



Rockwood School District

REQUEST FOR PROPOSAL #RFP0916COPYILC Individualized Learning Center (ILC) Copier Bid

GENERAL SPECIFICATIONS

It is the intent of these specifications to furnish the Rockwood School District with the aforementioned product, according to the attached. It is clearly understood that the following are minimum specifications and are made in order to show the exact specifications of the product proposed.

The Rockwood School District reserves the right to accept any or all bids or to choose the bid considered to be in their best interest.

BIDS MUST BE RECEIVED BY 3:00 PM CST on September 20, 2016. Proposals submitted after this time will not be accepted.

BIDS MAY BE DELIVERED OR MAILED TO:

Rockwood School District
Purchasing and Transportation Department
Attention: Brenda Kirchhoefer
111 East North St.
Eureka, MO 63025-1229



INSTRUCTIONS TO BIDDERS

All inquiries concerning this proposal should be submitted in writing to the District personnel listed below:

Brenda Kirchhoefer, Purchasing Buyer
Rockwood School District
111 E. North Street
Eureka, MO 63025
636.733.2045
Email: kirchhoeferbrenda@rsdmo.org

Two (2) copies of the completed proposal must be made upon the form of the proposal attached hereto. They must be enclosed in a **sealed envelope, with "ILC Copier Bid 2016" written on the outside and endorsed with the title of the proposal**. An electronic copy of the Bid Form (Schedule A) should be sent to kirchhoeferbrenda@rsdmo.org.

The specifications following represent the minimum characteristics desired in the aforementioned product to be purchased. These requirements are not intended to prevent obtaining fair prices or to eliminate competition, but to insure, if possible, that all bids submitted should not be subject to correction or alteration after the bid has been filed, opened, and publicly read. The Rockwood School District reserves the right to evaluate any or all bids, particularly where there is a range in specifications.

It is expressly understood by the bidder that written notice of the award or purchase order by the Rockwood School District will constitute an agreement and consummate the transaction and will serve together with the proposal, the advertisement, these instructions and the detailed specifications, as the entire form of contract between the parties.

Specifications referred to are minimum requirements, therefore unless otherwise indicated by the bidder, the Rockwood School District will assume proposals meet or exceed all specifications.

The award of the contract will be made to the lowest responsible bidder taking into consideration quality performance and the time specified in the proposals for the performance of the contract. The Rockwood School District reserves the right to reject all bids as it appears in its own best interest and to waive technicalities.



INDIVIDUALIZED LEARNING CENTER (ILC) Copier Bid Request

- A. The Rockwood School District is accepting proposals for one copier to be deployed to the Individualized Learning Center located at 500 North Central, Building "B", Eureka, MO 63025, which must comply with the general requirements stated within.
- B. Two (2) copies of the completed proposal must be submitted in a sealed envelope and should indicate on the envelope face "**ILC Copier Bid 2016**". All proposals must be received in the Rockwood School District, Purchasing and Transportation office at 111 East North St., Eureka, MO 63025 by **3:00 PM CST ON SEPTEMBER 20, 2016**.
- C. Proposers taking exception to any part of any section of this Request for Proposal shall indicate such exceptions on a separate sheet entitled "Exceptions to Specifications". Failures to indicate any exceptions shall be interpreted as the proposer's intent to fully comply with the specifications as written.
- D. The bidder agrees that the Rockwood School District, reserves the right to reject any or all proposals, or to accept part of the bid considered to be in the best interest of the Rockwood School District.
- E. Failure to complete all paper work will void the bid. Rockwood School District, Purchasing and Transportation office reserves the right to accept or reject any and all bids. Bids will not be accepted after 3:00 PM on SEPTEMBER 20, 2016.
- F. The contractor must provide proof of General Liability Insurance, Worker's Compensation, Property Damage Insurance and a copy of the business' current business license.
- G. All invoices must be dated and contain the following information:
 - a. Name and address of the vendor Note: It must correspond to the remittance address in the contract)
 - b. Copier Location
 - c. Copier Serial Number
 - d. Copier Meter Reading for time period invoiced
 - e. Description of supplies and or services
 - f. Unit prices and extended totals
 - g. District's Purchase Order number
 - h. Lease payment number, i.e. Payment 1 of 60 etc.
- H. It is the responsibility of the vendor to provide on-site service within (4) hours after a call is placed, during normal business hours of 8:00 AM to 4:30 PM, Monday – Friday. Preventative maintenance will be based upon the specific needs of the copier as



determined by the manufacturer’s recommendations. All maintenance parts and labor cost shall be included in the bid.

- I. The vendor’s proposal shall include delivery, installation set-up, providing ALL consumable supplies (except paper), emergency repair service during normal business hours (Monday through Friday, 8:00 AM to 4:30 PM), periodic preventative maintenance, and ongoing operator training.
- J. The vendor will be responsible for taking meter readings quarterly at copier site. Vendor is free to install any automated device that may assist in this process provided it is at no cost to the district. If the room where the copier is located is not accessible at the time of the reading, a verbal reading will be relayed to the Vendor.
- K. Equipment shall be new and assembled for the first time from new and/or recycled components by the manufacturer. The District shall be the first user of the new equipment with no previous placements on rental or lease or ever placed in the vendor’s or customer’s location as a demonstration unit including home offices. Equipment performance and reliability standards shall conform to “new” specifications.
- L. Proposal shall include pricing for a 36 Month and 60 month lease/maintenance agreement on the attached, Schedule A. **Proposed price shall be inclusive of all taxes including personal property tax.**
- M. Estimated monthly usage for the proposed copier is 5,500 copies.
- N. Proposed product shall be meet the specifications listed below; however, the Vendor may exceed the minimum features by proposing a faster, larger, and/or more featured machine. All equipment, software and accessories as required to meet the minimum specifications of this contract shall be provided by the Vendor, the compensation for which is included in the pricing schedule identified in Schedule A.

Specifications

Minimum Requirements

Type	Floor Model
Output Requirement	Black/White
Network Printing	Yes
Network Scanning	Yes
Scan to E-Mail	Yes
Copier Resolution	600 x 600 dpi
Copies per Minute	40
Auto Duplex (2 Sided Copying)	Yes
Dual Page Coping	Yes
Duplex Scanning	Yes
Electronic Sorting	Yes
Stapler	Yes
Cassette Feeding Units	2 x 500 Sheets
Paper Sizes	Letter, Legal and 11” x 17”
Paper Weights	17 lb. Bond up to 110 lb. Index



SCHEDULE A

Individualized Learning Center (ILC) Copier Bid

36 Month Lease

<u>Equipment Model</u>	<u>Monthly Lease Rate (Based on a 36 month lease)</u>	<u>Maintenance & Supply Cost per Copy</u>	<u>Total Projected Monthly Cost Based on 2,000 5,500 Copies</u>
_____	_____	_____	_____

60 Month Lease

<u>Equipment Model</u>	<u>Monthly Lease Rate (Based on a 60 month lease)</u>	<u>Maintenance & Supply Cost per Copy</u>	<u>Total Projected Monthly Cost Based on 2,000 5,500 Copies</u>
_____	_____	_____	_____

Include specifications for proposed models.

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL ADDRESS: _____

AUTHORIZED SIGNATURE

Signature Name

Title Date