We hereby propose to furnish all labor and materials required for Bid Package: #2017-001 Multifunction devices and copiers along with related maintenance service and support in accordance with the instructions to bidders and specification.

Company Name: ________________________________

Company Address: ________________________________

________________________________

________________________________

Subject to acceptance by the Garrett County Board of Education, the Vendor acknowledges that by submitting an offer AND signing in the space indicated, the Vendor is contractually obligated to comply with all items in this Request for Proposal. Vendors who sign below may not later take exception to any point during contract negotiations.

Signature of Authorized Individual  Title  Date  

Please provide the following contact information pertaining to the person responsible for the completion of your offer. This person will be responsible for answering any questions and clarifications concerning the bid proposal.

Contact Name: ________________________________

Direct Phone: ________________________________

Email: ________________________________
VENDOR QUESTIONNAIRE

All vendors must complete this questionnaire in full so as to assist the Garrett County Board of Education in reviewing all proposals in accordance with the criteria. Failure to completely answer all questions in a thorough and accurate manner may lead to the rejection of the proposal.

1. How long have you been in business, what experience or qualifications does you possess, and where are you located?

2. Has your company ever done the same or similar work for other school districts or governmental agencies? If so, state where and when the work was performed.

3. Please provide two (2) references of work that you have successfully completed that are of similar scope to this project.

4. Are there any upfront or undisclosed leasing fees, such as personal property taxes, that are above and beyond what is outlined in your proposal? Are there any equipment return fees at the end of the lease?

5. Generally, what is the lead time for delivery of new equipment?
6. What is the turn-around time for service calls? How would you plan to handle situations in which a device is not operational for a period of time?

7. Are supply orders automatically generated? Is so, are they based on meter readings? Please delineate the costs of supplies.

8. Are meter readings conducted monthly, quarterly or annually?

9. For the scanning option, is it scan to desktop? If not, describe the scanning process per machine. Also is color scanning available on black white machines or is it only available with color?

10. If pricing within the proposal submitted is based upon a State of Maryland or other cooperative procurement contract, please provide an approved and signed copy of the contract.

11. Does your proposal utilize subcontractors? Please submit a list of subcontractors and/or sub consultants that may be involved in the Contract. Disclose company name and contact information. This is to ensure that the Board receives only qualified and competent service.
**RECMMENDED EQUIPMENT & LEASE PLAN WORKSHEET**

**RFP Bid Package #: 2017-001**

<table>
<thead>
<tr>
<th>Locations</th>
<th>Requested Device</th>
<th>Quantity of Devices</th>
<th>Average Monthly Usage</th>
<th>Manufacturer</th>
<th>Model Name &amp; No.</th>
<th>PPM</th>
<th>Monthly Volume Rating</th>
<th>Copy Allowance</th>
<th>36 Month Plan Per Print Overage Rate</th>
<th>Monthly Base Rate</th>
<th>Cost Structure</th>
<th>60 Month Plan Per Print Overage Rate</th>
<th>Monthly Base Rate</th>
<th>Per Print Rate for Color</th>
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<td>Oakland, MD 21550</td>
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***Please include brochures or specification sheets for each machine recommended.***

Vendor Name: ________________________________

Garrett County Board of Education
Bid Package #: 2017-001
I acknowledge that my firm has NO pending litigation and/or debarment from doing business

I acknowledge that my firm has pending litigation or has been debarred from doing business

As the duly authorized representative of the applicant, I hereby certify that the above information is correct and that I will advise Garrett County Public Schools should there be a change in status.