Instructions for Proposal Submissions

Request for Proposal for Multi-function Devices with Maintenance and Support
Bid Package #: 2017-001
Overview

The Garrett County Board of Education will receive Requests for Proposal (RFP) from experienced vendors to provide new multi-function digital copiers/printers and related maintenance and support services. See Exhibit A for a list of locations.

Please submit an original and two (2) copies of your proposal in a sealed envelope to the contact person shown below no later than 4:00 p.m. (EST) on Friday, May 12, 2017.

No oral proposals will be accepted. Electronically transmitted proposals will only be accepted if information is complete and timely, before 4:00 p.m. (EST) on Friday, May 12, 2017. All proposals received after the deadline will not be considered.

All proposals submitted shall become the property of the Garrett County Board of Education.

All responses to the Request for Proposal shall be submitted to:

Garrett County Board of Education
Attn: Ashley Glotfelty
40 South Second Street
Oakland, MD 21550

Questions may be submitted via email to rfp@garrettcountyschools.org.

Introduction

Garrett County Board of Education (“the Board”) is seeking proposals from established vendors that are competent and knowledgeable and have operated in the business of multi-function digital copiers/printers for a minimum of five (5) years. The Board is requesting that the vendor’s proposal include the lease of recommended equipment along with maintenance and support to the devices in each location. Furthermore, vendors submitting proposals must be prepared to immediately enter into a lease agreement.

The purpose of this document is to provide information to submit a proposal. It is not the intent to limit the vendor to a specific device or solution. The Board would consider recommendations by vendors to consolidate devices. One to one replacement of copiers is not a requirement.
Submission Requirements

Please submit an original and two (2) copies of your proposal. Submissions must include the following:

- Cover Sheet (included)
- Completed Vendor Questionnaire (included)
- Completed Vendor Recommended Equipment and Lease Plan Worksheet (included)
- Brochures or spec sheets for recommended equipment
- Public Schools Federal/State/Local Government Debarment Procedure
- Additional information deemed necessary to fully develop the vendor’s qualification as well as its recommended plan of action

All proposals submitted to the Board will be kept in confidence and shall be used solely for the purpose of evaluating the respondent’s recommendation for possible award. The Board retains the right to provide proposal copies to the selection committee, legal advisors, and other representatives.

A vendor may withdraw its proposal at any time prior to the deadline for submitting proposals by notifying the Board in writing. Modifications offered in any manner, oral or written, will not be considered. Proposals cannot be changed after the evaluation process begins.

Features of the Multi-function Devices and Copiers

All multi-function devices shall be newly manufactured with no used or refurbished parts. The final equipment configuration will be determined by each location’s needs as outlined in Exhibit A. The Vendor Recommended Equipment and Lease Plan Worksheet should provide specifications.

A. Requirements

Garrett County Public Schools will be installing only two models of devices. The specific machine types are listed per location on the Recommended Equipment & Lease Plan Worksheet. Below are specifications of a Machine A & Machine B device:

1. **Machine “A” device** will have the following minimum capabilities:
   a. Print, copy, scan, & fax
   b. Bypass tray for specialized stock and envelopes
   c. Stapling
   d. Hole Punch
   e. Speed of 50 prints per minute or faster
   f. Automated document feeder
   g. Three (3) trays for paper
   h. Color prints with preset default set to black & white

2. **Machine “B” device** will have the same minimum capabilities as Machine “A” with the following exceptions:
   a. Black & white only
   b. No fax required
   c. Speed & high capacity is much more important
3. All devices shall be capable of producing double-sided prints/copies in black and white.

4. All devices shall have the following paper capacity using standard 20 lb. copy paper:
   a. 8 ½ x 11 paper supply minimum of 1,000 sheets
   b. 8 ½ x 14 paper supply minimum of 500 sheets

5. All devices shall have the following network requirements:
   a. Ethernet Connectivity
   b. Each device shall be networkable and accessible by all other networked computers.
   c. The vendor shall specify all electrical requirements, including the necessity for special electrical receptacles, dedicated lines, etc.

6. All devices shall have the capability of scanning no less than 200 dpi. Scanning should electronically transfer directly to one or more email addresses as well as to a network file folder. Scanning capabilities must be in black and white as well as color and the format must be in an industry standard (e.g. PDF). Identify whether or not scanning in an optional feature or delineate all functions of this feature. If optional, please identify all costs and technical requirements necessary to the operation.

**Requirements for Maintenance Support**

The vendor will supply all equipment, tools, supplies, personnel, transportation, support services and insurance required to deliver, train, and install multi-function devices. Upon commencement of a contract, the vendor support agreement must consist of the following components:

A. The following shall be included in the contract:
   1. Two (2) month inventory of consumable supplies (excluding paper and staples)
   2. Delivery of such to the location of need
   3. Maintenance and repair services
   4. End-user support

B. The vendor shall provide a telephone support number for placing service calls, which will be available Monday through Friday, 8:00 AM to 5:00 PM, excluding federal holidays.

C. The vendor shall guarantee the availability of replacement parts, applicable accessories and equipment.

D. Delivery and installation cost shall include on-site training by a fully qualified representative of the vendor. All user manuals and operating guides shall also be provided with the equipment.

E. The vendor will assume responsibility of returning currently leased/rented equipment in accordance with lease agreements.

F. The Board requires electronic monitoring of all devices, from the selected vendor, for each device be generated and reported to the Information Technology department on a monthly basis. Specific per device reports include, but are not limited to, usage reports and service records to report performance.
G. Should the needs of the Board change during the term of the contract, the vendor should be willing to physically move a device to a different location at no cost.

**Pricing Requirements**

Vendors shall provide a lease price on the equipment based on **both a 36 month term as well as 60 month**. The monthly equipment lease payment shall be structured as a base equipment lease payment per device including a maintenance and service contract. An annual assessment will be invoiced should there be an overage of print allowance.

It is the preference of the Board to aggregate the per print usage allowance across all devices. Volume usage will be reported on an annual basis. The Board does not guarantee any specific monthly or annual print volume for the length of the lease. Listed in Exhibit A are usage estimates per location.

The monthly base price shall include all maintenance, repairs, parts and consumables supplies (except paper and staples). **Vendors shall specify what supplies are excluded from the maintenance agreement.**

The Garrett County Board of Education is tax exempt, paying neither federal nor Maryland state taxes. The vendor will assume cost of any personal property tax for all devices.

A master invoice for all devices will be sent to the Central Office monthly.

**Evaluation of Proposals**

Submitted proposals will be considered based upon the evaluation process as outlined below.

Note that cost will be a factor, but not the only factor, in evaluating submitted proposals.

**A. Initial Selection Process**

A selection committee will review, in detail, all proposals that are received based upon, but not limited to, the following criteria. A proposal’s recommendation plan that best suits the needs of Garrett County Public Schools will be in accordance with the following criteria:

1. **Responsiveness - 10%**

   Adherence to the requirements of the RFP

2. **Qualifications & Expertise – 15%**

   The ability, capacity, flexibility, financial stability and skill of the vendor to perform the contract, as evidenced by related factors such as its market position, strategic partnerships, customer base, standard financial reports and/or industry ratings/awards. The proposal must clearly indicate the vendor possesses an understanding of the needs of a rural school system.
3. **Quality – 15%**

The respondent’s ability to meet the specification and requirements for equipment, installation, training, maintenance and service will be evaluated. The vendor that will be awarded the contract must demonstrate success on similar projects as well as favorable references concerning service calls and troubleshooting during downtime. It is imperative to demonstrate the ability to deliver services in a timely manner.

4. **Cost – 60%**

Cost consideration will be reviewed only if a proposal is determined to be otherwise qualified. Proposals which outline competitive pricing with value added features and capabilities will be given higher consideration. All figures entered on the vendor proposal must be clearly legible.

The selection committee may require the vendor to clarify an answer. Failure to do so may result in sufficient cause for being non-responsive. Upon review, the selection committee may select a short list of potential awardees that meet the minimum qualifications for further review.

**B. Interviews**

The Board reserves the right to conduct interviews of respondents included on the short list of potential awardees. The selection committee will contact the designated respondent’s representative, as indicated on the Cover Sheet, to schedule an interview date and time. Interviews are anticipated to occur May 18th.

**C. Timeline**

After the selection committee and the Board makes a final determination, the awardee and the Board will negotiate and execute a final agreement prior to commencement of the work under the Contract.

Failure of any respondent to timely respond or come to terms with the Board will be cause for rejection of the proposal.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP Issued &amp; Advertised</td>
<td>April 27, 2017</td>
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<tr>
<td>Vendor Proposal’s Due</td>
<td>May 12, 2017 at 4:00 p.m. Noon (EST)</td>
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<tr>
<td>Interviews</td>
<td>May 18, 2017</td>
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<tr>
<td>Finalize Contract</td>
<td>June 13, 2017</td>
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<tr>
<td>First Date of New Contract</td>
<td>July 1, 2017</td>
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Note that the Board reserves the right to alter this timeline at any time.
D. Rejection of Proposals

The Board reserves the right to reject any or all submissions in whole or in part for any reason without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. If the proposal fails to meet a material requirement in the RFP, or is incomplete or contains irregularities, the proposal may not be considered. A deviation is material to the extent that a response is not in substantial accord with the requirements in the RFP.