

Request for Proposals Memorandum

To: Prospective Bidders
From: Dr. Josh Isaacson, Superintendent
Date: 3/14/2022
Re: **Copier Services**

De Soto #73 School District is requesting competitive proposals from vendors for Copier Services. Enclosed is a Request for Proposal (RFP), responsive Proposal will comply with all federal, state and local regulations. Information regarding the services to be provided, information which must be submitted as part of the Proposal, and related details are included in the accompanying RFP.

Proposals will be accepted no later than 9:00 a.m., Monday, April 11, 2022. No late submittals will be accepted. The Board of Education reserves the right to accept or reject any or all Proposals, to waive any irregularities, and to accept the Proposal that is in the best interest of the District. The award for the **Copier Services** may be considered by the Board at its regular meeting in April.

Questions may be directed to Dr. Josh Isaacson, Superintendent, via phone at (636) 586-1000 or via email at isaacson.josh@desoto.k12.mo.us

Proposal bid packet and specifications may be obtained by accessing the District Website at www.desoto.k12.mo.us/administration/request_for_bids

Interested firms are to submit two (2) copies of their response to the RFP. Proposals shall be delivered in sealed envelopes clearly marked as indicated below.

De Soto #73 School District
Attn: Dr. Josh Isaacson
610 Vineland School Road
De Soto, MO 63020
RE: **Copier Services**

Important Dates

PRE BID MEETING/SITE VISIT.....N/A
RETURN DATE and TIME..... **April 11, 2022 prior to 9 a.m.** local time
BID OPENING DATE and TIME**April 11, 2022, at 9:10 a.m.** at the
Central Office, 610 Vineland School Road, De Soto, MO 63020

All proposals submitted with RFP **Bid Form** must be delivered to the Superintendent Office **before 9:00 a.m. on April 11, 2022** to be considered for evaluation. Proposals received after this time may not be accepted and may be returned to the vendor unopened.

De Soto #73 School District REQUEST FOR PROPOSAL

Title: **Copier Services**

Issue Date: 3/14/2021

Contact Person: Dr. Josh Isaacson

Phone: (636) 586-1000

Email: isaacson.josh@desoto.k12.mo.us

RETURN PROPOSAL NO LATER THAN: **April 11, 2022, at 9 a.m. CST**

RETURN PROPOSAL AND ADDENDA TO:

De Soto #73 School District

ATTN: Dr. Josh Isaacson

610 Vineland School Road

De Soto, MO 63020

RE: **Copier Services**

Request for Proposal Specifications

The De Soto #73 School District is seeking competitive bids for Copier Services for a five year term.

Below are the Minimum Specifications:

-Table 1 lists the make/model, serial number, overall meter count, as well as the overall black and white and color usage for each copy machine in the district from March 1, 2021 through February 28, 2022. Throughout this time, the district had a total of 4,757,259 black and white copies and 402,896 color copies.

-The district has approximately 23 Canon copy machines it owns that will be five years old on July 1, 2022. The district is also utilizing three machines it does not own in a district print shop with the following serial numbers KZZ01856 (black and white only w/ booklet finisher), WFM01252 (color w/ booklet finisher), and KZZ04657 (black and white only w/ booklet finisher). The district is determining whether or not to continue maintaining a print shop. If the district does, it will be determined annually and the district will provide labor to run the print shop. Therefore, the district is asking bidders to provide a lease or alternative cost options for devices equivalent to those currently present in our print shop as well as a return address envelope printer and postage machine.

-Bids must include a shredding serves in the fixed cost that includes one 95 gallon locked bin at the following locations (DHS Office, DHS Print Shop, DJHS Office, Vineland Office, Athena Office, Early childhood Office, and Central Office to be picked up once a month and shredded in accordance with industry standards.

-All bids will include an annual fixed cost for each black and white copy and each color copy for a five year term covering the cost of ink.

-Bidders must include a fixed five year cost for all routine maintenance, machine repairs, parts, software updates and/or modifications, training, implementation, and ALL consumables such as staples (except paper).

-The district will provide their own labor in the district print shop.

-The Company must be an authorized repair company for Canon equipment. Visual inspection of the print shop and other district copies must be made at least one week prior to the bid due date.

Table 1.

Device Name	Serial Number	Overall Count End Meter	B&W Usage Count	Color Usage Count
Canon iR-ADV 4535 64.19	UMU0317 9	153,637	29,708	-
Canon iR-ADV 6555 67.07	SKA07414	1,114,853	207,713	-
Canon iR-ADV 4535 62.21	UMU0321 7	253,856	59,185	-
Canon iR-ADV C5535 67.07	WXF1162 3	333,662	48,966	18,912
Canon iR-ADV C5535 28.02	WXF1160 6	211,427	17,763	8,539
Canon iR-ADV 6555 67.30	SKA08236	1,354,582	177,035	-
Canon iR-ADV 6555 67.07	SKA08231	1,316,938	242,995	-
Canon iR-ADV C5535 67.30	WXF1142 4	229,017	20,592	7,923
Canon iR-ADV C5535 64.19	WXF1162 9	122,074	12,755	4,885
Canon iR-ADV C5535 65.14	WXF1141 9	436,359	54,009	23,773
Canon iR-ADV 4535 27.12	UMU0314 2	103,052	14,776	-
Canon iR-ADV 8295 26.03	KZZ01856	8,039,159	1,289,435	-
Canon iR-ADV	WXF1159		56,820	16,627

C5535 64.19	8	447,218		
Canon iR-ADV C5535 67.30	WXF1142 5	1,662,197	154,999	167,992
Canon iR-ADV 4535 67.07	UMU0318 8	767,500	114,780	-
Canon iR-ADV 4535 27.12	UMU0318 3	115,589	24,533	-
Canon iR-ADV C7570 64.19	WFM0125 2	870,993	35,625	110,239
Canon iR-ADV 8295 29.01	KZZ04657	5,512,431	841,439	-
Canon iR-ADV 6555 67.30	SKA07212	2,967,748	638,709	-
Canon iR-ADV 4535 19.06	UMU0341 3	319,976	56,720	-
Canon iR-ADV C5535 19.06	WXF1160 4	428,593	35,881	14,451
Canon iR-ADV C5535 65.14	WXF1141 5	275,377	30,688	27,676
Canon iR-ADV 4535 67.07	UMU0318 5	1,077,529	263,317	-
Canon iR-ADV 4535 27.12	UMU0316 5	160,500	36,554	-
Canon iR-ADV C5535 25.13	WXF1140 9	109,824	8,403	1,879
Canon iR-ADV 6555 37.12	SKA08062	1,944,698	283,859	-
Total for 3/1/21-2/28/22			4,757,259	402,896

De Soto #73 School District Copier Services

Alternative Bid Option (please list item as alternative bid option) also requested for the following:

De Soto #73 School District Copier Services

Request for Proposal Bid Form
(Please submit completed Bid Form with your proposal documents)

Name of Bidder:		
Address (Street):		
Address (City, State, Zip Code):		
Phone #:	Fax #:	Email Address:

The undersigned acknowledges the receipt of the follow Addenda:

Addendum No. ____ Date: _____ Addendum No. ____ Date: _____

Base Bid Price:

The undersigned bidder agrees to provide all products or perform services required as shown and indicated in the request for proposal specifications for the annual sum over a five year term for the following.

Annual year Shredding Cost \$ _____

\$ _____ Dollars

Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

Price per Black and White Copy Utilizing District Copiers \$ _____

\$ _____ Dollars

Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

Price per Color Copy Utilizing District Copiers \$ _____

\$ _____ Dollars

Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

Annual Maintenance and Supply Cost for District Owned Copy Machines \$ _____

\$ _____ Dollars

Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

Annual Cost for Print Shop Equipment, Maintenance, and Supplies \$ _____

\$ _____ Dollars

Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

De Soto #73 School District Copier Services

Print Shop Price per Black and White Copy \$ _____

\$ _____ Dollars
Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

Print Shop Price per Color Copy \$ _____

\$ _____ Dollars
Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

Alternate Bids: (As Specified)

- 1. \$ _____
- 2. \$ _____

Completion/Delivery Date (Products/services) Starting on July 1, 2022.

The Proposer hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda thereto. The De Soto #73 School District and the Board of Education would like to thank Bidders for their responses. Please complete the bid form, note any necessary modifications and submit.

Authorized Signature

Printed Name

Date

GENERAL CONDITIONS

ALL INTERESTED PARTIES SUBMITTING A PROPOSAL IN RESPONSE TO THIS REQUEST FOR PROPOSALS SHALL BE EXPECTED TO OBSERVE THE CONDITIONS AND REQUIREMENTS SET FORTH IN THESE GENERAL CONDITIONS. SUCH CONDITIONS AND REQUIREMENTS SHALL FORM AN INTEGRAL PART OF THE CONTRACT TO BE AWARDED BY THE DISTRICT. THE OWNER RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS AND TO WAIVE ANY TECHNICALITIES THEREIN.

Proposals, prices, terms and conditions shall remain firm for a period of ninety (90) days from the due date for Proposals or until the time when the District takes official action on the Proposals.

The District reserves the right to modify the specifications prior to the Proposal submission deadline and will endeavor to notify all potential Companies that have received a copy of the specifications, but failure to notify shall impose no obligation or liability on the District.

Due regard will be given for the protection of proprietary information contained in all Proposals received. However, vendors should be aware that all materials associated with the procurement are subject to the terms of the Freedom of Information Act (FOIA) and all rules, regulations and interpretations resulting there from. Proposals containing data that the Company does not want used or disclosed for any purpose other than evaluation of the Proposal may be restricted, provided the Company marks the cover sheet of the Proposal with the following legend: **“Technical data contained on pages _____ and _____ in this Proposal furnished in connection with the Request for Proposals of the De Soto #73 School District shall not be used nor disclosed except for evaluation purposes, provided that, if a Contract is awarded to this Company as a result of or in connection with the submission of this Proposal, De Soto #73 School District shall have the right to use or disclose technical data to substantiate the award of a Contract.”**

The above restriction does not limit the District’s rights to use or disclose without the Company’s permission any technical data obtained independently from another source. Proposals shall not contain any restrictive language different from the above legend. Proposals submitted with restrictive legends or statements which differ from the above will be treated under the terms of the above legend. The District assumes no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose.

The Company shall not, under penalty of law and immediate disqualification of the Proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Board of Education member of the District for the purpose of influencing favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process.

No Company shall engage in any activity or practice, by itself or with other Companies, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will result in immediate rejection of the Company’s Proposal.

The District may accept one part, aspect or phase, or any combination thereof, of any Proposal unless the Company specifically qualifies its offer by stating that the Proposal must be taken as a whole.

The District may award a contract based upon the initial Proposals received without discussion of such Proposals. Accordingly, each initial Proposal should be submitted with the most favorable price and service standpoint.

To facilitate consideration of the Proposals, the District may, at its option, conduct interviews after receipt of the Proposal. If this is necessary, the Company will be contacted to arrange a time for an interview.

The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal. The District reserves the right to negotiate final contract terms with any Company, regardless of whether such Company was interviewed or submitted a best and final Proposal. The District may accept any Proposal as submitted whether or not negotiations have been conducted between the parties. Neither the commencement nor cessation of negotiations shall constitute rejection of the Proposal or a counteroffer on the part of the District.

The District reserves the right to withdraw the award to a successful Company within 30 days of the award if, in the opinion of the District, the successful Company is unable or unwilling to enter into a form of contract satisfactory to the District. The District shall be entitled to do so without any liability being incurred by the District to the Company.

In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Company agrees to abide by the decisions of the District. Any ambiguity in the Proposal because of omission, error, lack of clarity or noncompliance by the Company with specifications, instructions and all conditions of bidding shall be construed in the favor of the District.

All of the terms and conditions of this RFP are deemed to be accepted by the Company and incorporated into the Company's Proposal submission. The terms and conditions stated in this RFP and the successful Company's response to this RFP shall be incorporated into a final Agreement between the District and the successful Company. Any conflict in the wording between the final Agreement and the wording of the terms and conditions of this RFP and the response of the Company shall be resolved in favor of the District and shall be deemed to be incorporated into the final Agreement.

The successful Company must not at any time assign any portion of its contract with the District nor shall it assign the contract without the written permission of the District. The successful Company must not, at any time, change sub-consultants approved by the District without written permission of the District, other than as listed in the bid submission.

The District may terminate the Agreement immediately without further cost or liability in the event of the occurrence of any of the following: insolvency of successful Company; liquidation or dissolution of successful Company; the institution of any voluntary or involuntary bankruptcy proceeding by or against the successful Company; assignment by successful Company for the benefit of creditors; or the appointment of a receiver or trustee to manage the property of the successful Company.

In the event the Board of Education of the District fails to approve the appropriation of funds sufficient to provide for the District's obligations under the Agreement, or if the funds are not appropriated due to federal, state or local action, the District shall have the right to terminate the Agreement by providing written notice to the successful Company and the District will thereby be relieved from all further obligations under the Agreement.

The submission of a Proposal will be construed to mean that the Company is fully informed as to the extent and character of the supplies, materials, equipment, and service in complete compliance with the specifications.

Prices shall be net, including transportation and delivery charges, to the destination indicated in the Proposal. Title shall not pass until items have been delivered to the acceptance by the District.

In all specifications, the words "or equal" are understood to follow each item description. The decision of the District as to whether an alternative or substitution is in fact "equal" shall be final.

All interested Companies submitting a Proposal in response to this RFP shall be expected to observe the conditions and requirements set forth in the RFP. Such conditions and requirements shall form an integral part of the contract to be awarded by the District.

PROPOSALS:

- 1) All proposals must be submitted in writing and in accordance with instructions provided by the District.
- 2) Proposals received after the time stated in the notice to Interested Parties may not be considered. The Interested Party assumes the risk of any delay in the mail or in the handling of the mail by employees of the District. Whether sent by mail or by means of personal delivery, the Interested Party assumes responsibility for having his proposal deposited on time at the place specified.
- 3) General and special instructions, in connection with each item against which a proposal is submitted, must be given to constitute a proposal.
- 4) The submission of a proposal will be construed to mean that the Interested Party is fully informed as to the extent and character of the supplies, materials, equipment, and service in complete compliance with the specifications.
- 5) No charge will be allowed for federal, state or municipal sales and excise taxes because the District is exempt from such taxes. The proposal price shall be net and shall not include the amount of any such tax.
- 6) In all specifications, the words "or equal" are understood to follow each item description. The decision of the District as to whether an alternate or substitution is in fact "equal" shall be final.
- 7) Prices shall be net, including transportation and delivery charges, to the destination indicated in the proposal. Title shall not pass until items have been delivered to and accepted by the District.

PRODUCT OR SERVICES INCLUDED:

The interested party shall furnish all labor, materials and equipment necessary to perform the scope of work and any services under the Contract, with direction from the District.

PRICE ESCALATION CLAUSE:

No increase in overhead and/or profit to the Vendor will be allowed. At the time of request, the interested party must furnish written substantiation of increase by its supplier/manufacturer to the Purchase Officer. Such substantiation shall be in the form of invoices, receipts and/or other appropriate documentation showing costs in effect at the time of proposal versus cost in effect at the time of the request for price escalation. Any price increase must be substantiated to the satisfaction of the District and shall only be effective upon acceptance by the District in writing.

MATERIAL LISTED:

Each Interested Party shall submit, on attached sheets, the exact names of the various items on which it is submitting proposals. Items shall be clearly marked and fully describe any variations from that specified. While the District has used considerable efforts to ensure an accurate representation of information in this RFP document, the information contained herein is provided solely as a guideline for proposers. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP document is intended to relieve proposers from forming their own opinions and conclusions in respect to the matters addressed in this RFP document.

INSURANCE:

The Vendor, at its sole cost and expense, shall obtain and maintain a General Commercial Liability Insurance policy, which includes coverage for contractual liability, products liability and completed operations and property damages. The interested party will also keep in force and effect throughout the Term workers' compensation insurance to the extent required by law.

INDEMNIFICATION AND HOLD HARMLESS:

The Vendor shall indemnify and hold harmless the District and its Board of Education, officers, employees, agents, representatives and volunteers from all suits, actions, losses, damages, claims, or liability of any character, type, or description, including but not limited to, all expenses of litigation, court costs, penalties, and attorney's' fees whatsoever of any kind or nature, arising directly or indirectly from the negligence of the interested party, its agents, servants, employees, persons or entities engaged as independent contractors by the interested parties and suppliers, provided, however, that the interested party shall not be required to indemnify for the following:

- (a) acts or conduct by third parties, other than the District and its Board of Education, officers, employees, agents, representatives and volunteers, not under the control of the interested party, except for persons or entities engaged as independent contractors by the Vendor;
- (b) claims where the District has failed to give adequate, prompt written notice thereof to the interested party;
- (c) claims settled without the prior written consent of the interested party; or
- (d) acts of intentional misconduct or negligence by the party to be indemnified.

CONFLICT OF INTEREST:

The interested party hereby covenants and agrees that there is no officer or employee of the District forbidden by law to be interested in the Contract, either directly or indirectly, who will benefit their from.

INDEPENDENT CONTRACTORS:

The District and the interested party are independent of one another and shall have no other relationship. Neither party shall have, or hold itself out as having, the right or authority to bind or create liability for the other by its intentional or negligent act of omission, or to make any contract or otherwise assume any obligation or responsibility in the name of or on behalf of the other party.

GOVERNING LAW:

The Contract shall be governed by and construed in accordance with the laws of the State of Missouri. Any litigation or other proceeding arising under the Contract shall be commenced in a court of appropriate subject matter jurisdiction in the State of Missouri, County of Jefferson.

COMPLIANCE WITH DISTRICT REGULATIONS:

The interested party shall cause all persons performing work on behalf of interested party and the District to comply with all instructions pertaining to conduct and building regulations issued by the District. All such persons shall wear readily visible identification mutually satisfactory to the District and the Vendor.

The interested party shall cause all such persons to preserve and protect all confidential information of the District to which they may have access during the performance of work. The District may promulgate and modify the rules and regulations relating to the conduct of the Vendor and all persons performing work under the Contract as the District, in its sole discretion, may determine. The interested party shall cause all persons performing work to comply with such modifications.

The Company is responsible for its own verification of all information provided to it. The Company must satisfy itself, upon examination of this RFP, as to the intent of the specifications. After the submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained. The Company agrees that it will make no claim for additional payment or seek an extension of time for completion of the work or seek any other concession because of any misinterpretation or misunderstanding of the RFP, or of any failure to fully acquaint itself with all conditions relating to the proposed work.

No oral interpretation will be made to any Company as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District. Unauthorized contact by the Company with other District employees or Board members regarding the RFP may result in disqualification.

THANK YOU FOR YOUR PROPOSAL TO THE DESOTO #73 SCHOOL DISTRICT