



Philipsburg – Osceola Area School District Request for Purchase Copier Service

INTRODUCTION

Philipsburg - Osceola Area School District is a K-12 school district located Clearfield and Centre Counties of Pennsylvania. We serve approximately 1,800 students with a staff of approximately 250 employees. The District includes two elementary schools (Grades K – 5), a middle school (Grades 6 – 8), and a high school (Grades 9 – 12). In addition, copier services are needed at our central office, maintenance building, school nutrition, curriculum, and transportation departments.

We have been involved in a copier contract for the past four years; this contract is due to expire November 5, 2022. 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 buildings in the Philipsburg – Osceola Area School District.

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

PRE-BID MEETING

Bids will be publicly opened at Philipsburg – Osceola Area School District, 200 Short Street, Philipsburg, PA 16866 on Tuesday, October 25, 2022, at 10:00 a.m. in the District Conference Room. There will be a Pre-Bid meeting on Monday, October 10, 2022, in the District Conference Room at 1:30 p.m. and potential bidders are welcome to attend. Bids will be received by Philipsburg – Osceola Area School District until Monday, October 24, 2022, at 4:00 p.m. Bids shall be submitted to the Finance Office located at 200 Short Street, Philipsburg, PA 16866.

GENERAL PROPOSAL INSTRUCTIONS AND CONDITIONS

Acceptance of Proposal

Proposals will be received to the attention of Thomas Martin, 200 Short Street, Philipsburg, PA 16866, until 4:00 p.m., Monday, October 10, 2022. Proposals shall be submitted in a sealed envelope clearly marked "District Copier Service Bid." An officer of the firm who is authorized to legally bind the firm must sign the bid form.

All proposals which are in order and properly signed shall be opened and reviewed. No immediate decisions shall be rendered concerning the submitted proposals.

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

All proposals shall be effective for thirty (30) days from date of opening unless otherwise specified in special conditions of bidding, and no bid may be withdrawn prior to that time.

Upon termination or non-renewal of any lease agreement or contract, vendor will remove their machines from the property controlled by the Philipsburg – Osceola School District within 14 business days. The removal must include

the destruction of any and all Philipsburg - Osceola Area School District' confidential data stored on the machines. There shall be no return or shipping fees assessed or paid by the Philipsburg – Osceola School District.

Please provide 3 local references (name of reference and point of contact) of those you presently serve that are utilizing similar networked multifunction equipment being proposed. The references should be from customers of like service size and needs. References from educational institutions are highly preferred but not required.

At the end of the contract, all equipment must be picked up by vendor at no cost to the Philipsburg - Osceola School District.

All equipment must be 100% new and not used, remanufactured, or newly remanufactured. Bidders must provide assurance for on-site response time to all locations in the district. The vendor will be responsible for providing an assigned factory trained service technician, along with an assigned back up service technician. All equipment must maintain a 95% quarterly uptime performance. Awarded vendor will be responsible for providing documentation to the district reflecting this requirement is being maintained. Up-time is defined as the percentage of time the machine is on-site, operating according to specifications and fully available for use by the customer during the hours of 7:00 a.m. to 5:00 p.m. Monday through Friday. It does not include time that the machine is not operational because of a key operator's failure to clear simple misfeeds or to load normal supplies such as toner or paper.

Vendor shall provide assurance when a qualified technician will arrive on-site with adequate tools, parts and equipment to perform most anticipated repairs.

Vendors will provide the district details on how service calls are placed or what options are available, what geographic territory the technician assigned to Philipsburg - Osceola Area School District covers, the process for replacement of equipment that cannot be repaired, emergency calls and parts and network requirements.

Loaners must be made available should equipment be down for more than 12 business hours. If equipment is continually having service problems, vendor must exchange equipment, at its expense for a like-type device.

Vendor must guarantee absolute customer satisfaction or replace the machine upon customer's written request. Vendor is to include a copy of their written customer satisfaction guarantee.

Vendor should provide software which will 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). Vendor will work with school systems and using these reports will help identify over/under utilized assets. A sample of vendor's fleet management report must be included with bid response.

Vendor should offer remote web support to the desktop to provide end-user assistance with printing problems and to allow remote troubleshooting of machine or print problems via the internet.

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

Bidders understand that the School District must approve bills prior to payment - a process that sometimes results in payments extending past 30 days of invoice date. No late charges will be allowed. ACH payment is preferred but not required.

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

Provide a detailed plan for installation, training and network support. Installation, delivery, and set-up of equipment will be provided at no additional cost.

Devices that include a standard user interface, functionality and driver support are required. Training will be provided to each school staff on proper use of equipment at no additional cost throughout term of agreement. Training will be provided by awarded company through a dedicated and responsible trainer.

It is to be understood that the contractor, if awarded an order or contract, agrees to protect, defend and save harmless the District from any suits or demands for payment that may be brought against it for the use of any patented material, process, article or device that may enter into the manufacture, construction of or form a part of the work covered by either order or contract. Contractor further agrees to indemnify and save harmless the District from suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties by or for any of the acts of the contractors, his servants, or agents.

Model Procurement Regulations

The Model Procurement Regulations adopted by the District 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.

Performance Bond

The District 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.

Penalties

In case of default by the vendor, the District 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.

Taxes

Federal excise taxes or Pennsylvania state sales and use taxes are not applicable to any purchase made for the Philipsburg - Osceola Area School District. Purchase exemption certificates will be furnished as required.

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.

RFP Questions

Our objective is to ensure 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: tmartin@pomounties.org. 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 as to provide the same information for all vendors.

SCOPE OF THE RFP

Pricing Structure

All pricing information should reflect a three (4) year lease price based on the lowest possible rate available. The terms of the contract will be up to 48 months with an annual renewal at the end of each 12-month cycle.

Proposal Spreadsheet

All pricing and proposal information must be entered on the spreadsheet 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.

Hardware and Maintenance

The copier contract should include everything but paper. All hardware costs, toner costs, staples, and maintenance costs (both preventative and repair) should be included in the contract. All proposal prices must include transportation, delivery, installation, network connectivity, and training of the equipment to the specified Philipsburg - Osceola Area School District locations.

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 will need to contact the Technology Department to coordinate delivery times. Vendors will also need to specify electrical requirements necessary for copier(s).

Central Office (Black/White)

200 Short Street
Philipsburg, PA 16866
814-342-1050

Special Education Department – Central Office (Colored)

200 Short Street
Philipsburg, PA 16866
814-342-1050

Osceola Mills Elementary Office (Colored)

400 Coal Street
Osceola Mills, PA 16666
814-343-4105

Osceola Mills Elementary 2nd Floor (Black/White)

400 Coal Street
Osceola Mills, PA 16666
814-343-4105

Philipsburg Elementary Office (Colored)

1810 Black Moshannon Road
Philipsburg, PA 16866
814-342-2870

Philipsburg Elementary 1st Floor (Black/White)

1810 Black Moshannon Road
Philipsburg, PA 16866
814-342-2870

Philipsburg Elementary 2nd Floor (Black/White)

1810 Black Moshannon Road
Philipsburg, PA 16866
814-342-2870

Middle School Office (Colored)

200 Short Street
Philipsburg, PA 16866
814-342-4906

Middle School Library (Black/White)

200 Short Street
Philipsburg, PA 16866
814-342-4906

Middle School 5th/6th Grade (Black/White)

200 Short Street
Philipsburg, PA 16866
814-342-4906

Middle School 7th/8th Grade (Black/White)

200 Short Street
Philipsburg, PA 16866
814-342-4906

High School Office (Colored)

502 Philips Street
Philipsburg, PA 16866
814-342-1521

High School Guidance (Black/White)

502 Philips Street
Philipsburg, PA 16866
814-342-1521

High School 2nd Floor #1 (Black/White)

502 Philips Street
Philipsburg, PA 16866
814-342-1521

High School 2nd Floor #2 (Black/White)

502 Philips Street
Philipsburg, PA 16866
814-342-1521

All equipment is to be delivered at the direction of and under the supervision of the Philipsburg - Osceola Area School District. The successful vendor must notify the Technology Department 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 bid should include up to three additional equipment relocation requests per contract year. The successful vendor will be responsible for the unloading, assembling of equipment, setting in place in each building and the removal of waste and debris to the complete satisfaction of the Philipsburg - Osceola Area School District. In addition, initializing network services needs to be coordinated with the Technology Department.

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.

Property Taxes (PPT)

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

Prohibition against conflict of interest, gratuities and kickbacks

KRS 45A.455 prohibits conflicts of interest, gratuities, and kickbacks to employees of Philipsburg - Osceola Area School District in connection with contracts for supplies or services, whether such gratuities or kickbacks are direct or indirect.

Any employee or any official of Philipsburg - Osceola Area School District, 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 Philipsburg - Osceola Area School District 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.

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.

APPENDIX

The quantities listed herein are not guaranteed; however, the District anticipates leasing the minimum quantities listed. The District 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. All added devices 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.

Multifunction Product Key Features

- Copy, Print, Scan, Fax
- Scan destinations: Network, email
- Scan file formats: JPEG, PDF, Searchable PDF, TIFF, multipage PDF, multipage TIFF
- USB Direct Scan & Print • Color Scanning • Duplex Scanning • Auto Document Feeder
- Secures Data
- Energy Star Compliant
- Eco-Friendly
- Finishing Options: Stapling, Saddle Stitch Finisher, Hole Punch
- Connectivity: Ethernet 10/100/1000Base-TX, Fax option available

APPENDIX

Philipsburg – Osceola Area School District

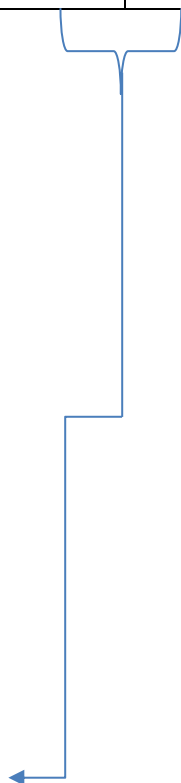
Proposal Spreadsheet

District-Wide Copier Services

September 2022

All devices should be networked, copy, print and scan

Speed	Color / B&W	Fax	Staple	Saddle Staple	Hole Punch	Booklet Fold	Large Capacity Paper Tray	Estimated # of Devices	Monthly Lease Price	Total	Estimated Monthly District Service Cost Based on Clicks	
											Color	B&W
District Office	B&W	X	X				X	1				
District Office	Color		X				X	1				
Middle School Office	Color	X	X				X	1			x 348,000	x 3,350,000
Middle School Library	B&W		X				X	1				
Middle School Faculty	B&W		X				X	2				
High School	Color	X	X				X	1				
High School Guidance	B&W		X				X	1				
High School Faculty	B&W		X				X	2				
Osceola Mills Office	Color	X	X				X	1				
Osceola Mills Faculty	B&W		X				X	1				
Philipsburg Elementary Office	Color	X	X				X	1				
Philipsburg Elementary Faculty	B&W		X				X	2				
Total Monthly Lease Pricing												
Estimated Monthly Service Cost Based on Click Pricing from Above												
Total Bid												



The undersigned declares that this request for proposal is in all respects fair and without collusion or fraud, that no member of the Philipsburg - Osceola Area School District, or other office of said school district, is directly or indirectly interested in this request for proposal or any profits thereof.

Firm: _____

Address: _____

Name: _____

Phone: _____

Signature: _____

Email: _____

Title: _____

Date: _____