

West Clermont Local School District Request for Proposal

Title: Multifunction Copiers/Printers

Due Date:

March 22, 2024



West Clermont Local School District
RFP for Multifunction Copiers/Printers

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1.0 Introduction

1.1 Background

The West Clermont Local School District (District) is located approximately thirty minutes east of downtown Cincinnati. This suburban community is crossed north-south by Interstate 275 and east-west by State Routes 125 and 32. The district covers fifty-four square miles including Union Township and portions of Batavia, Monroe, Ohio and Pierce Townships. West Clermont LSD has nine schools, a pupil enrollment of over 8,000 students, and is the second largest employer within Clermont County with over nine hundred employees.

Stated within this Request for Proposal (RFP) are the instructions for submitting a quote, the procedures and criteria by which a vendor will be selected and the contractual terms by which the district proposes to govern the relationship between it and the selected vendor.

The purpose of this competitive procurement process is to assist the district in selecting a vendor that will best meet the needs of the district. The RFP provides all interested vendors a means to present their services and abilities for an objective review.

The District appreciates your consideration of this RFP and looks forward to receiving your quote.

West Clermont Local School District provides equal access to its programs and services for all people without regard to race, creed, color, religion, national origin, age, gender, sexual orientation, marital status or disability. If you require this information in an alternative format, contact Dr. David Fultz, West Clermont Director of Human Resources at (513) 943-5015.

1.2 Purpose

The purpose of this REQUEST FOR PROPOSAL (RFP) is to select a vendor to provide multifunction copiers/printers and related maintenance and support services. See Appendix A (bid tab) for a list of copier capabilities and locations.

1.3 Delegated Authority

The District will delegate the process of managing copiers/printers, copier/printer repair and toner provisioning to the vendor selected from this RFP.

1.4 Acknowledged Constraints

West Clermont Local School District is a state agency. Most of its records can be considered public information but student records are not public information. The vendor should be aware that student records are protected by the Family Educational Rights and Privacy Act 20 USC 1232g and 34 CFR Part 99. The confidentiality of student records must be strictly preserved.

1.5 Minimum Vendor Qualifications

The vendor must be licensed to do business within the State of Ohio. In the event that the district chooses to finance the quoted copiers/printers, selected vendors must use in house financing. No 3rd party leases or privately labeled 3rd party vendors can be used for financing. Any invoicing regarding the contract period will come directly from the selected vendor. Vendors must be able to demonstrate, through customer recommendations of prior experience servicing public K-12 educational institutions of similar size to West Clermont School District as determined by similar numbers of devices serviced and volumes of pages copied/printed per month.

1.6 Vendor Options for Bidding

Appendix A identifies the average monthly volume of printed pages expected for machines placed at the locations specified, as well as the minimum desired Pages Per Minute (PPM), finishing capabilities, and whether the device must be able to make color copies. The District reserves the right not to add or replace any machine listed in Appendix A even though a Vendor may bid to add or replace an existing machine.

2.0 General Information

2.1 RFP Coordinator

From the date of receipt of this RFP by each vendor until a binding contractual agreement exists with the selected Vendor, or when the District rejects all the quotes, the only communication shall be between the vendor and the District's RFP Coordinating Office (Technology Department). Only the West Clermont Local School District Board of Education, through formal action taken at a public meeting, can bind the School District to a contract.

Requests for information related to this RFP from a vendor to any department of the District or questions from any department or employee of the District to the vendor regarding this procurement other than the contacts specified will cease.

The RFP Coordinator is the sole source of contact for the District for this procurement. Communication between the vendor and the District upon receipt of this RFP shall be with the RFP Coordinator:

RFP West Clermont Coordinator: Larry Parece
 West Clermont LSD
 4350 Aicholtz Rd. Suite 220
 Cincinnati, OH 45245
Telephone: 513-943-5094
E-Mail: parece_1@my.westcler.org

Any other communication will be considered unofficial and not in line with the terms of this RFP. Vendors are to rely on written statements issued by the RFP Coordinator(s). Communication directed to parties other than the RFP Coordinator may result in disqualification of the vendor.

2.2 Procurement Schedule

RFP packets available: **February 23, 2024**
Last day for questions: **March 1, 2024**
Response to questions: **March 8, 2024**
RFP Due in Tech Dept Office: **March 22, 2024 no later than 4 pm local time**
RFP Evaluation Results: **On or About March 29, 2024**

Final Award: **TBD**

2.3 Revisions to the RFP

The District also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.4 Response Method

Vendors are required to submit an original copy of their response to this RFP with an original signature. For a RFP to be accepted it *must* have an original signature. Copies should be delivered to **West Clermont Local School District, 4357 Ferguson Drive, Suite 200, Cincinnati, OH 45245**. The envelope should be clearly marked to the attention of the Technology Department referencing *RFP for Multifunction Copiers/Printers 2024*.

Vendors mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the Technology Department. The Technology Department has mail delivered once a day (Monday through Friday). Vendors assume the risk for the method of delivery chosen. The District assumes no responsibility for delays caused by any delivery service.

The District may elect to meet individually with vendors to review their proposals.

Late quotes will not be accepted and will be automatically disqualified from further consideration. All quotes and any accompanying documentation become the property of the District and will not be returned.

2.5 Unacceptable Response Methods

Delivery of the RFP by telephone, telegraph, fax, or any other means other than an original document is not acceptable.

2.6 Proprietary Information and Public Disclosure

All RFP's submitted become the property of the District and are a matter of Public Record after the final award. RFP's containing information of a proprietary or sensitive nature should identify that information as PROPRIETARY. Note, though, that marking documents as proprietary shall not excuse them from production under Ohio's Public Records Act. The District is required by law to disclose requested documents in response to a properly issued public records request. The District will make an effort to notify the vendor that a request for information has been received that contains proprietary or sensitive information in a timely manner to allow the vendor to obtain legal guidance.

2.7 Acceptance Period

Due to the time frame of this RFP, proposals must be provided on or before the designated date, March 22, 2024 by 4:00 pm local time. All proposals shall remain firm for a period of ninety (90) days. The District reserves the right to extend the Acceptance Period at its sole discretion.

2.8 Responsiveness

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Vendor is specifically notified that failure to comply with any part of the RFP may result in rejection of the quote as non-responsive. The RFP must have an original signature of a vendor officer or employee authorized to commit the vendor to provide the items and service as described in the submitted RFP. The District also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2.9 Contract and General Terms and Conditions

The apparent successful Vendor will be expected to enter into a contract, which is and shall address the general terms and conditions outlined in the RFP.

2.10 Costs to Propose

The District will not be liable for any costs incurred by the Vendor in preparation of a quote submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.11 No Obligation to Contract

This RFP does not obligate the District to contract for items and service specified herein. Only the West Clermont Local School District Board of Education, through formal action taken at a public meeting, may bind the District to a contract.

2.12 Rejection of Proposals

The District reserves the right at its sole discretion to reject any and all quotes received without penalty and not to issue a contract as a result of this RFP.

2.13 Commitment of Funds

The Board of Education, by action taken at its public meetings, may legally commit the District to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.14 Insurance Coverage

The District shall require the following listed insurance for this project. Where needed the Contractor will furnish to the District before supplying the proposed product or service a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage, which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to the District within fifteen (15) days of the contract effective date.

Liability Insurance

Commercial General Liability Insurance: Contractor shall maintain general liability (CGL) insurance and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 per each occurrence. If CGL insurance contains aggregate limits, the General Aggregate limit shall be at least twice the “each occurrence” limit. CGL insurance shall have products-completed operations aggregate limit of at least two times the “each occurrence” limit. CGL insurance shall be written on ISO occurrence from CG 00 01 (or a substitute form providing equivalent coverage). All insurance shall cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation of insured’s (cross liability) condition.

Additionally, as applicable, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

Employers Liability (“Stop Gap”) Insurance: In addition, the Contractor shall buy employers liability insurance and, if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Additional Provisions

Worker’s Compensation Coverage. The Contractor will at all times comply with all applicable workers’ compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The District will not be held responsible in any way for claims filed by the Contractor, their employees, or subcontractors for services performed under the terms of this contract.

2.15 Errors in the RFP

If a vendor submitting a proposal discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the vendor should immediately, and not later than the deadline for submitting questions, provide the District with written notice of the problem and request that the RFP be clarified or modified.

2.16 Withdrawal and Resubmission/Modification of Proposals

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

2.17 News Releases

News releases pertaining to the award of a contract may not be made without the prior written approval of the District.

2.18 Pending Legal Matters

The vendor, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any government agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract. The vendor understands that collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards.

3.0 General and Technical Requirements for Multifunction Machines

3.1 Requirements for All Multifunction Copiers/Printers

1. All digital copiers/printers shall be newly manufactured with no used or refurbished parts and include the capability for scanning, printing and copying. Business needs will determine the final equipment configuration of each copier/printer.
2. All digital copiers/printers shall be capable of producing double- sided prints/copies.
3. All digital copiers/printers shall have a bypass tray for the purpose of printing on specialized stock.
4. All digital copiers/printers shall be capable of enlarging documents in preset increments to a minimum of 200%.
5. All digital copiers/printers shall be capable of reducing documents in preset increments to a minimum of 64%.

6. All digital copiers/printers shall have zoom capabilities from 64% to 200%.
7. All digital copiers/printers must have PaperCut embedded licenses to connect to the District's PaperCut MF server. All digital copiers/printers must have RFID badge readers used to authenticate into Papercut from the device. Vendors price quote must include 5 years AMP for PaperCut MF including all licenses and equipment.
8. All digital copiers/printers shall have the capability to print, copy and scan up to 11x17 paper.
9. All digital copiers/printers shall be capable of scanning. Scanning would include the capability to send to an email address, Google Drive and network folder. The vendor will assume all setup/maintenance of staff address books or network share points for these services. File formats should include PDF, compact PDF, PPT, JPG, TIFF, and MTIFF. Please indicate if the scanning feature is capable of scanning color even if the machine itself does not produce color documents.
10. All digital copiers/printers shall have the ability for a network connection using Ethernet TCP/IP protocol
11. All digital copiers/printers shall have 32bit and 64bit drivers of the same version that are fully compatible with Microsoft Windows client/servers (Windows 2012 through current version).
12. Each networked digital copier/printer shall allow printing from any desktop PC within the District's network.
13. All digital copiers/printers shall allow printing from any wireless PC or Chromebook.
14. The vendor shall specify all electrical requirements, including necessary Voltage, Amperage, and the required electrical receptacles for each device proposed. Each device shall meet the manufacturer's recommendations for electrical surge protection.
15. The Vendor shall provide specification sheets listing all accessories, features, functions and technical requirements of each model copier/printer.
16. The Vendor shall provide support for all configuration changes
17. Staples shall be included in the service.
18. All digital copiers/printers shall have full offset stacking and finishing and stapling capabilities.
19. All digital copiers/printers are required to have the capability of printing on stock ranging from 20 lb. Bond to 110 lb. index, on sizes letter (8 ½ x 11), legal (8 ½ x 14) and ledger (11 x 17).

3.2 Requirements for Printers

1. Printers owned by the district shall be able to be managed and tracked within the proposed software solution proposed by the vendor at the District's discretion.
2. No other charges or service are required for networked printers.

4.0 Customer Service and Maintenance Requirements for Selected Vendor(s)

4.1 General Requirements

1. The vendor shall provide all parts and labor warranty for a minimum of 365 days. The vendor shall identify their warranty period.
2. The vendor shall bear all material and labor costs for repair of equipment and defects and failure accruing within the warranty period.
3. If a copier/printer does not perform to manufacturer's specifications during the warranty period, the Vendor shall replace the unit(s) with a new copier/printer of the same model.
4. As part of their proposal, vendor shall furnish explicit guarantees and warranty information for the equipment proposed. The District is particularly interested in guarantees against "lemons", and the conditions, under which the Board of Education may, at its discretion, elect to return a defective machine for replacement with an identical or superior new machine. Vendors' proposals shall clearly and unequivocally define and state all criteria and conditions for return and replacement of defective equipment.
5. The maintenance/service agreement shall commence upon expiration of the warranty period.
6. Vendor shall provide telephone support number for placing service calls, which will be available Monday through Friday, 7:00 a.m. to 5:00 p.m. excluding legal holidays.
7. The vendor shall maintain a minimum average rate of 98% uptime per copier/printer per calendar quarter. The average uptime rate is based upon the number of business days per calendar quarter, excluding West Clermont School District's recognized holidays.
8. The vendor shall quote a per click charge for B&W as well as color prints and copies.
9. The vendor must identify, as a separate line item, costs for migrating the District's PaperCut licensing from Konica/Minolta devices to the devices included in the vendor response.
10. The Vendor must provide on-site diagnosis of copiers/printers within one working day of receipt of maintenance request. A work day is defined as 7:00 am to 5:00 pm EST, Monday – Friday.
11. Poor performing and/or problematic copier/printer units will be replaced with new similar equipment repaired to manufacturer's specifications and/or repaired to West Clermont School District's satisfaction.
12. Training of West Clermont School District personnel shall be conducted upon equipment installation, as well as additional annual training as needed and at no cost to the District.
13. The Vendor must provide a toll-free telephone contact for support diagnosis and/or reporting of emergency issues for immediate dispatch of on-site support.
14. The vendor must provide Dedicated Service Representatives (DSR) available for on-site diagnosis and repair of copier/printers at any given time. Each DSR must be able to travel

independently within the district and will be required to pass an FBI/BCI background check at the expense of the Vendor prior to assignment to the District.

15. Vendor will supply all equipment, tools, supplies, offices, personnel, instrumentalities, transportation, support services and insurance required to deliver and install digital copiers/printers under the Agreement.
16. The Vendor must provide one (1) annual cleaning to all copiers/printers within the District during specified times agreed to by the District and the Vendor.

4.2 Requirements for Contract Implementation and Future Evaluation of Contract

1. Deployment of the machines, including installation and configuration of any software supplied with this RFP, begins no later than July 1, 2024 and shall be completed by August 2, 2024.

Please describe your ability and project plan to meet these timelines.

2. The District will require the Vendor to assume expenses for license/implementation of software, staff training, process documentation or other changes to current processes affecting the operations of the current printer service process.

Please provide an implementation project plan detailing implementation by building and confirm this against District processes before enacting this plan.

3. There will be a penalty of 10% of the monthly contract if the implementation is not completed by August 2, 2024. Said penalty will continue into successive months if implementation is not completed and may constitute a material breach of the contract.
4. The vendor shall provide support for all configuration changes.
5. The vendor will maintain hardware and firmware to ensure compatibility with District operations.
6. The vendor will provide a central point of contact for operations and technology needs/coordination.
7. The Technology Department must be provided with a monthly report detailing the service activity for each machine.
8. Proposals must include two separate options for acquisition of proposed equipment. One being a detailed option for outright purchase of proposed equipment and the other being a detailed option for leasing of equipment over a 60-month period with very specific end-of-lease options for returning equipment and/or purchasing equipment. Both options should provide detail for each piece of equipment proposed, including proposed building, location, equipment make and model, finishing options and total cost.
9. Quoted price to the District for service shall be an all-inclusive monthly payment to include all hardware, service, maintenance, parts, insurance, property taxes, and all supplies (excluding paper). Proposals and subsequent monthly invoices shall not include any additional charges outside of the standard lease, if applicable, or cost-per-copy charges which includes the items above..

10. If the District chooses to lease the equipment identified in the winning Respondent's proposal:

- a. The lease agreement will contain no "auto-renewal" provisions. Any contract will renew month-to-month at the end of the contracted term until any end-of-lease option is exercised by the District.
- b. The District will not be responsible for shipping costs at the end of the agreement. The winning vendor will be responsible for the cost to return any equipment, if applicable, to the vendor or leasing company.
- c. Please include a copy of the lease agreement (including terms and conditions) when submitting a proposal.

5.0 Evaluation of Proposals

Evaluation of the proposals received in compliance with the RFP instructions will be performed for the purpose of selecting a vendor that best meets the needs of the District. The District will be awarding this bid on *service*, as well as *cost*. The District may award this RFP to a vendor other than the low-bidder. In an effort to be as objective as possible the District will award points for service, and costs. Vendors may be called for an interview based on the initial evaluation of proposals submitted. District representatives will conduct this interview. Vendors not providing solutions acceptable to the District to a Mandatory Requirement will not be considered for the final award.

The specifications listed in this document are the minimum levels of service or product quality that will be accepted. It is the SCOPE and INTENT that the services to be performed by the contractor under this specification shall consist of furnishing multifunction copiers and/or printers and the related maintenance and support services. Technical merit is how well the solution performs the desired and mandatory functions. Service merit is how the contractor demonstrates the ability to service the account and keep operations functioning at a high level. *Though cost is a factor that will be used when awarding the contract, it will not be the only factor considered. The District will also consider awarding the contract based on technical merit, service merit, and experience serving the needs of K-12 education clients of a similar size and level of services utilization.*

Proposals may be submitted on the provided forms or on eight and one-half by eleven (8 ½" x 11") inch paper. Charts and foldouts of a size other than 8 ½"x 11" may be attached to the RFP.

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the quote, but should assist the Vendor in preparing a thorough response. The District will provide the text of this RFP in Microsoft Word upon request to assist vendors with the preparation of the RFP. Vendors may contact the RFP Coordinator to have a hardcopy mailed to them.

5.1 Rejection of Proposals

The District 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 a proposal fails to meet a material requirement in the Request for Proposal, or

is incomplete or contains irregularities, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with the requirements in the RFP.

5.2 Evaluation Process and "Scoring" of Proposals

A selection committee will review in detail all proposals that are received to determine the highest scored proposal. The District reserves the right to determine the suitability of proposals on the basis of a proposal's meeting administrative requirements, business objectives, technical requirements, the review team's assessment of the quality and performance of the equipment and services proposed, cost, and other criteria as assessed by the review team. The District may require the vendor to clarify an answer. Failure to do so may result in sufficient cause for being non-responsive. The following set of criteria will be used during the evaluation process:

- A. **Responsiveness:** Adherence to the requirements of this RFP. (20%)
- B. **Qualifications and Experience:** 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, industry ratings/awards, ability to deliver within a reasonable time without delay, etc. Also includes client reference information from current or prior customers. (15%)
- C. **Technical Approach and Quality:** The ability of the Vendor to meet the specifications and requirements for equipment, installation, maintenance and service. Demonstrated success on
- D. similar projects, technician training, average response time, problem resolution process and parts availability (i.e. delivery time for routine and special orders, as well as on-hand inventory). The ability to provide quality equipment and services in fulfillment of the contract based upon business efficiencies, organizational structure, customer service, and technological competitiveness. (35%)
- E. **Cost:** Cost consideration will be reviewed only if a proposal is determined to be otherwise qualified. All figures entered on Appendix A (bid tab) of the Vendor proposal must be clearly legible. (30%)

6.0 Contract Terms and Conditions

Acceptance of this RFP is contingent on the District and vendor approving a contract that shall include, but not be limited to the responses to sections 3.0, 4.0 and 5.0 in the RFP. Vendors who want to use different or additional terms may list them with their RFP. The District will tender a proposed contract to a selected vendor. A valid and binding contract shall be contingent upon agreement being reached on such terms.

6.1 Contract Period

Responses will be considered for contracted service periods of three and five years. A three year term will begin July 1, 2024 and extend through June 30, 2027. A five year term will begin July 1, 2024 and extend through June 30, 2029. A contract extension for additional years or machines is to be determined based on Vendor performance.

6.2 Non-Discrimination, Affirmative Action and Sexual Harassment

- (1) The Vendor agrees to provide equal educational and employment opportunities without regard to race or ethnicity, creed, color, sex, national origin, age, marital status, religious preference, life threatening illness, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation, status as a disabled or Vietnam-era veteran or political opinions or affiliations in fulfilling the terms of this contract.
- (2) State and Federal laws and West Clermont Local School District Affirmative Action/Equal Opportunity Guidelines prohibit sexual harassment and define it as sex discrimination. Acts of sexual harassment by the Vendor's representatives may result in actions by the District to terminate the Agreement until such time as acts are remedied as provided by State and Federal laws.

7.0 RFP Evaluation

Evaluation of the proposals received in compliance with the RFP instructions will be performed for the purpose of selecting a vendor that best meets the needs of the District. The District will be awarding this bid on *service*, as well as *cost*. The District may award this RFP to other than the low-bidder. In an effort to be as objective as possible the District will award points for service, and costs. Vendors may be called for an interview based on the initial evaluation of proposals submitted. District representatives will conduct this interview. Vendors not providing an acceptable solution to a Mandatory Requirement will not be considered for the final award.

8.0 Signature

The signature of the authorized representative is required on the submitted response document to the District's RFP. The signature and response document constitutes a valid offer to provide service in response to the terms and conditions as specified in the RFP, or as modified by the vendor's offer.

By: _____ Date: _____
Signature of Authorized Vendor Representative

Typed or Printed Name & Title

Company Name: _____

Address: _____

City, State, Zip _____

Telephone: _____

Email: _____

A signature is required to be considered a responsive proposal.

Appendix A.

Devices and Locations

Location	Department	AMU - B&W	AMU - Color	Minimum Speed (ppm)	Minimum Paper Capacity (Sheets)	Minimum Finishing Spec	Electrical Requirements (V, A, Plug)	Purchase Price	60 Month Lease Price
Board Office	Mail Room	3,700		65	3,600	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
	Lower Level	6,000		65	3,600	50 Sheet Staple Finisher			
	Front Desk	775		65	3,600	50 Sheet Staple Finisher			
	COLOR	2,300	7,500	65	1,100	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
Ferguson Dr.	Tech / CN	2,500		65	3,600	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
	PLC	4,100		65	3,600	50 Sheet Staple Finisher, 2/3 Hole Punch			
Amelia Elementary	1st Floor Copy Room	41,400		95	3,600	50 Sheet Staple Finisher			
	2nd Floor Copy Room	52,000		95	3,600	50 Sheet Staple Finisher			
	Center Workroom	28,000		95	3,600	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
	Main Office	2,750		65	3,600	50 Sheet Staple Finisher			
	COLOR	1,000	2,000	30	1,100	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
Clough Pike Elementary	Outside Room 113	37,000		95	3,600	50 Sheet Staple Finisher			
	Teacher's Workrm	47,250		95	3,600	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
	Main Office	1,100		65	3,600	50 Sheet Staple Finisher			
	Teacher's Workrm Middle	5,700		95	3,600	50 Sheet Staple Finisher			
COLOR	1,000	2,000	30	1,100	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch				
Holly Hill Elementary	Motor/Sensory	31,500		95	3,600	50 Sheet Staple Finisher			
	Room 29	30,000		95	3,600	50 Sheet Staple Finisher			
	Main Office	2,800		65	3,600	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
	COLOR	1,000	2,000	30	1,100	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
Merwin Elementary	Workroom	50,500		95	3,600	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
	Workroom	26,300		95	3,600	50 Sheet Staple Finisher			
	Media Center	44,000		95	3,600	50 Sheet Staple Finisher			
	Front Office	2,000		65	3,600	50 Sheet Staple Finisher			
COLOR	1,000	2,000	30	1,100	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch				
Summerside Elementary	Teacher Lounge	43,500		95	3,600	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
	East Hall	39,000		95	3,600	50 Sheet Staple Finisher			
	Main Office	3,800		65	3,600	50 Sheet Staple Finisher			
	Workrm 1st Grade Hall	15,200		65	3,600	50 Sheet Staple Finisher			
COLOR	1,000	2,000	30	1,100	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch				
Willowville Elementary	Room 130A	41,500		95	3,600	50 Sheet Staple Finisher			
	Front Office Rm 202	45,500		95	3,600	50 Sheet Staple Finisher			
	Room 250 Tch Wrkrm	22,000		65	3,600	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
	Teacher Lounge	8,000		65	3,600	50 Sheet Staple Finisher			
COLOR	1,000	2,000	30	1,100	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch				
Withamsville-Tobasco Elementary	2nd Floor Copy Room	25,000		95	3,600	50 Sheet Staple Finisher			
	Room 160	38,500		95	3,600	50 Sheet Staple Finisher			
	Main Office	3,300		65	3,600	50 Sheet Staple Finisher			
	Central Copy Room	24,600		65	3,600	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
COLOR	1,000	2,000	30	1,100	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch				
West Clermont Middle School	314 - Workroom	21,500		95	3,600	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
	314 - Workroom	48,500		95	3,600	50 Sheet Staple Finisher			
	235 - 7th/8th Media Ctr	39,500		95	3,600	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
	200B 7/8 Front Office	2,100		65	3,600	50 Sheet Staple Finisher			
	202 - 7th/8th Guidance	1,900		65	3,600	50 Sheet Staple Finisher			
	201B - Cashier Office	3,000		65	3,600	51 Sheet Staple Finisher			
	161 - 6th Grade Lounge	33,700		95	3,600	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
	161 - 6th Grade Lounge	52,200		95	3,600	50 Sheet Staple Finisher			
	247 - Assoc Princ Office	3,000		65	3,600	50 Sheet Staple Finisher			
	130A - (235 S. Bldg)	44,000		95	3,600	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
	8th Grade Office	2,500		65	3,600	50 Sheet Staple Finisher			
COLOR	3,500	5,000	30	1,100	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch				
West Clermont High School	B117 - 1st Floor North	54,200		95	3,600	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
	B130 - 1st Floor South	46,100		95	3,600	50 Sheet Staple Finisher			
	B217 - 2nd Floor North	42,200		95	3,600	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
	B222 - 2nd Floor South	33,200		95	3,600	50 Sheet Staple Finisher			
	B322 - 3rd Floor South	33,000		95	3,600	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
	B317 - 3rd Floor North	46,100		95	3,600	50 Sheet Staple Finisher			
	A104 - Main Office	14,500		95	3,600	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch			
	A120 - Guidance Office	6,000		65	3,600	50 Sheet Staple Finisher			
	Athletics	3,000		65	3,600	50 Sheet Staple Finisher			
	Performing Arts	8,600		65	3,600	50 Sheet Staple Finisher			
COLOR	3,500	7,000	30	1,100	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle Stitch				
Healthplex	COLOR	1000	2000	30	1,100	50 Sheet Staple Finisher, 2/3 Hole Punch, Half/Tri-fold, Saddle StRch			

All Devices Must Include:

- PaperCut Embedded License
- Badge Reader Compatible with District ID Badges for PaperCut Authentication
- Scan to Searchable PDF
- Ability to Scan Copy and Print 11x17