



March 09, 2020

**Western School District
REQUEST FOR QUOTE**

LEASE OF DOCUMENT IMAGING SYSTEMS

**Due Date: *Monday, April 13, 2020*
*1:00 PM***

Western School District Administrative Offices

REQUEST FOR QUOTE

LEASE OF DOCUMENT IMAGING SYSTEMS

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1.0 BIDDER INSTRUCTIONS

1.1 Overview of Request for Quote

Your quote must be prepared in compliance with provisions, conditions, specifications and instructions of this Request for Quote (RFQ). Failure to comply with all provisions, conditions, specifications and instructions of this RFQ may result in disqualification of your quote.

Completed quote documents must be received by mail or delivery **no later than 1:00 p.m. local time prevailing, Monday April 13, 2020.** You must submit one (1) signed original and three (3) copies of the quote. Any quote received after the time stipulated will not be considered, but will be rejected and returned unopened to the Vendor. Quotes received by facsimile transmissions or electronic mail will not be considered.

A. Address quotes to:

Western School District, Administration Building
Attention: David Hood, Director of Technology and Operations
RFQ - 2020Copier
1400 S Dearing Road
Parma, MI 49269

B. All vendors who submit quotes will be notified of the results of the selection process.
NOTE: there will not be a formal bid opening when bids are due.

C. Before submitting a quote, each Vendor shall make all investigations and examinations necessary to ascertain conditions, requirements and obstacles, if any exist, affecting the operation of the proposed services. Failure to make such investigations and examinations shall not relieve the successful Vendor from the obligation to comply, in every detail, with all provisions and requirements of the Request for Quote.

D. Questions concerning this RFQ should be directed to:
David Hood, Director of Technology and Operations.
Office - (517) 841-8876. Cell - (517) 936-9522
David.Hood@WSDPanthers.org

E. If a Vendor discovers any ambiguity, conflict, discrepancy, omission or other error in the RFQ, they shall immediately notify Western School District of such errors in writing and request modification or clarification of the document. Modifications will be made by issuing a revision and will be given by written notice to all parties who have received this RFQ from Western School District. The Vendor is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the RFQ prior to submitting the quote or it shall be deemed waived.

F. Products and services which are not specifically requested in this RFQ, but which are necessary to provide the functional capabilities proposed by the Vendor, shall be included in the quote.

- G. All addenda will become part of this RFQ. No allowance will be made after quotes are received for oversight, omission, error or mistake by Vendor. In order for addenda to be available to vendors in a timely manner, we will require the e-mail address of the main contact for all addenda communications.
- H. All quotes and any accompanying documents become the property of the Western School District and will not be returned.
- I. Western School District reserves the right to withdraw this RFQ at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- J. Receipt of quote materials by Western School District or submission of a quote to the District offers no rights against the District nor obligates the District in any manner.
- K. Western School District reserves the right to reject any or all quotes in whole or in part, and in the interest of uniformity of design and equipment, delivery time or preference, to waive minor irregularities in quotes, and to award to other than the low respondent. Any such waiver shall not modify any remaining RFQ requirements or excuse the Vendor from full compliance with the RFQ specifications and other contract requirements if the Vendor is awarded the contract.
- L. All quotes shall be a matter of public record subject to the provisions of Michigan law.

1.2 Bid Schedule

The following schedule outlines the major activities that will occur in the bid process and the due dates. Any changes in deadlines will be communicated to all suppliers in writing. The District reserves the right to disqualify any supplier who cannot or does not comply with these deadlines.

Activity	Description	Due Date
RFQ Made Available	WSD posts RFQ on its website and with an email to interested vendors. RFQ posted at www.wsdpanthers.org	Monday, March 9, 2020
Vendor Interest	Vendors interested in bidding on this RFQ are to email David Hood at: David.Hood@wsdpanthers.org with contact information including company, representative, phone number and email. Not responding does not preclude a vendor from submitting a bid;	Monday, March 16, 2020

	however, addenda communicated through email will not be received by prospective vendor(s).	
Submit Questions	Questions must be submitted in writing (via email) Email: David.Hood@wsdpanthers.org Answers to questions will be emailed to all vendors who submitted contact information.	Throughout the Process
Vendor Meeting	There will not be an official vendor meeting. Any vendor that wishes to meet with the school district or take a walkthrough should email David.Hood@wsdpanthers.org to schedule a time.	Throughout the Process
Submit quote Response	See Section 1.0 for Bidder Instructions. NOTE: Bids will NOT be opened at this time	Monday, April 13, 2020 1:00 pm
Vendor Selection/Contract Execution	Bids will be reviewed. A successful vendor will be contacted to complete a contract. Bid will be presented to the Board of Education.	Review of Bids: April 13 – 24, 2020; First presentation to the Board of Education: May 11, 2020; Board Approval: April 18, 2020.
Installation	Delivery and setup in each location as defined in Attachment A	July 2020.
Network Installation	Installation into the Western Network with Western IT staff	A mutually agreeable time, but no later than July 31, 2020.

1.3 Submission Instructions

Your quote should be submitted in the following format:

Tab #	Label	Contents
No Tab		Letter of Introduction
No Tab		Table of Contents
1	General Supplier Information	Responses to questions in Section 6.1
2	Organizational Structure and Philosophy	Response to questions in Section 6.2
3	Staffing	Response to questions in Section 6.3
4	Financial Considerations	Response to questions in Section 6.4
5	Transition	Response to questions in Section 6.6
6	References	Response to questions in Section 6.7
7	Form W-9	Completed W-9 Form
8	Appendices/Attachments	Required and Optional Appendices/Attachments as outlined in each section

1.4 Evaluation Process

- A. Western School District, at its sole discretion, shall determine whether particular Vendors have the basic qualifications to conduct the desired service for the District. In determining whether a Vendor possess the basic qualifications to operate, the District may consider the following: (a) the quote price; (b) company experience; (c) thoroughness of the quote and compliance with specifications; (d) clarity and detail of submitted quote; (e) reputation and prior performance; (f) client responsiveness. At the sole discretion of the District, bidder presentations may be requested prior to the award of the contract. The District may also request the opportunity to conduct an on-site review of the supplier's facility and/or other locations where the equipment is maintained.
- B. Award shall be made to the most responsible Vendor whose quote is determined to be the most advantageous to the District taking into consideration the evaluation factors set forth in this RFQ. A valid and enforceable contract exists when an agreement is fully executed between the District and the Vendor.
- C. Any response that takes exception to any mandatory items in this RFQ may be rejected and not considered.

- D. It is our intention to consider the original quote as a best and final offer. Only clarifications, as part of the discussion, will be considered after the evaluation of the quote.
- E. By submission of quotes pursuant to this RFQ, Vendors acknowledge that they are amenable to the inclusion in a contract of any information provided either in response to this RFQ or subsequently during the selection process.
- F. The quote of the successful respondent becomes a formal contract, and should be signed by an authorized representative. A quote in response to this RFQ is an offer to contract with Western School District based upon the terms, conditions, and scope of work and specifications contained in the RFQ.
- G. If the successful and most responsive Vendor fails to sign contract documents within 10 days, the District may annul the award. Upon annulment of the award as aforesaid, the District may then award the contract to the next highest ranked Vendor. Western School District retains the right not to make any subsequent award.
- H. All Vendors, by submitting quotes, agree that they have read and are familiar with all the terms and conditions of the RFQ and will abide by the terms and conditions thereof.
- I. Western School District has the right to use, as the District determines to be appropriate and necessary, any information, documents, and anything else developed pursuant to the RFQ, the quote and the contract.
- J. The successful quote or portions thereof shall be incorporated into the resulting Agreement.
- K. Vendors must submit quotes that are complete, thorough and accurate. Brochures and other similar material may be attached to the quote.
- L. Submission of a quote will be construed to mean that the respondent is fully informed as to the extent and character of the software required and can furnish the item(s) in complete compliance with the specifications and at prices quoted. All quotes must be valid for 60 days from the quote submission date.

2.0 SCOPE

The intent of this Request for quote and resulting contract is for the lease of multiple document imaging systems all in accordance with the provisions, conditions, specifications and instructions set forth in this RFQ. The quote is not and should not be construed as a contract unless and until it is approved by the Western School District Board of Education. The placement of the systems are to be completed after acceptance of the bid, but in no case later than July 31, 2020.

It is expected that the bid submitted will be on a per-unit basis which will allow the District to modify the number/type of machines to fit District needs. The per unit cost of the machine is to take into consideration the cost of all of the following components:

- New equipment as defined in Attachment A
- Disposal of any district owned equipment as noted in Attachment B
- Return of all currently leased equipment to the vendor of origin with all incumbent costs.
- Warranty on all machines that will extend through the five (5) year lease period. The warranty/lease service agreement will include at a minimum:
 - i. Parts, labor, call fees, preventative maintenance, drums, trip charges and firmware updates
 - ii. Unlimited toner ink (black and color), masters, toner cartridges, developer, color toner (where applicable) and staples
 - iii. A 4 hour down machine response time guarantee
 - iv. A free loaner if the unit will be down in excess of 48 hours
 - v. The option for WSD to receive a full factory rebuild if a unit has had 15 service calls during a 10 month school year. If 6 service calls are required during the subsequent 90 days, the unit must be replaced at no charge to WSD. This would exclude calls related to user error.

3.0 COMPETITION INTENDED

It is the Western School District's intent that this Request for quote (RFQ) permits competition. It shall be the offeror's responsibility to advise the District in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFQ to a single source. The District must receive such notification not later than ten (10) days prior to the date set for acceptance of quotes.

4.0 BACKGROUND INFORMATION

WSD is an approximately 2,900 student public school district located in Jackson County, Michigan. For the purposes of this Request for quote (RFQ) the District consists of approximately eight (8) facilities within a 5 mile radius. The Administrative Offices are open year round during the hours of 8:00 am to 4:00 pm Monday through Friday (summers are 8am – noon). Most facility buildings are open for approximately 200 days of the year for 8 hours per day.

5.0 VENDOR RESPONSIBILITIES

The following is a list of tasks required of the vendor awarded this bid. The list is not meant to be an all inclusive list, but the general guidelines of the duties we will be expecting from Western School District. You are the experts, and in being so, we will count on you as the vendor to have your bid response filling in any areas that are necessary to make this installation a success.

Please keep in mind that the more concise you are at answering the questions put forth in this RFQ the faster we will be able to work through all responses and award a contract. If there are multiple follow-up communications, this will impact our evaluation process and accordingly your opportunity to become the successful vendor on this RFQ.

5.1 Copier Specifications

- See Attachment A for listing of current copier placements and minimum requirements for this RFQ. If the vendor is recommending a copier that does not meet or exceed the minimum requirement, they must bid that copier as an alternative with an explanation of why they are recommending that copier.
- Each machine proposed must be on a per-unit basis. Attachment A (Summary) details out the number of estimated machines that the District is looking to lease.
- Each machine is to be equipped with a code system and must have the capability to handle both queued jobs and walk-ups simultaneously.
- Each machine that runs at 25cpm or faster must have options for paper size up to 11 x 17 and accept up to 110-lb paper.
- All devices must be Google Print and AirPrint enabled.

5.2 Alternates to be Proposed

- Copier speeds are based on the last copiers we leased and the recommendations of the vendors. If there is an alternative copier that should be quoted to replace one or more of the copiers we have specified please do so as an alternative bid with your justification stated with the bid.
- Currently we have one (1) Risograph we are planning on keeping. If you can supply service to this device, please list the cost to supply a service for the life of this contract. Also include the price for an on-site service call if they were not under contract.
- Creativity is important in the development of the Vendor's proposal. You are the professionals in the document imaging and printing industry. WSD expects that all vendors will review the current document imaging solution and then provide a creative, cost effective solution while maintaining the highest possible up time on all devices.
- The District currently provides local printing in all buildings as well as a copy center housed in the Administration Building. It is preferable that each vendor provide a base quote with a copy center solution, and also an option for "Distributed Document Imaging" moving all document imaging to the buildings. Please label each option as follows: "Base Quote - Copy Center" and "Alternate - Distributed Document Imaging"

5.3 Training

- The successful vendor is expected to train building/department staff within 10 days of installation of machines.
- WSD will be looking at the relationship with the successful vendor as an on-going relationship. As such, it is expected that the successful vendor will be available to respond to users questions for the life of the lease agreement.

5.4 Service/Warranty Specifications

- Manufacturer/Lessor guarantee on the equipment leased is expected to be 5 years in length on a district-wide basis.

6.0 PROPOSAL FORMAT

6.1 General Supplier Information

The following items are of interest to us concerning your firm. As a quality business relationship is important to both you and Western School District, please include anything else you feel we should understand about your company. Please answer the following questions if they are applicable. If not, please indicate with an "N/A" response.

- 6.1.1 What is the legal name of your company?
- 6.1.2 Please state the number of years your company has been in business.
- 6.1.3 Are you a subsidiary, affiliate, or franchise? If yes, what is the name of your parent company?
- 6.1.4 What is the headquarters location address and relevant phone numbers?
- 6.1.5 What is the company ownership structure?
- 6.1.6 How many employees do you have locally (Southeast Michigan and Michigan overall)?
- 6.1.7 Outline the insurance coverage you carry (see Section 7.1 for specifics required for this contract).
- 6.1.8 Provide your Federal tax identification number.
- 6.1.9 Explain your ability to provide, support and service multiple manufacturers of office equipment and technology. Please include a list of the manufacturers that you are able to buy from and outline your relationship.
- 6.1.10 What kind of geographical classification applies to your company?
 - Local: (i.e., operates only one city)
 - Regional: (i.e., operates only in one geographical location)
 - Multi-Regional: (i.e., in more than one region but not national) National: (i.e., provide services across the U.S. only)
 - International: (i.e. conducts business in U.S. and abroad)

6.2 Organizational Structure and Philosophy

- 6.2.1 How is your organization structured locally and how does this structure support your ability to provide the services you are proposing?
- 6.2.2 What differentiates your organization from your competition?
- 6.2.3 If your organization is chosen to provide copiers to Western School District, what added value services will be provided to the district for the life of the contract?

6.3 Staffing

- 6.3.1 How many Equipment Technicians do you have in the local area, as defined in Section 6.1, question 6?
- 6.3.2 Please attach an organizational Chart of your support teams for WSD; include locations, service representative's names, titles, telephone numbers, areas of responsibility, years of experience in the industry and years with your company
- 6.3.3 Outline your training programs for your Service Technicians:

6.4 Financial Considerations

Please provide a comprehensive lease quote that includes the following (Based on a total five-year volume of 30,000,000 black & white clicks/210,000 color clicks, collectively for the entire District). Use Attachment D to summarize your per unit cost for the contract.

Pricing must include the following:

- All equipment and accessories listed in Attachment A (Equipment list and location chart)
- Delivery of all equipment to specified locations and operational on or about July 17, 2020 (initial install).
- Installation of equipment onto the Western network and the installation of scan to email/Word/Excel/PDF image/PDF readable files, with the assistance of Western/JCISD IT staff, will be on a date mutually agreeable by both WSD and successful bidder. Installation needs to be completed by July 24, 2020.
 - Western School District operates in a Windows Active Directory Network and is a part of the JCISD GAFE domain
 - A combination of Apple, Windows, and Google devices require printing services
- Training of building staff prior to the start of the school year. Dates will be

determined after the approval of the bid.

- Surge Protection of Equipment on all units
- Each machine must ship with two extra black toners and one color toner (as required for color machines)
- Quote only a *per machine* inclusive contract to include:
 - Unlimited black and color toner.
 - Unlimited staples
 - Copier maintenance, to include all parts, labor, trip charges, drums, toner (black and color), developer, PM kits and firmware updates. No exclusions allowed.
- Cost per copy rates for excess copies should be included in your quote and billed separately at the end of each quarter.
- Removal and/or return of all current District and/or leased machines (See Attachment B). A per unit cost or payback to the district should be included in the bid. Western reserves the right to keep any of the district owned copiers they see fit.

6.4.1 Excess cost per copy rates should the clicks included in the contract not be sufficient to extend through a 5 year period. This price per copy should include the maintenance of the machines during the time period to which the rate applies (i.e. only charge after hitting max clicks will be the per click charge):

Black & White_____/copy

Color_____/copy

6.4.2 Is there a charge per Scan? ___Yes ___No

If yes, scan cost: ____/copy

6.4.3 Is there a charge for fax sent? ___Yes ___No

If yes, fax sent cost: _____ / Fax

6.4.4 Please state how additional pieces of equipment could be added to the contract and how the contract would be altered to reflect any additions.

6.4.5 What are your billing terms?

6.4.6 What is your method and frequency of meter collection for tracking/billing purposes?

6.4.7 Please describe any “special features” or “extras” which you have included in your bid that are outside of the bid specs. (Examples: Adding a saddle stitching function to a copier, additional equipment, etc.)

6.5 Network Installation Services

***NOTE:** Any additional costs related to network programming assistance are to be specifically identified. If not noted, it will be assumed that the costs are built into the cost of lease/cost per copy. All copiers will need to be configured to print to a universal print queue in which users can print a job to the queue and release that job to any copier in the district using their credentials. This service can be completed with a product like PaperCut or equivalent.*

- 6.5.1 The District would like vendors to quote the cost on providing an integrated printing authentication/usage tracking system (i.e. Paper Cut) along with each of its machines. Please complete Attachment C if your company can offer a product to meet these needs.
- Please include all applicable literature regarding the product you are bidding.
 - Bid the system on a per-machine basis, as we may not hook up all machines to this product.
 - Please include the installation and setup cost for the quoted system.
 - Users, for purposes of this system, will need to be defined by your company. We have approximately 3000 students, 425 staff members and 8 facilities.
- 6.5.2 Please indicate who will provide network installation and support services for the initial installation of this equipment.
- 6.5.3 Please indicate the number of hours of network support included after installation.
- 6.5.4 Please indicate any additional costs for firmware and software updates.
- 6.5.5 Please indicate any additional costs for support of the network for printing, scanning and fax functions.

6.6 Transition and Implementation

- 6.6.1 List the members of your implementation team with a brief description of their qualifications.
- 6.6.2 Describe your transition and implementation process.
- 6.6.3 Any and all incumbent costs to remove and ship existing leased equipment back to the original vendor shall be covered by the bidder.

6.7 References

Please provide four local references where you have implemented similar equipment and services. (Preferably all K-12 public school institutions located within the counties of Jackson, Washtenaw, Ingham, and Calhoun; however, if this is not attainable, then at least one should be from a K-12 public school institution in these counties.)

6.8 Required and Optional Appendices

Please provide the following:

- Sample Contract
- Equipment Specifications (Please respond based on the minimum equipment specifications provided in Appendix A).
- Terms and Conditions
- Service Guarantee (Be sure to respond to the down machine guarantee).
- Indicate if your company would be willing to honor our request of roll-over clicks and a refund at the end of the 5 year lease term at 50% of the cost per copy rate.
- Cost to remove current equipment (Appendix B)
- Familial Relationship Disclosure Form (Appendix D)
- Iran Sanctions Act Form (Appendix E)

7.0 CONTRACT TERMS AND CONDITIONS

7.1 Insurance

7.1.1 Vendor Insurance Guidelines

The Vendor shall provide Western School District at the time the contracts are returned for execution, Certificates of Insurance and/or policies, acceptable to the District, as listed below:

- 1) Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance; Proof of this coverage will need to be available if requested by the District.
- 2) Without exception, vendor is required to provide Western School District with proof of General Liability insurance at the following limits:
 - Minimum limit of \$1,000,000 for projects under \$1,000,000
 - Minimum limit of \$2,000,000 for projects with property values between \$1,000,000 and \$10,000,000
 - Liability limit of \$3,000,000 for projects greater than \$10,000,000

7.1.2 Western School District shall be named as Additional Insured on Commercial General Liability Insurance.

This coverage shall be primary to the Additional Insured, and not contributing with any other insurance or similar protection available to the Additional Insured, whether other available coverage is primary, contributing or excess.

7.1.3 Insurance Requirements - During the performance and up to the date of final acceptance of the work, the Vendor must effect and maintain insurance hereafter listed below:

- 1) The Vendor shall procure and maintain during the life of this contract, Worker's Compensation Insurance, including Employers Liability Coverage at limits of \$100,000 per person, \$500,000 aggregate, in accordance with all applicable statutes of the State of Michigan.
- 2) The Vendor Shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits as noted in Section & (A) (2) above.

7.1.4 Worker's Compensation Insurance, Commercial General Liability Insurance Is described above, shall include an endorsement stating the following: "Sixty (60) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to Amber Moore, Finance, Western School District, 1400 S Dearing Road., Parma, MI 49269."

7.1.5 If any of the above coverage expires during the term of this contract, the Vendor shall deliver renewal certificates and/or policies to Western School District at least ten (10) days prior to the expiration date.

7.2 Indemnification

7.2.1 The Vendor shall indemnify and hold harmless Western School District, its officers, agents, and employees from:

- 1) Any claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of the Vendor, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract.
- 2) Any claims, damages, penalties, costs and attorney fees arising from any failure of the Vendor, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- 3) Western School District will not indemnify, defend or hold harmless in any fashion the Vendor from any claims arising from any failure, regardless of any language in any attachment or other document that the Vendor may provide.

- 4) The Vendor shall pay Western School District any expenses incurred as a result of the Vendor's failure to fulfill any obligation in a professional and timely manner under the Agreement.

7.3 Conflict of Interest

The respondent shall disclose and describe any business, financial, pecuniary or familial relationship existing between the Vendor (or any officer, agent, or employee of the Vendor) and any officer, employee, agent or board member of the Western School District. This should be done via a signed, notarized copy of the Western School District "Familial Disclosure Form" in compliance with MCL380.1267.

In addition, in order to be compliant with current legislation, the vendor must disclose any known business conducted with any "Iran linked business" that the vendor deals with via a signed, notarized copy of the Western School District "Iran Economic Sanctions Act".

The Western School District shall not accept a bid that does not include these sworn and notarized disclosure statements.

7.4 Exemption from Taxes

Western School District is exempt from all federal, state and local taxes. Western School District shall not be responsible for any taxes that are imposed on the Vendor. Furthermore, the Vendor understands that it cannot claim exemption from taxes by virtue of any exemption that is provided to the District.

7.5 Assignment of Contract

This contract may not be assigned in whole or in part without the written consent of the David Hood, Director of Technology and District Operations

7.6 Default and Termination

In the event the Vendor shall default in any of the obligations or conditions set forth in the Agreement or their performance does not meet established criteria, Western School District may notify the Vendor of such default in writing.

Written notice referred to in this article shall be deemed delivered upon presentation to any person designated by the Vendor or, in the case of notice by the Vendor, to any person designated by Western School District or by mailing the same certified or registered mail to the address for the Vendor in the quote, or the address for Western School District in the case of notice by the Vendor.

Failure on the part of Western School District to notify the Vendor of default shall not be deemed a waiver by the District of the District's rights on default of the Vendor and notice at a subsequent time will have the same effect as if promptly made.

Upon receipt of notice of default from Western School District, the Vendor shall immediately correct such default. In the event the Vendor fails to correct the default to the satisfaction of the District, the District shall have all rights accorded by law, including the right to immediately terminate the Agreement. Such termination shall not relieve the Vendor of any liability to the District for damages sustained by virtue of any default by the Vendor.

The Vendor agrees that, in the event either party deems it necessary to take legal action to enforce any provision of the Agreement, and in the event the Western School District prevails, the Vendor shall pay all expenses of such action including the District's attorney fees and costs at all stages of the litigation.

7.7 Integration

All RFQ documents and addendum, respondent's response to this RFQ, subsequent purchase orders, and contract to the successful respondent contains the entire understanding between the parties.

All instructions are to be considered an integral part of all quotes. Failure to include in the quote all information requested may be cause for rejection of this quote.

AGREEMENT PAGE

This bidder certifies that he/she shall operate in accordance with all applicable State and Federal regulations.

The bidder certifies that all terms and conditions within the Bid Solicitation/quote shall be considered a part of the contract as if incorporated therein.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representative the day and year.

ATTEST:

SCHOOL AUTHORITY:

Name _____

Title _____

Date _____

ATTEST:

VENDOR:

Name _____

Title _____

Date _____

Appendix A - Copiers Needed

Site Description	Location	Machine Type (Xerox)	Machine ID	CPM Minimum Requirement	B/W or Color Unit	Color Scan	RAFD - DOC Feed	Stapler Finisher	Hole Punch	Network Print/Scan/Email	Paper Capacity (# sheets)	Fax Capability	Actual B/W Usage (52 months)	Actual Color Usage (52 months)	
Admin Copy Center	Admin	WorkCentre 7225	B9927	25	color	y	y	y	n	y	2000	y	198895	181677	
Admin Front Office	Admin	WorkCentre 3655X	C1492	55	bw	y	y	n	n	y	500	y	101407		
Admin Copy Center	Admin	WorkCentre 5875	C0652	75	bw	y	y	y	n	y	2000	y	2543499		
Admin Copy Center	Admin	WorkCentre 5875	C0645	75	bw	y	y	y	y	y	2000	y	3198427		
Bean Office	Bean	WorkCentre 5875	C0644	75	bw	y	y	y	n	y	2000	y	3740934		
Bean Library	Bean	WorkCentre 3315	B9923	33	bw	y	y	n	n	y	250	y	23668		
Classroom 204 HS	High School	WorkCentre 3315	B9909	33	bw	y	y	n	n	y	250	y	5261		
Classroom 101 HS	High School	WorkCentre 3315	B9915	33	bw	y	y	n	n	y	250	y	7236		
Athletic Office	High School	WorkCentre 3315	B9917	33	bw	y	y	n	n	y	250	y	92245		
Main HS Office	High School	D95 Copier-Printer	B9893	95	bw	y	y	y	y	y	4050	y	5738000		
Library	High School	WorkCentre 5875	C0653	75	bw	y	y	y	y	y	2000	y	2967254		
HS Front Office	High School	VersaLink B405	F2599	47	bw	y	y	n	n	y	500	y	45493		
HS Library Student Printer	High School	Xerox Phaser 3610	D4800	47	bw	y	y	n	n	y	500	y	90593		
Main MS Office	Middle School	WorkCentre 5875	C0611	75	bw	y	y	y	n	y	2000	y	2416251		
MS Teachers Lounge	Middle School	WorkCentre 5875	C0646	75	bw	y	y	y	n	y	2000	y	1795764		
MS Science Classroom	Middle School	WorkCentre 5875	B9882	33	bw	y	y	n	n	y	250	y	59072		
Parma Office	Parma	WorkCentre 5875	C0610	75	bw	y	y	y	n	y	2000	y	2950000		
Parma-library	Parma	WorkCentre 3315	B9918	33	bw	y	y	n	n	y	250	y	101326		
Technology Office	Technology	WorkCenter 7120	96238	25	color	y	y	y	n	y	2000	y	26019	22865	
Transportation Office	Transportation	WorkCentre 3315	B9916	33	bw	y	y	n	n	y	250	y	69942		
Warner Office	Warner	WorkCentre 5875	C0631	75	bw	y	y	y	n	y	2000	y	2724119		
Warner Library	Warner	WorkCentre 3315	B9876	33	bw	y	y	n	n	y	250	y	96319		
Community Center	Woodville	WorkCentre 3315	B9908	33	bw	y	y	n	n	y	250	y	43947		
Community Center	Woodville	WorkCenter 5335	D6032	35	bw	y	y	y	n	y	2000	y	328894		
Required Device Count	24												Total 52 month Total	29364565	204542
													Contracted Volume (60 mo)	27972000	57900

Appendix B - Removal Schedule

Site Description	Location	Machine Type (Xerox)	Machine ID
Admin Copy Center	Admin	WorkCentre 7225	B9927
Admin Front Office	Admin	WorkCentre 3655X	C1492
Admin Copy Center	Admin	WorkCentre 5875	C0652
Admin Copy Center	Admin	WorkCentre 5875	C0645
Bean Office	Bean	WorkCentre 5875	C0644
Bean Library	Bean	WorkCentre 3315	B9923
Classroom 204 HS	High School	WorkCentre 3315	B9909
Classroom 101 HS	High School	WorkCentre 3315	B9915
Athletic Office	High School	WorkCentre 3315	B9917
Main HS Office	High School	D95 Copier-Printer	B9893
Library	High School	WorkCentre 5875	C0653
HS Front Office	High School	VersaLink B405	F2599
HS Library Student Printer	High School	Xerox Phaser 3610	D4800
Main MS Office	Middle School	WorkCentre 5875	C0611
MS Teachers Lounge	Middle School	WorkCentre 5875	C0646
MS Science Classroom	Middle School	WorkCentre 5875	B9882
Parma Office	Parma	WorkCentre 5875	C0610
Parma-library	Parma	WorkCentre 3315	B9918
Technology Office	Technology	WorkCenter 7120	96238
Transportation Office	Transportation	WorkCentre 3315	B9916
Warner Office	Warner	WorkCentre 5875	C0631
Warner Library	Warner	WorkCentre 3315	B9876
Community Center	Woodville	WorkCentre 3315	B9908
Community Center	Woodville	WorkCenter 5335	D6032
Required Device Count	24		

APPENDIX C

Alternate 2 - Printing Authentication/Usage Tracking System

Company Name _____
Company Contact _____
Company Phone _____

_____ Our company IS NOT able to provide this product integrated into the copiers being bid.

_____ Our company IS able to provide a printing authentication system to paid with the copiers being bid. *Please complete the information below.*

Name of System to Provide: _____

_____ This system is compatible with a Windows Active Directory Network.

_____ This system is compatible with Google Authentication.

Licensing Information:

Cost of Installation Assistance, quoted on a per-diem basis: _____/day

Please describe the process/procedure you follow/recommend for the system installation:

Cost of System per Unit: \$ _____

Cost of System per User: \$ _____

Total Cost of System and Installation: \$ _____

On a separate attachment, please describe any additional costs that may be incurred in implementing this system:

APPENDIX D

Vendor Quote Response Format - Financial Considerations

Western School District is requesting all vendors use the outline below to present quotes for this RFQ.

All units to be quoted with the following options:

<ul style="list-style-type: none"> ● Color Scan ● RAFD-DOC Feed ● Stapler Finisher/Unlimited Staples ● Hole Punch 	<ul style="list-style-type: none"> ● Network/Print/Scan/Email ● Google/AirPrint Enabled ● Software to convert scanned files to Word, Excel, Readable PDF, Etc ● Key Code/Access Card Machine Access to track usage
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Please submit your quote response in the following format:

- *The Vendor is expected to build their own document presenting their solution using the page and column headings indicated below.*
- *Each device should be identified as well as the requested specifications.*
- *With the exception of the criteria listed in the sample chart shown below, it is expected that the above listed requirements are met for all devices listed.*
- *At minimum a separate document should be provided for the three quotes requested.*
 1. *Base Quote - Copy Center*
 2. *Alternate 1- Distributed Document Imaging*
 3. *Alternate 2 - Printing Authentication/Usage Tracking System (Use Appendix C)*

Sample:

“Base Quote - Copy Center”

Location	Site Description	Device Make/Model	CPM	B/W - Color	Lease cost per device per month
Sample	Sample	Sample	Sample	Sample	
High School	Copy Center	Sharp XYZ Copier	25	C	

Annual Contract Lease Cost: _____

Total Contract Lease Cost: _____

APPENDIX E

**WESTERN SCHOOL DISTRICT
FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT**

Important: This Disclosure statement must be included with your bid as required by state law (Public Act 232 of 2004).

As required by Public Act 232 of 2004, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Western School District board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy. Western School District – board, intermediate school board, or board of director shall not accept a bid that does not include this sworn and notarized disclosure statement.

+++

I state that no familial relationship exists between the owner or any employee of the company and any member of the *Western School District board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy.* If such a relationship exists, please explain:

By: _____ (signature)

Title: _____ (type or print)

Date: _____

Subscribed and Sworn to Before Me:

This ____ day of _____, A.D., in and for the County of _____,

Michigan. My commission expires _____ . _____
Signature of Notary

