



Cartersville School System

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SUPERINTENDENT

KENNETH CLOUSE, Ed.S.
ASSISTANT SUPERINTENDENT

REQUEST FOR PROPOSAL

August 24, 2016

Dear Gentlemen:

The Cartersville School System invites you to submit a proposal on the following items.

Two (2) - Ricoh Copiers MP7503 – specs attached

Return your sealed pricing bid clearly marked **on the outside of the envelope or package to:**

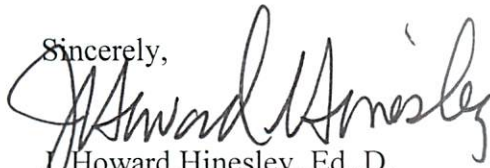
**Dr. J. Howard Hinesley,
Superintendent
Cartersville School System
RFP # 9000-829-196 ENCLOSED
P.O. Box 3310, 15 Nelson Street
Cartersville, Georgia 30120**

no later than 2:00 p.m., Thursday, September 22, 2016.

The Cartersville School Board reserves the right to accept and/or reject any and all bids.

We invite your participation.

Sincerely,



J. Howard Hinesley, Ed. D.
Superintendent

Enclosures

INSTRUCTION TO BIDDERS

1. Bids will be received no later than **2:00 p.m., Thursday, September 22,** and shall be opened publicly.
2. **Proposals must be submitted on the form enclosed as page 1.** Bidders may attach other appropriate information to best evaluate the proposal.
3. Unit price of items submitted for approval shall include delivery at the office specified on the purchase order.
4. Bids must include manufacturer and model information.
5. **Specifications and pictures must be attached if bid is based on specifications different than specified by the school system. The Board will determine Equal or Comparable.**
6. The Cartersville School Board *reserves the right to choose components and accept or reject any and all bids.*
7. Successful vendor shall complete all deliveries/installations, and testing of equipment and shall provide on-site instructions/demonstrations, if deemed necessary, by school system personnel.
8. Payment will be made only after delivery and acceptance of every item on the purchase order.
9. Service contract will include a 5 year per copy price guarantee.
10. Address all questions to Mr. Richard Dyke, Cartersville School Board, P.O. Box 3310, 15 Nelson Street, Cartersville, Georgia 30120, (770) 382-5880.

PROPOSAL FORM

Please include this cover sheet as (page 1) of your proposal

Cartersville School System
P.O. Box 3310
15 Nelson Street
Cartersville, Georgia 30120

Gentlemen:

We have carefully examined and fully understand the Instructions to Bidders and other documents found in the specifications as prepared by you.

We understand that all items are to be delivered, F.O.B., to the board offices as specified on the purchase order, Cartersville, Georgia, and set up in accordance with the **Instruction to Bidders** (copy enclosed).

We propose to enter into a contract to furnish and deliver items as specified at prices quoted on the attached bid form. We also assure you that a company representative will be readily available to assist in identification and solution of problems encountered with equipment and materials purchased. Items purchased will be delivered to the site, assembled, installed and all packaging debris removed from the site.

\$

Total Price for both Copiers

Name of Company

Signature of Company Representative Authorized to Submit this Proposal

Printed Name of Representative

Business Address/ Street, City, State, Zip Code

Phone Number

Fax Number

Email

Office use only

Please itemize each item for our review and attach as page 2 of your proposal

Dr. J. Howard Hinesley, Superintendent
Cartersville City Schools
P.O. Box 3310
15 Nelson Street
Cartersville, GA 30120

BID SPECIFICATIONS

Ricoh Afico MP7503	Unit Price	\$ _____
Fax Module	Unit Price	\$ _____
Large Capacity Tray	Unit Price	\$ _____
Finisher Sheet Finisher/Stapler	Unit Price	\$ _____
Network Print/Scan	Unit Price	\$ _____
Maintenance Agreement	Price per copy	\$ _____

Rate guaranteed for 5 years
Included - All toner
Unlimited service calls
Drums, preventative maintenance checks
Training
Digital Help Desk

*Board will make decision as to which model based upon pricing.

** Board has decision to choose the components for each copier at time of purchase
