

# Alisal Union School District

*155 Bardin Rd.  
Salinas, California 94544*



## **REQUEST FOR PROPOSAL For All-Inclusive Pricing on Copier leasing**

**BID# 2023-2024-01**

**SUBMISSION DEADLINE:**

**March 26, 2024**

**OPEN BIDS:**

**March 26, 2024; at 10:00 A.M.**

**Bids are late at 10:01 A.M. The district clock is the official Time. Mail or hand deliver proposals to Alisal Union School District Business Services Division 155 Bardin Rd., Salinas CA, 93905. No faxes or emails will be accepted. Late bids will be retired to the vendor.**

# **REQUEST FOR PROPOSAL**

## **For**

### **All-Inclusive Pricing on Copier Leasing and Cost per Copy**

#### **SECTION 1. INTRODUCTION**

##### **Purpose**

The Alisal Union School District is soliciting proposals to contract with a qualified vendor for the following equipment and services:

A. Copier Machines

If a contract is awarded as a result of this Request for Proposal (RFP), the successful respondent(s) agency are within 40 miles radius of Alisal Union School District (AUSD) and will be responsible for providing all resources (hardware, software, software licensing, supplies, personnel, on-site maintenance, training, analyst support, delivery, installation, etc. required to implement their proposal.

Alisal Union School District's objective is to standardize its copier equipment through offices and school sites. Respondents will be required to replace selected reprographic equipment located throughout the District. Respondents must include the removal and delivery of this equipment in the cost proposal. Respondents must also include any trade-in discounts available for equipment already owned by the Alisal Union School District (AUSD). Respondent(s) will provide equipment supplies (excluding paper) and on-site support.

It is the objective of AUSD to standardize duplicating equipment throughout the school sites and department offices. Respondents must provide product brochures, and electrical and network requirements for proposed equipment.

School Offices, Departments Products, and Services---Provide a wide range of products and services intended to support the office, workgroup, and production environment in the creation, management, production, and distribution of documents.

Inter/Intranet Services---Provide innovative solutions using web-based technologies to improve processes and make documents more accessible and effective. This may include products, software, and services intended for web-based applications.

AUSD is initially interested in leasing approximately up to 25 black & white multi-functional devices for use in school sites and departments. Up to 28 color multi-functional device for use of departments. A complete solution should include copier capabilities and accessories as follows:

**Number of copies per minute:**

<b>35</b>	<b>pages per minute copier</b>
<b>45</b>	<b>pages per minute copier</b>
<b>50</b>	<b>pages per minute copier</b>
<b>55</b>	<b>pages per minute copier</b>
<b>65</b>	<b>pages per minute copier</b>
<b>80</b>	<b>pages per minute copier</b>

**Accessories:**

**Document Finisher (sort, staple & hole punch)**  
**Document Feeder**  
**Document Feeder (sort & staple)**  
**Paper Feed Unit (2 X 500 sheets)**  
**Paper Feed Unit (3,000 Sheet Capacity)**  
**Printer & Scanner Interface**  
**Saddle Stitch for booklets**  
**Fax Interface**  
**Copier Cabinet**  
**2GB Ram + 160 GB HDD Printer Memory and Storage**

**SECTION 2. INSTRUCTIONS**

**RFP Instructions**

Careful attention must be paid to all required items contained in this RFP. Proposals shall be submitted according to the requirements of this RFP. Must complete the spreadsheet under J. Please read the entire package before proposing.

**Proposal Content**

The entire set of documents constitutes the RFP. Proposals should be prepared and submitted in the order and format required in the specifications. The proposal must contain all information necessary in the format order listed in EXHIBIT A and B. All proposals shall be submitted in a sealed envelope with a “REQUEST FOR PROPOSAL, Copier Leases” description and opening date indicated on the outside of the envelope. All proposals become the property of AUSD and will not be returned.

**Compliance**

The proposals will be evaluated for compliance with RFP instructions. Non-compliance with significant instructions may be grounds for disqualification of proposals.

**Changes/Alterations**

A vendor may change or withdraw a proposal at any time before the proposal opening; however, no oral modifications will be allowed. Only letters or other formal written requests for modifications or corrections of a previously submitted proposal, which is addressed in the same manner as the proposal and received by AUSD before the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected by the written request(s), provided that the written request is contained in a sealed envelope marked “Modifications of Copier Lease Document.”

**Award of Contract**

The District will award a three (3) year contract to the greatest value in terms of suitability to purpose, quality of goods and services, experience, and prices. The AUSD Board of Trustees reserves the right to reject all bids.

**Cancellation of Solicitation or NON-APPROPRIATED FUNDS**

The Alisal Union School District may cancel this solicitation at any time. The Proposer hereby agrees and acknowledges that monies utilized by the District to procure the products and services are public money appropriated by the state of California or acquired by the District from similar public sources and are subject to variation. The District fully reserves the right to cancel this solicitation at any time and/or limit quantities due to non-availability or non-appropriation of sufficient funds.

### **Liability and Proposal Delivery**

AUSD is not responsible for any costs incurred by a vendor in the preparation or delivery of proposals. The vendor shall be responsible for the actual delivery of proposals during business hours to the address indicated on page 1. Any proposals received after the delivery deadline will be disqualified and returned unopened to the sender. The District's clock is the official time.

### **Rejection or Acceptance of Proposals**

The AUSD Board of Trustees reserves the right to waive any irregularities in any proposal, to reject any or all proposals, and to accept the proposal which, in the judgment of AUSD, even though it may not offer the lowest monthly dollar cost, is nevertheless deemed the most advantageous for AUSD. Any proposal that is incomplete, conditional, obscure, or that contains irregularities of any kind may be cause for rejection of the proposal. The Board of Trustees reserves the right to reject all bids.

### **Clarification of Submittal**

AUSD reserves the right to obtain clarification of any point in a vendor submittal or to obtain additional information. No phone calls, please contact, Irene Vargas, Director of Purchasing by email: [Irene.vargas@alisal.org](mailto:Irene.vargas@alisal.org). All inquiries are due by March 19, 2024.

### **Selection Criteria**

Vendor(s) will be required to show, to AUSD satisfaction, that they have the necessary management, staff, experience, equipment, and financial resources to provide the services specified. The vendor(s) will be required to provide information, references, and supporting documentation to satisfy AUSD with vendor(s) qualifications and capabilities.

AUSD will review the proposed equipment specifications. Copy speeds for equipment must meet or exceed minimum speeds as stated in Exhibits A and B. Vendors must state whether they meet or exceed the specifications outlined.

Only those proposals that meet minimum criteria will be evaluated. Minimum criteria are

1. The proposal is organized in the manner described in Section E and all required information; references, responses, and signatures are included.
2. The Transmittal letter and Executive Summary include all provisions called for in Section E and are signed by a person legally authorized to bind the respondent to the representations in the proposal.
3. The respondent demonstrates that it can provide the services under this RFP.
4. Vendor Background information is complete.
5. The project work plan thoroughly details, describes, and demonstrates the information as specified.
6. Respondent demonstrates its ability to provide the services and deliverables specified in the Scope of Services and Specifications.
7. Respondent qualifications and experience detail the respondent's experience providing the proposed services.
8. Respondent's proposed project personnel and organizational information identifies key personnel, describes the respondent's organization in detail, and provides relevant information.
9. Respondent identifies what distinguishes its company and products/services from competing firms.
10. Cost proposal includes all of the respondent's proposed cost to perform the contract's specifications

**EXHIBIT A**  
**COPIER MINIMUM SPECIFICATIONS**

**General Black & White and Color Multi-Functional Device Specifications**

- All devices must be of 100% digital design. NO HYBRIDS OR “CONVERTED” LIGHT LENS DEVICES WILL BE ACCEPTED.
- All devices must have identical user interfaces and print drivers to simplify the training required.
- All devices must be completely integrated solutions: networked for printing and/or scanning via an internal network card. No external or “attached” devices will be accepted, i.e. servers, processors, monitors, or towers.
- Supply items must be in the form of cartridges and must be able to be replaced/installed by the end user to decrease the number of maintenance calls needed.
- Must have embedded web servers for Internet management capabilities.
- Must be able to view ALL jobs, current and pending, at both the control panel and from individual users' desktops.
- Must be able to promote, release and delete ALL jobs, current and pending at both the control panel and from individual user’s desktops.
- All front-loading trays must be user-adjustable from statement to ledger supporting stock including Letterhead, pre-printed forms, labels, transparencies, hole-punched, & recycled paper.
- Must be able to reload empty paper trays while the machine is running for maximum productivity.
- Must be able to automatically switch trays when empty to prevent job interruption for reloading.
- Must utilize tray-less duplexing architecture for unlimited two-sided sets.
- Must be able to staple at least 50 sheets as dual/single-stapled sets online.
- Must have offset finishing (NO SORTER BINS) for unlimited finished sets.
- Must be able to continue printing processed jobs when staples run out.
- Must have Signature Booklet creation available at both the control panel and in the print driver.
- Must have Sample Set feature available at both the control panel and in the print driver to proof complex jobs before committing to a full run.
- Must have a Disk Overwrite security software option to overwrite print and copy files on the disk to ensure data confidentiality and security.
- Must have an embedded web server for remote management, configuration, and support.
- Must be able to e-mail a designated user with machine and system problems (out of toner, out of paper, jam, etc.)
- Must be able to take electronic meter reads over the network.
- Must provide a network management software tool that can generate meter readings and uptime reports for the entire fleet.

**Black & White and Color Multi-Functional Device Copying Features**

- Must have at least 2GB RA +160 GB HDD memory of copy pre-collation with optional upgrades.
- Must have a copy resolution of at least 600x600-dpi.
- Must reduce and enlarge in variable zooms from 25-400% in 1% increments with 6 customer-programmable percentages and 7 factories pre-set.
- Must be able to automatically reduce or enlarge images to fit the selected paper size.
- Must be able to program and scan ahead an unlimited number of jobs.
- Must have all features accessible in the interrupt mode, including the use of the document handler.
- Duplex automatic document handler must have a minimum capacity of 50 sheets.
- Automatic document handler must not require a pre-count for 1:2 copying.
- Must have a job-build feature that enables special programming for different pages in one document- can be used for inserts, mixing input from the document glass and the document handler, and must be able to pull from all paper trays for complex jobs.

### **Black & White and Color Multi-Functional Device Network Printing Features**

- Must have, at minimum, a 300 MHz processor.
- Must have at least 2GB of virtual memory.
- Printer languages must include Postscript 3, PCL 6, TIFF & PDF with auto switching between them.
- Must have minimum print resolutions of 600x600
- Must be able to directly submit TIFF and PDF files (one or multiple) from Windows 8/10/7/without the need to open files to increase productivity.
- Must be able to concurrently receive, RIP, and print jobs with RIP once, print many in 1-N order, to eliminate hesitation between jobs.
- Must have a secure-printing feature allowing users to submit confidential documents over the network. The device must hold the confidential job in its memory until released by the user with a passcode at the control panel.
- Must have a delay-printing feature allowing users to schedule the start time of jobs. The device must hold the scheduled job in its memory and begin printing at the requested time.

## **Exhibit B**

### **PROPOSED CONTENT**

The respondent must include all of the following in its proposal in response to this RFP by the deadline outlined in the Schedule of Events. Failure to provide complete responses to any or all of these questions may result in the proposal being disqualified. Conciseness and clarity of content are required. Vague and general proposals will be considered non-responsive and will result in disqualification. Proposal pages must be numbered and contain an organized, paginated table of contents corresponding to the sections and pages of the proposal.

### **GENERAL ORGANIZATION**

Proposals must be organized as follows:

- A. Table of Contents
- B. Transmittal Letter
- C. Executive Summary
- D. Vendor Background
- E. Proposed Work Plan, Transition Plan and Project Narrative
- F. Invoicing, Management Tracking, and Delivery
- G. Respondent's Qualifications and Experience
- H. Respondent Project Personnel and Organizational Information

- I. Insurance Requirements of Vendor
- J. Cost Proposal Excel Spread Sheet(provided)
- K. Supplemental Questionnaire

#### **A. Table of Contents**

The respondent must indicate the sections and page numbers of the information included.

#### **B. Transmittal Letter**

The respondent must submit with its proposal a one-page transmittal letter that identifies the entity submitting the proposal and includes a commitment by that entity to provide the services required by AUSD. The transmittal letter must state the vendor's pricing effective period. The transmittal letter must also state acceptance of contract terms; exceptions, if any, must be specifically stated.

A person legally authorized to bind the respondent to the representations in the response must sign the transmittal letter. The transmittal letter should include a statement of why the respondent believes that he/she is the most qualified respondent to provide the requisite services.

#### **C. Executive Summary**

The respondent must provide an executive summary of its proposal and represent that its proposal addresses all of the requirements in the RFP. The executive summary must not exceed three pages and must represent a full and concise summary of the proposal's contents. The executive summary must not include any information concerning the cost of the proposal. The respondent must identify any services that are provided beyond those specifically requested. If the respondent is providing services that do not meet the specific requirements of this RFP, but in the opinion of the respondent are equivalent or superior to those specifically requested, any such differences must be noted in the executive summary. However, failure to provide the services specifically required may result in disqualification of the proposal.

#### **D. Vendor Background**

The respondent must provide the following information:

1. Name and address of business entity submitting the proposal
2. Type of business entity (i.e. corporation, partnership, broker/dealer)
3. State of incorporation or organization place of business
4. Name, address, business telephone number, and fax number of respondent's principal contact person regarding this Contract
5. Statement regarding the financial stability of the respondent, including the ability of the respondent to perform the requisite services
6. Detail any ownership changes that have occurred in the last five years. Are any changes pending?

#### **E. Proposed Work Plan, Transition Plan, and Project Narrative**

The respondent must include in its proposal a proposed work and transition plan. The respondent must also include a project narrative that specifically describes (1) its expertise and that of its proposed personnel and (2) how its proposed services, work plan, and transition plan will meet the services requested. The narrative must also address each of the following:

Describe the equipment maintenance process, including hours of operation, call back and response time, a documented service call escalation process, unlimited maintenance and repair, service history reports, list of service technicians assigned to the project and years of experience for proposed products, after hour's service availability, product replacement in the event of equipment breakdown, and parts guarantee.

Describe the commitment and approach to providing high-quality customer service.

Describe any other services the respondent provides other than the services requested that would prove beneficial to AUSD to improve personnel efficiency and effectiveness and result in cost-saving measures.

The respondent's work plan must include, at a minimum, the following for each component of the scope of services:

1. Title, description, objective, activities of each phase, and task within each phase
2. Name and title of proposed personnel and role of each (lead and support) by task
3. Other resources by task
4. Timeline, milestones, and deliverables by task
5. Any other information the respondent typically includes in its project work plans to address specific RFP requirements

The respondent's proposed transition plan must include an implementation plan for proposed new equipment and supplies. The transition plan is the period from the contract effective date up to 30 days thereafter.

The proposed work plan, transition plan, and project narrative must address and demonstrate quality control mechanisms, dedication of personnel and other resources, and tasks that incorporate a high level of quality and commitment to excellence. Through these documents, the respondent must demonstrate extensive experience in and understanding of the Alisal Union School District's requirements.

#### **F. Invoicing, Management Tracking, and Delivery**

##### Monthly Invoice

Vendors will submit one (1) monthly invoice. To be paid net 30 days from time of receipt to District.

##### Usage Tracking

Invoices will be designed to provide cost information so that AUSD may easily track copy/printing costs over time. Reconciliation of actual impressions versus monthly minimum will be calculated on a semi-annual basis.

Account Review will be conducted by AUSD with selected vendor(s) to determine the effectiveness of the document output program and to resolve any issues associated with the implementation of the same. Costs, billing data, and configuration performance data will be reviewed to ensure the equipment is properly sized for the environment.

#### **G. Respondent's Qualifications and Experience**

The respondent must include a detailed overview of the respondent's experience providing the proposed services. The overview must discuss the respondent's years of experience in providing the proposed services and the number of clients served. The overview must include a list of at least five (5) clients and projects in the local area where past work performed by the respondent on projects of a similar nature typifies the respondent's qualifications. For each client and project, the respondent must include the following:

- Client name
- Client contact person, title, address, telephone number and email address
- Description of work performed and deliverables provided
- Description of results achieved

The respondent must briefly state why it believes its proposed services best meet the AUSD's objectives and RFP requirements. The respondent also must concisely describe any additional features, aspects, or advantages of its products or services in any relevant area not covered elsewhere in the proposal.



The respondent must provide all of the information requested in the RFP. Failure to provide complete responses to any or all of these questions or requests for information may result in such proposal being disqualified.

#### **H. Respondent Project Personnel and Organizational Information**

The proposal must identify all key personnel who are to be part of the proposed team and detail their experience.

The respondent must provide an organizational chart covering the services offered in its proposal, indicating lines of authority, names, titles, and functions of individuals assigned. The respondent must assign and identify in the proposal a contact person for the services and provide the person's name, office telephone number, email address, work cell, and fax number.

The respondent must provide the year in which it was founded and indicate the year it began providing the requested services.

The respondent must discuss what distinguishes it and its services from competing firms.

The respondent must provide a list of the organizations with whom it is directly affiliated, or with whom it is affiliated through providing joint services, strategic alliances, joint ventures, etc, and describe the nature of each affiliation in detail.

The respondent must indicate whether it is registered to conduct business in the State of California and particularly if the respondent is a 'Qualified Information Systems Vendor'. If so, the respondent must provide appropriate documentation and include it as a separate exhibit to the respondent's proposal.

#### **I. Insurance Requirements of Vendor**

Vendor must include a statement that they will enter into an agreement that includes the following language:

Vendor agrees, by supplying the products, equipment, and services requested in this RFP, to defend, indemnify, and hold harmless the District, its officers, employees and agents from all losses or injuries, however, caused, resulting in, or delivery of the products and equipment supplied, or negligence in providing services. In addition, the vendor will provide a Certificate of Insurance and sign, in advance of a purchase order, a Hold Harmless and Indemnification Agreement which would apply to any goods or services they supply according to any purchase order.

### **EXHIBIT C COST PROPOSAL**

#### **J. Cost Proposal**

All respondents must utilize the format below. Each respondent must include **all** proposed costs for its performance under this Contract. Respondent must provide all personnel and other resources required to complete the Contract. Respondent is solely responsible for all start-up and transition expenses. Any costs that cannot be determined, based on the available information, should be indicated and explained.

Respondents must provide Lease Agreement pricing for 36 months.

AUSD will make award(s) based on best value incorporating factors such as cost, references, local support, and vendor's experience. It is recognized that document management technology and related services will undergo significant changes over the contract period. AUSD intends to always provide the most current technology and services at the best possible price. AUSD reserves the right to consider factors other than cost in analyzing and awarding this RFP to provide service that will meet the District's needs. Respondents are required to fill out the Excel

spreadsheet provided and provide an all-inclusive price including leasing. Pricing must include toner and staples.

**COPIERS**

<b>Copier Model</b>	<b>Copies Per Minute</b>	<b>Cost Per Copy</b>	<b>Monthly Lease Cost</b>	<b>Copies Included in Lease Cost</b>
	35 CPM			
	45 CPM			
	55 CPM			
	60 CPM			
	65 CPM			
	80 CPM			

**ACCESSORIES**

<b>Item</b>	<b>Monthly Cost</b>	<b>Item Identifier</b>
<b>Document Feeder</b>		
<b>Document Finisher (sort, staple &amp; hole punch 2, &amp; 3)</b>		
<b>Document Finisher (sort &amp; staple)</b>		
<b>Paper Feed Unit (2 X 500 sheets)</b>		
<b>Paper Feed Unit (3,000 sheet capacity)</b>		
<b>Printer and Scanner Interface</b>		
<b>Fax Interface</b>		
<b>Copier Cabinet</b>		
<b>64 MB Printer Memory</b>		
<b>128 MB Printer Memory</b>		

**ADDITIONAL COST**

<b>Item</b>	<b>Annual Cost</b>	<b>Monthly Cost</b>
<b>Cost of equipment removal at the end of the lease</b>		
<b>Cost of shipping supplies</b>		
<b>Insurance</b>		
<b>Property Tax</b>		
<b>Lease Administration Fees</b>		
<b>Late Payment Fees/Penalties</b>		
<b>Copy Credits – Service Tech and Customer Service Dissatisfaction Copies</b>		



Microsoft Excel  
97-2003 Worksheet

**K. Supplemental Questionnaire**

1. Will billing be in advance or arrears?

2. Does the 11 X 17 impressions fee count as one or as two impressions?
3. Is there a meter rate for scanning documents?
4. Are service technicians salaried employees or commissioned employees?
5. If service technicians are working under commission, who pays for the replacement parts?
6. Does your company use OEM products and supplies?
7. How is the warranty affected by not using OEM products and supplies?
8. Will your company provide customer replacement units such as drums, fusers, and waste containers?
9. Will staples and toner be included in the cost?
10. Will the cost of delivery for toner and staples be included in the cost?
11. Will there be a cost to relocate copier machines if needed during the lease agreement?
12. Will a replacement copier be provided if a copier is not functioning for more than one day due to repairs during the lease agreement?
13. How soon do you guarantee a copier machine be repaired?
14. What is the service response time of your technicians when a copier is not functioning?
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
- 23.
- 24.
- 25.
- 26.
- 27.
- 28.
- 29.
- 30.
- 31.
- 32.
- 33.
- 34.
- 35.
- 36.
- 37.