



## **REQUEST FOR PROPOSAL**

Acquisition & Implementation  
of a District-Wide  
Copier Project

**Proposal Release Date: April 16, 2019**

**Proposal Due Date: May 7, 2019**

## **INTRODUCTION**

Fort Thomas Independent Schools is a Pre K-12 school district located in the Greater Cincinnati/Northern Kentucky area. Our district includes six buildings, five schools and one central office, as well as a professional learning space that is an extension of the high school. The professional learning space is located at 20 N Grand Ave.

We have been involved in a copier contract for the past five years; this contract is due to expire June 30, 2019. We are interested in continuing a district-wide copier lease on a fiscal year schedule.

## **STATEMENT OF PURPOSE**

The purpose of this document is to solicit proposals for supplying networked copiers to all six buildings in the Fort Thomas Independent Schools (FTIS) as well as the professional learning space at 20 N Grand Ave.

Our primary objectives in implementing a new copier project are as follows:

1. Continue using a district-wide copier fleet on a fiscal year contract.
2. Improve operational efficiencies throughout the organization
3. Reduce overall operational costs (including adding staples to contract at no cost to district)
4. Increase the number of copiers from 18 to 20, adding an additional copier to the fleet for the professional learning space and for Moyer Elementary.
5. Increase the number of color copiers from 2 to 6, adding a color copier at each school that currently does not have one.
6. Increase the number of color copies in our allotment.

Interested vendors should submit a formal proposal which addresses the costs for the procurement, implementation and maintenance of copiers from their organization.

## **GENERAL PROPOSAL INSTRUCTIONS AND CONDITIONS**

### **A. Acceptance of Proposal**

The Board of Education reserves the right to accept any proposal, to reject any or all proposals, to waive any irregularities or informalities in proposals received where such acceptance, rejection or waiver is considered to be in its best interest. The Board of Education also reserves the right to reject any proposal where evidence or information submitted by the bidder does not provide satisfactory proof that the bidder is qualified to carry out the details of the contract.

All responses may be rejected at the discretion of the Fort Thomas Independent Schools. The Fort Thomas Independent Schools reserves the right to choose the response that best suits the Fort Thomas Independent School District's needs. This RFP in no way constitutes a contract or commitment to purchase or lease. If all responses are rejected, the Fort Thomas Independent Schools reserves the right to publish an RFP at a later date.

### **B. Model procurement regulations**

The Model Procurement Regulations adopted by the Board of Education shall be deemed incorporated by reference in these specifications as though fully quoted herein. In the event of any conflict between this invitation for proposal and the Model Procurement Regulations, the Regulations shall control.

### **C. Performance bond**

The Board of Education reserves the right to determine the ability of any bidder to perform the work and any bidder shall, upon request, furnish such information as may be necessary to determine such ability, including performance bond, if requested.

### **D. Penalties**

In case of default by the vendor, the Board of Education may procure the articles or services from other sources and may deduct from any unpaid balance due the vendor the amount of the excess costs so paid, and the price paid shall be considered the prevailing market price at the time such purchase is made.

### **E. Taxes**

Fort Thomas Independent School's tax exempt status applies in accordance with revenue policy 51P370 P370 revised 06/01/83 and in accordance with 103 KAR 26:070. A state sales tax exempt certificate upon request shall be provided to the awarded bidder.

### **F. Non-discrimination**

During the performance of this Contract, the Seller agrees as follows:

1. The Seller shall not discriminate against any employee, applicant, or subcontractor because of age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. The Seller shall take affirmative action to ensure that applicants are employed without regard to their age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. Such action shall include, although not

limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Seller agrees to post in conspicuous place notices setting forth the provisions of the Equal Opportunity clause.

2. The Seller shall in all solicitations and/or advertisements for employees placed by or on behalf of the Seller, state that all qualified applications shall receive consideration for employment with regard to age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation.
3. The Seller shall cause any subcontractor engaged to perform any services required by this Contract to include this Equal Opportunity clause in all solicitations, advertisements and employment practices it shall perform.

### **G. RFP Questions**

Our objective is to insure that we provide you with all of the information you need in order for you to provide the most complete response to this RFP as possible. As such, we welcome any and all questions which you might have. Questions or requests for clarification must be emailed to: [diana.mcghee@fortthomas.kyschools.us](mailto:diana.mcghee@fortthomas.kyschools.us). These questions and the answers to the questions will be distributed to all parties participating in the RFP process. Phone discussions will not be permitted so as to provide the same information for all vendors. Additionally, on site visits or meetings will not be permitted.

#### **1. Important Dates**

<b>Date</b>	<b>Action</b>
10am EDT, April 16, 2019	RFP is made available through email and/or website.
10am EDT, April 16, 2019	Vendors may begin submitting questions through email (see G above)
3pm EDT, April 24, 2019	Question and Answer process ends.
2pm EDT, May 7, 2019	Completed Response to RFP Due Sealed packet should be delivered to District's Central Office (28 N Ft Thomas Ave) <b>Packet should include one primary contact and his/her email address, and all information MUST be entered on district's spreadsheet</b>
2pm EDT, May 7, 2019	Packets will be opened at District's Central Office (28 N Ft Thomas Ave) No decisions will be made at this time and no questions will be answered. Bids will be announced and recorded on an official Bid Tabulation Sheet.
As soon as possible after the May 13, 2019, Board of Education Meeting	District will announce RFP recipient.
4pm EDT, July 1, 2019	Equipment should be on site, installed and operational.

## SCOPE OF THE RFP

### H. Pricing Structure and Billing

All pricing information should reflect a five (5) year leasing project based on the lowest possible rate available. Vendors must be willing to remove and return our current equipment to current vendor, assuming all shipping fees. All pricing amounts should be listed as fixed and will not be increased during the life of the lease.

Monthly billing is required. Invoices should be separated, showing equipment lease charges and usage charges per device, per location.

Bidders must understand that the Board of Education must approve bills prior to payment, a process that sometimes results in payments extending past 30 days of invoice date. Should this occur, no late charges will be allowed.

#### 1. Proposal Spreadsheet

**All pricing and proposal information must be entered on the spreadsheets listed in the Appendix. The only information that will be considered during the bid opening is the information included on the district's spreadsheet. Bids that do not include information on the district's spreadsheet will be rejected.**

### I. Hardware/Maintenance/Service, Software, Training, Security

The copier contract should include everything but paper. All hardware costs, toner costs (including shipping costs for replacement toners), staples and maintenance costs (both preventative and repair) should be included in the contract. All proposal prices must include transportation, delivery, installation and network connectivity. Additionally, copier company shall agree to provide free training at any time throughout the life of the lease.

Bidders must provide assurance for onsite response time to all locations in the district. All equipment must maintain a 95% quarterly uptime performance. Awarded vendor will be responsible for providing documentation to the district reflecting quarterly uptime. Uptime is defined as the percentage of time the machine is onsite, operating according to specifications and fully available for use by the customer during the hours of 7:30am to 4:30pm Monday through Friday. Downtime caused by key operator's failure to clear simply misfeeds or to load normal supplies such as toner or paper will not be considered as lack of uptime.

Vendors will provide the district details on how service calls are placed or what options are available, the process for replacement of equipment that cannot be repaired, emergency calls and parts and network requirements.

Loaner devices must be made available should equipment be down for more than two (2) consecutive school days. If equipment is continually having service issues, vendor must exchange equipment (at vendor's expense) for a like-type device.

Vendor must guarantee absolute customer satisfaction or replace the machine upon customer's written request.

Vendors will provide detailed explanation of the process of ordering and shipping supplies required for quoted equipment.

**1. Software**

Vendor should provide software which allows for centralized print and copy management at no extra costs. The management must include the ability to have a virtual queuing option to allow users to print from any copier within their building or from within the district requiring only one installed copier on their device. The copiers should allow for some type of “follow me” printing software, whether third-party provided or proprietary.

Software will also capture monthly meter readings on each multifunction device unit in such a way that no end-user intervention is required. In addition, software must have the ability to print reports to show volume, by machine, distinguishing between print and copy, on a daily, monthly, annual basis (fleet management report). **A sample of vendor’s fleet management report must be included with bid response.**

Software drivers for user’s device shall be compatible without alteration with both MacOS 10.13.x or newer and Windows 10 Professional, Enterprise and Education 1803 or newer.

**a) “Follow me” printing**

This software solution must be integrated with the copy machines being provided by vendor. The integration needs to include the ability for students and teachers to enter identification codes either by manual entry or by RFID badging.

Before contract is officially awarded, vendor will provide demonstration of software capability to meet district’s requirements.

Costs to implement follow-me printing shall be quoted separately from the cost of the lease in case district decides not to pursue. Any ongoing maintenance or support for software will be provided for the entire term of the contract.

Software services being proposed to the district must provide documentation of their support of the manufacturer on all print platforms.

**2. Security**

Machine must include highest level of data security as well as a way to notify administrator of intrusion. Devices also should be able to monitor outbound network communications emanating from the device in order to detect potential cyber threats.

**3. Place of Delivery of Equipment**

All items provided pursuant to the copier contract may be delivered to the buildings directly, per the chart below. Vendor would need to contact the building principal to coordinate delivery times. Vendors would also need to specify electrical requirements necessary for copier(s).

<b>Johnson Elementary School</b> 1180 N Ft Thomas Ave – Permanent Location 2450 Memorial Parkway – Temporary Location* Fort Thomas, KY 41075	Principal: Ashley Dikeos 859.815.2200 *Through August 2020
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<b>Moyer Elementary School</b> 219 Highland Ave Fort Thomas, KY 41075	Principal: Dawn Laber 859.815.2300
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<b>Woodfill Elementary School</b> 1025 Alexandria Pike Fort Thomas, KY 41075	Principal: Keith Faust 859.815.2400
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<b>Highlands Middle School</b> 2350 Memorial Parkway Fort Thomas, KY 41075	Principal: Michael Howton 859.815.2500
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<b>Highlands High School</b> 2400 Memorial Parkway Fort Thomas, KY 41075	Principal: Matt Bertasso 859.815.2600
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<b>FTIS Central Office</b> 28 N Ft Thomas Ave Fort Thomas, KY 41075	Director of Technology: Diana McGhee 859.815.2014
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<b>FT Launch Professional Learning Space</b> 20 N Grand Ave Fort Thomas, KY 41075	Director of Technology: Diana McGhee 859.815.2014
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All equipment is to be delivered at the direction of and under the supervision of the Fort Thomas Independent Schools. The successful vendor must notify the building principal prior to equipment delivery. Any attempted deliveries without a previously scheduled appointment will be refused and any additional delivery charge will be the responsibility of the vendor.

All delivery and installation charges shall be part of the original bid. The successful vendor will be responsible for unloading, assembling of equipment, setting in place in each building and the removal of waste and debris to the complete satisfaction of the Fort Thomas Independent Schools. In addition, initializing network services needs to be coordinated with district-level personnel.

Successful vendor will be willing to relocate equipment within the district, at no additional expense, for the term of the contract. The number of relocations will be unlimited; however, district should be conscious of not making undue problems for vendor partner.

#### **4. Protection from Damage**

The successful bidder shall be responsible for the necessary protection in shipping, handling, and delivery, and required to guarantee that all items shall be in first class condition in every respect upon installation.

#### **J. Property Taxes**

Property taxes are to be absorbed by vendor in the lease.

#### **K. Copy Allocation**

Copy allocation should be a district-wide allocation. Overages should be calculated once yearly in July. The district is willing to pay for a black/white copy allocation of **450,000 per month**, which is equal to **5,400,000 per year**, to be shared district-wide. Should overages occur, the district is willing to reconcile once a year and only at year-end. These costs per copy will end at the end of the lease or a lease buyout.

##### **1. Color Copy Allocation**

The district is willing to pay for a copy allocation for the color copiers of **50,000 per month**, which is equal to **600,000 per year**, to be shared district-wide. Should overages occur, the district is willing to reconcile once a year and only at year-end. Copies made on color copiers that include no color must be reconciled at the cost of a black/white copy and included in the allocation list in section K above. These costs per copy will end at the end of the lease or a lease buyout.

#### **L. Equipment to be included**

***All equipment must be 100% new and not used, remanufactured or newly remanufactured.***

##### **1. 20 copiers broken down by the following minimum specifications**

###### ***Johnson Elementary (2 copiers)***

1 black/white copier, minimum pages per minutes = **75**

1 color copier, minimum pages per minute = **55**

- Fax board on one of the two machines and that machine will be the one located in the office.

###### ***Moyer Elementary (3 copiers)***

2 black/white copiers, minimum pages per minutes = **75**

1 color copier, minimum pages per minute = **55**

- Fax board on one of the three machines and that machine will be the one located in the office



**Woodfill Elementary (2 copiers)**

1 black/white copier, minimum pages per minutes = 75

1 color copier, minimum pages per minute = 55

- Fax board on one of the two machines and that machine will be the one located in the office

**Highlands Middle School (4 copiers)**

3 black/white copiers, minimum pages per minutes = 75

1 color copier, minimum pages per minute = 55

- Fax board on one of the four machines and that machine will be the one located in the office

**Highlands High School (5 copiers)**

4 black/white copiers

3 with minimum pages per minute = 75

1 with minimum pages per minute = 45 (for special education suite)

1 color copier, minimum pages per minute = 55

- Fax board on three of the five machines and those machines will be the ones located in the guidance office, the main principal's office and the assistant principal's office

**Central Office (3 copiers)**

2 copiers, minimum pages per minute = 75

1 color copier, minimum pages per minute = 55

- Fax board on two copiers, one on each floor

**FT Launch Professional Learning Space (1 copier)**

1 copier, minimum pages per minute = 45

**All devices should have the following product key features**

- Copy, print, scan, fax (not all machines need to be able to fax; see notes per building)
- Scan destinations should include network and email
- Scan file formats: JPEG, PDF, Searchable PDF, TIFF, multipage PDF, multipage TIFF, .doc, .docx, .xls, .xlsx
- Fax receive destinations should include network and email
- Duplex scanning
- Reduce and Enlarge capabilities
- Able to copy to legal size paper
- Able to copy to card stock or heavier grade paper
- Color scanning
- Auto document feeder; single pass/dual side
- Network printing, storing
- Universal send capabilities
- Secures data
- Energy Star compliant

- Eco-friendly
- Finishing options: stapling, saddle stitch finish, hole punch
- Connectivity: Ethernet 10/100/1000Base-TX
- Users must be able to enter code for tracking copies, and copying/printing should suspend when maximum copy limit is reached.
- Must have Mac and Windows support for the most current OS with no custom drivers for regular printing, print storing, secure printing, and using codes for tracking
- Mobile/tablet printing available with fee-free app
- 11x17 copying out of drawer

**2. 4 “student” copiers broken down by the following minimum specifications**

***Highlands Middle School***

3 small copiers for student kiosk use, pages per minute = 40

- These devices need to have the ability to apply quotas.
- These devices need to be quoted separately in case school decides this is not affordable.
- Students need to be able to print to these devices through wireless printing from Mac OS.

***Highlands High School***

1 small copier for student kiosk use, pages per minute = 40

- These devices need to have the ability to apply quotas.
- These devices need to be quoted separately in case school decides this is not affordable.
- Students need to be able to print to these devices through wireless printing from Mac OS.

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# Appendix

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Potential vendor partners must complete all pages in the Appendix and include **only** those pages as part of the sealed bid. **No additional information is required.** If information is submitted in a three-ring binder, binder tabs should be labeled for ease of finding accurate bid information during bid opening.

Vendor understands that student copiers and follow-me printing are additional services that may not be ordered.

## **PROHIBITION AGAINST CONFLICT OF INTEREST, GRATUITIES AND KICKBACKS**

Any employee or any official of the board of education of Fort Thomas Independent Schools, Fort Thomas, Kentucky, elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money, or other things of value, as in inducement or intended inducement, in the procurement of business, or the giving of business, for or to, or from, any person, partnership, firm or corporation, offering bidding for, or in open market seeking to make sales to the board of education of Fort Thomas Independent Schools, Fort Thomas, Kentucky, shall be deemed guilty of a felony and upon conviction such person or persons shall be punished by a fine not to exceed five thousand dollars (\$5000) or by imprisonment in the penitentiary for not less than one (1) year nor more than ten (10) years, or both so fined and imprisoned in the discretion of the jury.

Every person, firm, or corporation offering to make, or pay, or give, any rebate, percentage of contract, money or any other thing of value, as in inducement, or intended inducement, in the procurement of business, or the giving of business, to any employee or to any official of the board of education of Fort Thomas Independent Schools, Fort Thomas, Kentucky, elective or appointive, in his efforts to bid for, or offer for sale, or to seek in the open market, shall be deemed guilty of a felony and shall be punished by a fine not to exceed five thousand dollars (\$5000) or by imprisonment in the penitentiary for not less than one (1) year nor more than ten (10) years, or both so fined and imprisoned in the discretion of the jury.

Note: It is a misdemeanor not to have this prohibition on every solicitation or contract document. The penalty is a \$5000 fine or one (1) year imprisonment or both on conviction.

**I hereby certify that I have read and understand the above "Prohibition against Conflicts of Interest, Gratuities and Kickbacks."**

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## CONFLICT OF INTEREST

It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract or subcontract, and any solicitation or bid therefore, in which to his knowledge:

- a. He, or any member of his immediate family, has a financial interest herein: or
- b. a business or organization which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner or employee, is a party; or
- c. any other person, business, or organization with whom he or any member of his immediate family is negotiating or had an arrangement concerning prospective employment is a party. Direct or indirect participation shall include, but not limited to, involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of an specification or purchase standard, rendering of advice, investigation, auditing or in any other advisory capacity.

It is a violation of Kentucky Law for any board member or employee with procurement authority, or a member of their immediate family, to have a pecuniary interest either directly or indirectly in an amount exceeding \$25.00 per year in any purchase of goods or services by the Board of Education or any school thereof. Violation of this provision subjects the board member or employee to forfeiture of their position and/or employment with the school system.

**I, hereby, certify that no member of my immediate family is an employee with procurement authority or board member of the Fort Thomas Independent Schools.**

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

References:   KRS 156.480  
                  OAG 80-32  
                  Model Procurement Code 45A.455

**Certification of Compliance with Specifications:**

**EXCEPTIONS:**

[illegible]

**Confidential RFP**

**M. Main Fleet Proposal**

Quantities listed herein are not guaranteed; however, the District anticipates leasing the minimum quantities listed. The Board of Education reserves the right to order additional quantities as needed, and at the proposal prices or better, for the duration of the contract period. Any equipment added after the initial lease agreement will be added into the same billing as the rest of the aggregate.

Any devices added after initial lease begins will also be charged the same per click price as the rest of the aggregate. Cost per copy will be fixed for term of lease agreement, without any price increase. Note that the estimated monthly service cost is only an estimate used to calculate a total bid for comparison purposes. Successful bidder will be awarded a contract to include a cost per copy for black and white copies, a cost per copy for color copies and monthly lease pricing for specified equipment.

Vendor Name

**Black/White Copiers**

Impressions/Month

450,000

Base Payment/Month

Overages

<input type="text"/>	<input type="text"/>
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**Color Copiers**

Impressions/Month

50,000

Base Payment/Month

Overages

<input type="text"/>	<input type="text"/>
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**20 Machines, toner, staples, service**

Everything but paper

Lease Payment/Month

**Bottom Line/Total Monthly Payment  
the FTIS will be expected to make**

**This is the amount we will pay the  
vendor each month.**

**N. Student Copier Proposal**

Vendor Name			
<b>Student copiers</b>			
Impressions/Month	Base Payment/Month	Overages	
35,000			

**O. Follow Me Printing**

Vendor Name			
<b>Follow Me Printing Software</b>	Base Payment/Month		

**P. Service Details**

Vendors will provide the district details on how service calls are placed or what options are available, the process for replacement of equipment that cannot be repaired, emergency calls and parts and network requirements.

Where does your service department/depot physically reside? (e.g. What is the physical address?)
How are service calls placed?
Describe the process for replacement of equipment that cannot be repaired?