

2018 LEASE OF DIGITAL COPIERS FOR THE SWITZERLAND COUNTY SCHOOL CORPORATION

On behalf of the Switzerland County School Corporation, you have been invited to participate in an electronic sealed bidding event for a term contract for:

LEASE FOR DIGITAL COPIERS

Switzerland County School Corporation has partnered with Electronic Auction Services, Inc. to host an online pricing event. The hosted online reverse auction is scheduled to begin at **1:00 PM EST on Monday, July 9, 2018.**

SECTION 1: REQUEST FOR PROPOSAL

1.1 GENERAL REQUIREMENTS

Switzerland County School Corporation is seeking a vendor to provide Digital Copiers to meet the needs of the District including its management, staff and students. It is the intent of the Switzerland County School Corporation to solicit proposals for copier prices based on a per copy charge with a fixed base price for replacement copiers. However, it is also our intent to solicit recommendations from vendors on advancing towards more electronic distribution of information. Recommendations should be included which will help us toward our goal of reducing paper copies, reducing reliance and expense of individual printers, reducing overall copier expense and increasing network copier capabilities.

1.2 CONTACT INFORMATION

Any questions pertaining to the Request for Proposal (RFP) should be directed to:

John Sieglitz
Switzerland County School Corporation
1040 West Main Street
Vevay, IN 47043
812-599-0615 (Cell)
812-427-2611 (Office)
812-427-2044 (fax)
jsieglitz@switzsc.org

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Any questions regarding the electronic auction process should be directed to:

Ted House
Agent, Electronic Auction Services, Inc.
502-298-6500 (cell)
thouse@eauctionservices.com

Scott Patterson
VP of Operations, Electronic Auction Services, Inc.
330-931-4686
330-357-9404 (cell)
scott@eauctionservices.com

1.3 **INSTRUCTIONS TO PROPOSER**

Completely review this communication, including information about the specifications, auction process documents and important dates and deadlines.

The supplier awarded the contract is required to pay EASI a transaction fee at the rate of 3.0 percent of the final selling price and build that into their online bid price.

If there is anything, you do not understand or you have questions regarding something in this communication, please submit your questions via e-mail to thouse@eauctionservices.com.

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1.4 IMPORTANT MILESTONE DATES

Milestone	Date/Time	Notes
Legal Ad / Release to Vendors	06/14/2018 & 06/21/2018	Buyer to submit advertisement to local papers
Questions	06/25/2018 at 12 Noon EDT	On-Site, please see section 1.5 Clarification of Proposal
Sealed Specification Response Due to Buyer and Must Be Received By:	06/28/2018 2:00 PM Eastern Daylight Time	Vendor must have RFP pre-qualification package submitted to buyer by the specified time based on Advertising requirements
Buyer provides Approved Vendor list	07/02/2018 by 2PM EDT	Buyer sends list of approved vendors to participate in the electronic sealed bidding event
Formal Invitation Sent via E-mail to Approved Suppliers Sent On:	07/02/2018 by 3PM EDT	EASI will send a formal invitation to participate in the live online electronic sealed bid. The email will include the EASI T&C and bid layout – suppliers will be required to execute these agreements before training can be scheduled
Vendor Terms and Conditions Due	06/28/2018	Pre-qualified vendors must provide signed Terms and Conditions prior to training. Typically included in the Bid Response
Vendor Training	07/03/2018 THRU 07/06/2018	Vendor will be contacted by an EASI Solution Specialist to coordinate Vendor training. Vendor will be provided a username and password to access the event at this time
Electronic Sealed Bidding Event Will Begin On:	07/09/2018 1:00PM Eastern Daylight Time	Actual Reverse Auction. Supplier should log onto the platform 15 minutes prior to the live event start time to ensure no technical difficulties. If anyone experiences any problems before or during the live event, please call (330) 931-4687

ADDENDUM #2 - ACKNOWLEDGEMENT dated June 25, 2018 for the Switzerland County School Corporation

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1.5. CLARIFICATION OF PROPOSAL

Any person contemplating submitting a proposal in doubt as to the true meaning of any part of the specifications or other proposed contract documents, he/she may submit a written request for an interpretation thereof to bgrega@eauctionservices.com. Bidder Q&A sessions and site surveys will be held on **Monday, June 25, 2018 at 12:00 Noon EDT** and responses to submitted questions will be addressed at this time. Switzerland County School Corporation will not be responsible for any other explanations or interpretations of the proposed documents. In case of any doubt or difference of opinion as to the true intent of the specifications and in case any dispute between the parties under the contract to be entered into, the decision of the Switzerland County School Corporation shall be final and binding. Under no circumstances will a request for clarification alter the submission deadline stated in paragraph 1.6.

1.6 HOW TO RESPOND TO THIS OPPORTUNITY

1. Review all relevant documentation in this RFP
2. Each proposal must contain the following items for consideration:
 - **Brochures/Literature of all equipment**
 - **Copies of Workers Comp and General Liability Insurance**
 - **Implementation Plan and Schedule**
 - **Request for Proposal Response sheets**
 - **Signed copy of the Bidder Terms and Conditions**
3. Return all of the above listed documentation to the Switzerland County School Corporation Administration Office no later than **Thursday, June 28, 2018 at 2:00 PM EDT**. **DO NOT submit pricing with your response.** Pricing will be collected **exclusively** via the online reverse auction platform. Submission of pricing with your response will render your submission “Non-Responsive” and you may not participate in the online reverse auction.

Proposals delivered to:

John Sieglitz
Switzerland County School Corporation
1040 West Main Street
Vevay, Indiana 47043

Switzerland County School Corporation reserves the right to accept or reject any or all proposals, to waive any technicality in any proposal submitted, and to accept any part of a proposal deemed to be in the best interest of the Corporation.

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4. Once the buyer has reviewed the responses and submitted the information to EASI, qualified suppliers will receive a formal invitation to participate in the electronic auction event.
5. If you are a qualified supplier, you will be contacted shortly thereafter by an EASI representative to schedule a brief tutorial to familiarize you with the process and answer any questions.
6. The live online pricing event will begin at **1:00 PM EDT on Monday, July 9, 2018.**

SECTION 2: TERMS AND CONDITIONS

2.1 TERM OF AGREEMENT

The term of the lease agreement will be chosen by Switzerland County School Corporation, but bids will be accepted for [36] and [60] month options.

2.2 PAYMENT TERMS

The payment terms for the lease payments shall be net 45 days.

Send invoices to:

Accounts Payable
Switzerland County School Corporation
1040 West Main Street
Vevay, Indiana 47043

2.3 DEVIATIONS AND EXCEPTIONS

Deviations and/or exceptions from terms, conditions, or specifications shall be described fully and submitted with the proposal. In the absence of such statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the proposer shall be held liable.

SECTION 3: PROPOSAL EVALUATION

3.1 QUALIFICATION CRITERIA

Each proposal will be evaluated on whether required qualification criteria are met on a pass/fail basis.

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3.2 **EVALUATION PROCEDURE**

An evaluation team shall evaluate all accepted proposals. Evaluation of each contractor shall be based on the information submitted in the proposals and the results of the online bidding event.

Prices quoted online will remain firm for acceptance by the Switzerland County School Corporation for sixty (60) calendar days after the end of the online auction event. The award shall be made to the proposer with the proposal, which the Switzerland County School Corporation determines is in the Switzerland County School Corporation's best interest. From the total information required, determination shall be made by the Switzerland County School Corporation of the proposer's demonstrated financial, managerial, and operational ability and resources to serve the Switzerland County School Corporation. Only proposals from financially responsible organizations or individuals, as determined by the Switzerland County School Corporation shall be considered.

It is the intention of the Switzerland County School Corporation to award to the single overall lowest and best bid, but reserves the right to reject any or all bids or split the award based on combined overall value.

3.3 **EVALUATION CRITERIA**

- Each bidder shall submit its best price online. Switzerland County School Corporation will award this project to the bidder that provides the greatest overall value. Switzerland County School Corporation shall evaluate each response using all information available regarding the bidder, whether obtained from the bidder or through other means, in conjunction with these evaluation criteria:
 - years in business
 - financial stability
 - proven records successfully managing printer/copier lease contracts for similar customers (via references)
 - account team
 - speeds of equipment
 - ease of use
 - any other evaluation criteria deemed necessary by Switzerland County School Corporation
- While bid responses will be evaluated primarily using the evaluation criteria set forth in this document, Switzerland County School Corporation reserves the right to, and has full discretion to,
 - add, delete or modify any evaluation criteria
 - evaluate all bid responses in their entirety
 - determine whether a minor difference in bid scores are significant in terms of quality

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SECTION 4: REFERENCES

The proposer must include references from five (5) clients, two (2) of which must be school districts currently utilizing your company's equipment. Please include Company Name, phone number and contact person. These references must indicate that a high quality of service has been performed consistently.

SECTION 5: INSURANCE

The vendor shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts listed below. The insurer shall provide the Switzerland County School Corporation with Certificates of Insurance signed by an authorized representative of the insurance company at the inception of the contract and annually thereafter.

5.1 WORKERS' COMPENSATION INSURANCE

The Vendor shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with limits as set forth by law.

5.2 COMMERCIAL GENERAL LIABILITY INSURANCE

The Vendor shall carry Commercial General Liability Insurance. A per occurrence limit of \$1,000,000 is required. The Aggregate limit will be not less than \$2,000,000. Any deviations less than the limits noted above must be identified.

SECTION 6: AWARD AND DELIVERY

The Switzerland County School Corporation Board of Education will accept a recommended vendor or reject all proposals at its meeting currently scheduled on July 16, 2018, at 6:00 PM

The vendor whose proposal is accepted is required to have all equipment delivered, installed and in working condition by August 1, 2018. Trainers must be available in August and September to train the staff.

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6.1 **ADDRESSES OF EACH SITE IN THE SWITZERLAND COUNTY SCHOOL CORPORATION**

Switzerland County School Corporation
Administration Building
1040 West Main Street
Vevay, Indiana 47043

Switzerland County High School
1020 West Main Street
Vevay, Indiana 47043

Switzerland County Middle School
1004 West Main Street
Vevay, Indiana 47043

Jefferson-Craig Elementary
1002 West Main Street
Vevay, Indiana 47043

Switzerland County Elementary School
12862 State Road 250
Rising Sun, Indiana 47040

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LEASE FOR DIGITAL COPIERS SPECIFICATIONS

OVERVIEW

Switzerland County School Corporation is seeking a vendor to provide thirteen (13) digital copiers for use by the Switzerland County School Corporation staff in its school buildings. The vendor selected must be able to meet and satisfy the requirements and specifications outlined in this document.

REQUIREMENTS/SPECIFICATIONS - COPIERS

The replacement of copiers will be as per the specifications listed.

All copiers delivered must be standard brand new, unused of latest model of regular stock product, currently in production. Re-manufactured or refurbished equipment is not acceptable.

All copiers proposed must be **equal** to or **better** than specifications listed below. All non-compliance must be detailed. Non-compliance to speeds listed will not be accepted. All proposed copiers must be high resolution digital photocopiers with 1200 x 2400 dpi scan. Storage should be ~ 1 TB.

All copiers must be user friendly to the casual user. The black and white and color models should have the same user interface and in same model series. The Vendor will guarantee that adequate training at no charge shall be provided to the District's staff upon initial placement, as well as, upon request from time to time throughout the duration of the lease agreement.

The price quoted shall be a monthly fixed cost for [36] and [60] month terms based on a monthly average volume of 300,000 B&W copies. The price quoted shall include all equipment, delivery, installation, initial and periodic training, service, parts, labor, supplies including staples (excluding paper) and print drivers including assistance in loading all print drivers and network configuration. Any maximum usage requirements must be specified as excess copy charges on a per copy basis in excess of the maximum usage. Any excess copy charges must be reconciled annually and billed as a lot; not per individual unit. Color should be billed per click with an estimated 45,000 copies per quarter.

Quarterly reviews to update the district on service, volumes, and any concerns that need to be addressed.

Manufacturer's brochures and descriptive literature for all proposed equipment must be included with proposal.

Submitting vendor must currently be an authorized repair and supplier of all equipment proposed.

Each vendor submitting a proposal must state their maximum **response time for service calls**. This may be stated as a response time to service calls placed before a specified time each day and the response time for service calls placed after that time. Service must be available Monday through Friday

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except for state holidays.

Give a brief description of your service department. How many technicians do you have available to the district, experience, where they are located. The district will require that any equipment that is installed be serviced by an authorized technician. Also, a dedicated service technician assigned to the account.

Explain how your company handles a service issue, and what the process is for escalation.

Each proposal must include a **reliability clause** that addresses how the replacement of problem copiers will be handled. This is to address equipment with performance issues which service and repairs can not corrected.

MSDS sheets must be provided for all supplies for which they are required. Vendor agrees to provide copiers that meet the U.S. Environmental Protection Agency's Energy Star guidelines.

All copiers proposed must be capable of operating on the Switzerland County School Corporation's network and include PCL, postscript and XPS drivers as needed. Copiers must print, Cloud print, save and scan to mobile devices including Apple, Android and all Chromebooks. Copy machine must be able to scan and save directly to the Google G Suite drives. A Windows 2012 R2 fully patched server will be provided to be used as a print server and run all software needed to meet bid specs.

Enterprise software must be included and kept current including updating to the latest version during and throughout the length of the contract. Software that allows keeping contacts, users, user codes, user and machine usage, Followme printing, email, scan to email, faxing, console favorites and G Suite drives in an automated sync to all machines at one time. Be able to sync users with Microsoft Active Directory and G Suite Admin Console email and drives. It should provide a remote monitoring system that tracks device usage and malfunctions. It will be the responsibility of the vendor to keep Switzerland County School Corporation informed of updates and new software and firmware releases every three months and to provide credentials to download updates and documentation that allow keeping software and devices current and on the latest version.

Vendor must provide secure access to the copy machines console and include SSL https certificate "installed" for all devices for the length of the contract. Other means of secure user access can be included.

Vendors must provide a Web portal or App for reporting malfunctions and our administrators should be able to get reports on all activity and status of repair tickets and consumables usage throughout the life of the contract in real time.

Vendor must provide automatic shipments of consumables when they reach the 20% remaining level plus one of each on site for inventory of each machine.

Each vendor submitting a proposal must include the number of years they have been in business under their current business name and structure and the number of years certified to sell and service their current manufactured equipment.

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Vendors must be prepared to provide additional information as requested by the Switzerland County School Corporation to facilitate a complete and comprehensive review of the proposals. Such requests may include but not be limited to average estimated down time, number of technicians on staff, average response time for service calls, and number of trainers on staff. Responses to such requests shall be made within 5 business days of the request.

Vendor will supply the district with a background check on all technicians, account executive, and support staff that will be going into any school. This must be updated annually.

No third party leasing will be accepted. A copy of the lease will be included in the proposal.

Upon termination of this lease, all equipment must be removed and returned at the vendor's expense unless a buyout option is accepted.

Please include a buyout option when the lease expires.

COPIER MAINTENANCE AGREEMENT SPECIFICATIONS

OVERVIEW

Each vendor will be asked to provide a proposal for one maintenance agreement for thirteen (13) devices.

REQUIREMENTS/SPECIFICATIONS – COPIER MAINTENANCE

The price quoted shall be on a cost per copy basis listing the costs for black and color prints separately. The price quoted shall include service, parts, labor, toner and supplies including maintenance kits and staples where needed. Excludes paper only.

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ADDENDUM NO.1 - Change to Original Bid Documents June 20, 2018 This Addendum #1 is to make changes to the original Bid Documents Page 12 the # of Black & White Copiers is now changed from 7 to 8

ADDENDUM NO. 2 - Change to original bid documents June 25, 2018 This Addendum #2 is to make changes to the original bid documents page 9 changed 2400 x 2400 dpi scan to 1200 x 2400 dpi, monthly average volume of 300,00 B&W and 15,000 color to just the B&W for bidding estimate, excess copy chages must be reconciled annually not quarterly, and color to be billed per click with an estimated 45,000 copies per quarter. Please include the cost per click for overages of both B&W and color. Page 12 changed the proposed speed to 55 PPM. Page 13 changed the proposed speed to 55 PPM on color copy machine and only five of six need the FAX option excluding the HS-113 unit.

----- REQUEST FOR PROPOSAL RESPONSE SHEET -----

Please review and respond to the information below.

MINIMUM SPECIFICATIONS

NUMBER OF B & W MACHINES REQUIRED		8
To be installed at: Switzerland Co. High School Teachers Lounge, HS-130, Middle School MS-214, Jefferson-Craig Library, Jefferson-Craig new wing lounge, (2) in SCES Copy room, Central Office Business office		
Brand Name		
Model Number		
Minimum Speed: 55 PPM	Proposed Speed:	
FEATURES	Yes	No
100 Sheet Automatic Document Feeder-single scan two sided color original		
Minimum 4- paper sources plus 100 sheet bypass tray, high capacity 8 ½ x 11		
Original sizes of 5.5" X 8.5" through 11" X 17", copy up to 12" X 18"		
Duplex, three hole punch, finisher / stapler for 50+ sheets		
Copy Paper Weight: up to 20 lb. up to 80 lb. cover		

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Network Scanning; scan to email / folder / USB / black & white / color		
Network / Wireless Printing for Apple and Chromebook / Android devices		
Papercut or compatible software for accounting / access		

NUMBER OF COLOR MACHINES REQUIRED		6
To be installed at: Each buildings main office and High School HS-113		
Brand Name		
Model Number		
Minimum Speed: 55 PPM black & white / color	Proposed Speed:	
FEATURES	Yes	No
100 Sheet Automatic Document Feeder-single scan two sided color original		
Minimum 4- paper sources plus 100 sheet bypass tray, high capacity 8 ½ x 11		
Original sizes of 5.5" X 8.5" through 11" X 17", copy up to 12" X 18"		
Duplex, Fax, three hole punch, finisher / stapler for 50+ sheets		
Copy Paper Weight: up to 20 lb. up to 80 lb. cover		
Network / Wireless Printing for Apple and Chromebook / Android devices		
Network Scanning; scan to email / folder / USB / black & white / color		
Papercut or compatible software for accounting / access		
FAX unit only needs to be on the 5 Office machines, not HS-113		

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ARE YOU ABLE TO MEET THE ABOVE SPECIFICATIONS? YES NO

PLEASE NOTE ANY EXCEPTIONS TO THE SPECIFICATIONS LISTED ABOVE:

(if more space is needed, please attach the information on a separate page)

----- REQUEST FOR PROPOSAL RESPONSE SHEET -----

Please review and respond to the information below.

Current business name: _____

How many years has your company been in business? _____

If your company has changed names or owners in the past 7 years, please provide the previous name(s) and owners: _____

Please provide the names (including addresses) of all affiliated companies, either Joint Venture, parent or holding companies:

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How many years has your company been certified to sell/service the proposed equipment?

Please provide your 2017 annual sales: _____

How many employees does your company have: _____

Will any work be subcontracted out? If so, what percentage? NO YES, _____%

(if more space is needed, please attach the information on a separate page)

Switzerland County School Corporation expects a dedicated account manager to be assigned as a point of contact and someone held accountable for the relationship. Switzerland County School Corporation retains the option of approving the selection of all personnel assigned to the account. Please provide the account manager's name, contact information, and number of years servicing public schools:

REFERENCES		
COMPANY NAME	CONTACT PERSON	PHONE NUMBER
1.		
2.		
3.		

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4.		
5.		

(if more space is needed, please attach the information on a separate page)

GUARANTEED RESPONSE TIME FOR SERVICE/RELIABILITY CLAUSE

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Please provide maximum **response time for service calls**. Service must be available Monday through Friday except for state holidays.

Please provide a **reliability clause** that addresses how the replacement of problem copiers will be handled. This is to address equipment with performance issues which service and repairs can not correct.

(if more space is needed, please attach the information on a separate page)

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----- REQUEST FOR PROPOSAL RESPONSE SHEET -----

Please review and respond to the information below.

THE UNDERSIGNED HEREBY CERTIFIES THAT SERVICES RENDERED AS A RESULT OF THIS AUCTION EVENT WILL BE IN FULL ACCORDANCE WITH SWITZERLAND COUNTY SCHOOL CORPORATION'S SPECIFICATIONS AS STATED ON THIS SPECIFICATION SUBMISSION FORM UNLESS ANY EXCEPTIONS STATED ABOVE ARE ACCEPTED BY THE SWITZERLAND COUNTY SCHOOL CORPORATION.

Date: _____

Company Name: _____

Address : _____

City State Zip Code

By: _____

(Please Print or Type) Name and Title

Signature: _____

Phone No. _____

FED. ID# _____

Fax No. _____

Email Address: _____

Prices quoted online will remain firm for acceptance by the Switzerland County School Corporation for 60 calendar days after the end of the online auction event. Prices should include all discounts available. The supplier awarded the contract is required to pay EASI a transaction fee at the rate of three (3) percent of the final selling price and build that into their online bid price.

Bids will be evaluated based on each vendor's final pricing submitted during the Electronic Sealed Bidding Event, and the Specification Responses provided.

It is the intention of the Switzerland County School Corporation to award to the single overall lowest and best bid, but reserves the right to reject any and/or all bids, or split the award based on combined overall value.