment owned or still under a lease agreement?

Owned

If the new vendor is picking up equipment, will the hard drives be scrubbed before pickup?

If there is a charge for scrubbing hard drives please include that in your bid.