

Winton Woods City School District

Request For Quotations for Multifunction Printers

May 2013



**Issue Date:
May 1, 2013**

**Due Date & Time:
Friday, June 7, 2013, NOON**

**Winton Woods City School District
1215 W. Kemper Road
Cincinnati, OH 45240**

Section A: Introduction

Winton Woods City School District is accepting quotations from qualified firms to provide Multifunction Printers (MFPs) to the school district. The quotations will be for leasing a specific number of MFPs, maintenance to include parts, labor, associated services as described herein, delivery, installation and supplies (excluding paper and staples). Please read this RFQ in its entirety.

Section B: Request for Quotation (RFQ) Requirements

1. All of the pages of this RFQ that require a vendor response must be completed in their entirety, including forms and a signature of an authorized company representative.
2. One (1) page listing five (5) references including company names, contact names, phone numbers, value of contracts, and scope of provided services must be included. References are to be for similar equipment, from the same service center and for projects of similar size and scope.
3. Proof of General Business Liability Insurance (see limits below).
4. Proof of Workers' Compensation Insurance.
5. Include a sample copy of the proposed monthly equipment performance report.
6. One (1) page of text or less detailing your solution to our requirements, including customer satisfaction/replacement guarantee, and the vendor's proposal to ensure the MFPs will last the entire sixty (60) month term of the lease.
7. One (1) sheet, for each different MFP, listing the specifications of the MFP including electrical & networking requirements and manufacturer's information documenting conformance with technical requirements and any optional equipment that is included in the proposed price.
8. The enclosed pricing spreadsheet must be submitted.
9. Quotations must be placed in a sealed envelope and labeled "Winton Woods City School District MFP RFQ" and must be received by 12:00 NOON on June 7, 2013 at the following location:

Winton Woods City School District Business Office
1215 W. Kemper Road
Cincinnati, OH 45240

Do **NOT** include sales literature other than what is stated above. Vendors that do not adhere to the requirements listed above may be considered non-responsive and their offers may be eliminated from contention.

Section C: General Terms and Conditions

1. By submitting an offer, the vendor acknowledges that they have reviewed and understand the specifications and conditions under which the resulting contract will be accomplished. This includes the contents of all RFQ documents, regulations and applicable laws. Once opened, offers may not be altered. Vendors are required to satisfy themselves by personal examination of the RFQ

- documents and the resulting proposed contract documents and investigation of the conditions at the work site in order that they may be fully informed of the constraints and proposed contract requirements, the existing conditions, and the difficulties likely to be encountered in the execution of the work.
2. All offers and other materials submitted in response to this RFQ become the property of Winton Woods City Schools. The Winton Woods City School District may choose to retain or return these materials to the vendor, at the vendor's expense.
 3. Any prospective vendor desiring an explanation of this RFQ must request it in writing. If an explanation is made, it shall be in writing and made available to all vendors. If this RFP requires addenda, they will be included in the scope of work and will become part of the resulting contract documents. Addenda may be issued up to seventy-two (72) hours preceding the RFQ opening date, excluding weekends and holidays. Addenda and answers to vendor questions will also be published via email to the email address provided by the vendor or by facsimile at the number provided by the vendor. Waivers, changes or modifications to any contract subsequent to this RFQ must be made in writing and signed by both parties. If a party to any contract subsequent to this RFQ does not demand strict performance of any clause in said contract, the party has not waived or relinquished any of its rights and the party may at any later time demand strict and complete performance of the clause. The Winton Woods City School District reserves the right to postpone the RFQ opening for its convenience.
 4. The District reserves the right to reject all offers, waive technicalities, and advertise for new offers on the required products or services. Offers failing to respond to all requirements may be rejected.
 5. Throughout the contract period, the successful vendor will be required to maintain a comprehensive insurance program. A Certificate of Insurance reflecting the type of coverage and amount must be submitted with the response. Winton Woods City Schools must be at least temporarily named as additional insured on said certificate. If there is any change in the vendor's insurance carrier or liability amounts, a new certificate must be supplied to the Winton Woods City School District.

Insurance coverage limits are listed below:

A. Comprehensive Liability: \$2,000,000 aggregate and a \$1,000,000 limit per occurrence including:

- i. Bodily Injury Liability: All sums which the company shall become legally obligated to pay as damages because of bodily injury, sickness or disease including death at any time resulting there from, sustained by any person other than its employees and caused by occurrence.
- ii. Property Damage Liability: All sums which the company shall become legally obligated to pay as damages because of injury to or destruction caused by occurrence.

B. Automobile Liability: \$2,000,000 limit per occurrence including:

- i. Bodily Injury Liability: All sums which the company shall

become legally obligated to pay as damages because of bodily injury, including death at any time resulting there from, sustained by any person other than its employees and caused occurrence, and rising out of ownership, maintenance or use of any automobile.

- ii. **Property Damage Liability:** All sums that the company shall become legally obligated to pay as damages because of injury to, or destruction of property caused by occurrence and rising out of ownership, maintenance or the use of any automobile. Winton Woods City School District reserves the right to approve all policy deductibles and levels of self-insurance retention.
6. The vendor shall take out and maintain, during the life of any subsequent contract, adequate workers' compensation insurance for all employees and, in case any work is sublet, the contractor shall require the subcontractor similarly to provide workers' compensation insurance for the latter's employees, unless such employees are covered by the protection afforded by the contractor. The contractor shall furnish a copy of the workers' compensation certificate showing that the contractor has paid the industrial insurance premium. The contractor shall also provide unemployment compensation insurance in the amounts required by law, and shall be solely responsible for the acts of the contractor, its employees, and agents.
7. Vendors must not be charged with delinquent personal property taxes on the general list of personal property in Hamilton County, Ohio, or any other counties containing property in the taxing districts under the jurisdiction of the Auditor of Hamilton County, Ohio.
8. Stipulations included in product specifications or a scope of work, which may be part of this RFQ, shall take precedence over any provisions in the body of this RFQ, to the extent that inconsistencies exist.
9. Time will be of the essence for any orders placed as a result of this **RFQ**. Winton Woods City School District reserves the right to cancel such orders, or any part thereof, without obligations if delivery is not made within the time specified. If applicable, deliveries will be made during normal school hours which are 8:00 a.m. until 3:30 p.m. The Winton Woods City School District does not pay federal transportation charges or local, state, or federally imposed transportation or fuel surcharges. All shipments must be FOB destination with freight and packing, including tax, paid by the shipper. Deliveries will be made to the addresses specified by the locations placing the orders. ***See section 1.2 below for more detail.***
10. The contractor shall comply with all applicable federal, state, and local laws in the conduct of the work specified in this RFQ including applicable state and federal laws regarding drug-free work places or employee background checks. The contractor will accept full responsibility for payment of all taxes and insurance premiums including, but not limited to; property tax, Unemployment Compensation insurance premiums, Workers' Compensation, all income tax deductions, Social Security deductions, and any other taxes or payroll deductions required for all

employees engaged by the contractor in the performance of the work specified.

11. All material is subject to inspection and rejection, notwithstanding prior payments to obtain cash discount. Material rejected on account of inferior quality or workmanship or failure to conform to specifications will be returned to the contractor. The Winton Woods City School District will make the final determination of quality acceptance or rejection. Failure to meet specification requirements and/or failure to correct or replace unacceptable work at the contractor's expense shall be considered a default by the contractor and the District, at its option, may immediately cancel the contract. The contractor will be responsible for all transportation expenses for returning the rejected materials and subsequent delivery of replacement materials.
12. Samples, when requested, must be furnished without charge to the Winton Woods City School District and if not used or destroyed, will be returned at the vendor's expense if requested.
13. This RFQ is not subject to the provisions of Section 3313.46 of the Ohio Revised Code. This RFQ and any contract arising therefrom shall be construed under Ohio law.
14. Vendor's terms and conditions submitted with this RFQ which are contrary to those set forth in this RFQ shall not be a part of any contract awarded as a result of this RFQ. Companies that cannot adhere to the terms and conditions outlined in this RFQ will not be considered and should recuse themselves.
15. The Winton Woods City School District is not responsible for any cost associated with the preparation of this RFQ or any other costs incurred by any vendor prior to the execution of a subsequent contract.
16. The contractor shall be solely responsible for initiating, maintaining, and supervising safety precautions and programs in connection with its work. The contractor shall comply with all applicable laws and regulations of any public body having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss and shall erect and maintain all necessary safeguards for such safety and protection. The contractor shall notify owners of adjacent property and of underground facilities and utility owners when prosecution of the work may affect them and shall cooperate with them in the protection, removal, relocation, and replacement of their property. Any damage, injury or loss to any property caused directly or indirectly, in whole or in part, by the contractor, subcontractor, supplier, or any person or organization directly or indirectly employed by any of them to perform work, shall be remedied by the vendor/contractor.
17. Selected vendors will be required to conduct criminal background checks on all employees who will be working on school property and shall not permit any employee to enter the premises of the Winton Woods City School District who has been convicted of any offense listed in Ohio Revised Code §3319.39(B)(1). The supplier must provide written documentation which certifies that the background checks were conducted and passed.
18. Asbestos containing materials exist in some school buildings. The contractor, subcontractors, suppliers or any other person or organization directly or indirectly employed by any of them to perform or furnish any work shall familiarize themselves with the information available from the Business Office as to the location of asbestos containing materials or suspected asbestos containing materials and make that information available to all persons employed by the contractor, subcontractors, suppliers, or any other person or organization directly or indirectly employed by any of them to perform any of the work. No asbestos containing materials shall be utilized by the contractor and the contractor shall be required to certify in writing that the materials utilized do not contain asbestos. In addition, no known or suspected toxic or hazardous material shall be utilized by the contractor if a substitute product is

available and equal to the known or suspected toxic or hazardous product. Any time a known or suspected toxic or hazardous material is to be used, written permission must be received in advance from the Business Office.

19. The vendor shall provide and pay for all material, labor, tools, transportation and handling necessary for the furnishing, delivery, assembly of equipment and installation of equipment. The vendor shall complete inspection before, during and after installation of equipment provided under any subsequent contract. Vendor shall be responsible for any damage to the premises of any site as the result of the installation and shall repair and restore any area so damaged to its original condition in a time frame designated by Winton Woods City Schools. Vendor shall at all times keep the site premises and areas in which work is performed free from accumulation of waste materials or rubbish, tools, installation equipment, machinery and surplus materials during the work process until completion. Vendor shall remove all crates, wrappings and other waste material or trash from the building. Winton Woods City Schools will bear no risk of loss or damage during the period of transportation, installation, and during the entire time the equipment is in the possession of Winton Woods City Schools except when loss or damage is due to fault or negligence by Winton Woods City Schools.
20. In the event of a contract subsequent to this RFP and in accordance with Executive Order 2007-01S, vendor/supplier, by acceptance of the purchase order, certifies (1) it has reviewed and understands Executive Order 2007-01S and (2) has reviewed and understands Ohio ethics and conflict of interest laws, and (3) will take no action inconsistent with those laws and this order. The supplier understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of the contract and may result in the loss of other contracts with the state of Ohio up to and including debarment. Supplier certifies that it is currently in compliance and will continue to adhere to the requirements of Ohio ethics laws. (Executive Order 2007-01S is available at www.governor.ohio.gov. Click on Governor's Office and then on Executive Orders.)

Section D: Invoicing

1. Invoices are to be billed to the Winton Woods City Schools Board of Education and mailed to: Winton Woods City School District, Attn: Treasurer's Office, 1215 W. Kemper Road, Cincinnati, Ohio 45240. The contractor's Federal Tax Identification Number should appear on all statements and invoices. Invoices must include the following information. Not including required information will delay processing.
 - a. Name and address of the vendor/contractor.
 - b. Invoice remittance address as designated in the contract.
 - c. Billing period.
 - d. Location.
 - e. Serial number.
 - f. Unit cost, which must match contract pricing.
 - g. Calculated extended cost.
 - h. Description of the product or service that would be understood by a lay person.
 - i. Purchase Order number

***** All MFPs will be pooled to achieve a single monthly cost. All overage costs (if any) will be accomplished on an annual basis. *****

2. The vendor shall be solely responsible for the payment of all federal, state and local taxes. If requested, the vendor will be furnished with an exemption certificate. Leases of equipment for which the Winton Woods City Schools retains an option to purchase shall be treated as conditional sales for federal income tax purposes, Ohio ad valorem tax purposes and purposes of the Ohio Uniform Commercial Code. For purposes of any lease or conditional sale of equipment, the vendor shall make all filings and returns for property taxes due with respect to the equipment, and the Winton Woods City School District shall have no responsibility for filing, remitting or collecting any personal property taxes, including information returns, with respect to the equipment.
3. When there are RFQ responses with errors in multiplication or addition, the unit price will be used for calculating the correct total price. If the error is in the unit price, the RFQ may be disqualified. Notice of an intention to withdraw such a RFQ must be made in writing to the Winton Woods City School District within three (3) business days after the vendor is notified of the error.
4. Invoices will be monthly.
5. Monthly cost must be guaranteed for 60 months.
6. District-wide pooling of copies – overages (if any) to be clearly detailed and billed on an annual basis by May 31st of each year.
7. All parts, labor, maintenance agreements, supplies (excluding staples and paper) and training for all district personnel as requested to be included in total monthly cost.

Section E: Remedies/Termination/Default/Protests

1. All claims, counterclaims, disputes and other matters in question between the Winton Woods City School District, its agents and employees, and the vendor arising out of, or relating to, this RFQ or a subsequent agreement or its breach will be decided in a court of competent jurisdiction within Hamilton County in the State of Ohio.
2. All contracts issued as a result of this RFQ shall be subject to annual appropriation by the Winton Woods City School District Board of Education. In the event that the funds necessary for the continuation of this contract are not approved for expenditure in any year, this contract shall terminate on the last day of the fiscal year in which funding was approved, without penalty to the Winton Woods City School District.
3. The Winton Woods City School District may, after written notice of default or non-performance to the vendor, terminate this contract in whole or in part, subject to the following:
 - a. Any subsequent contract may be terminated for default if the contractor fails to deliver the supplies or to perform the services within the time specified in said contract; or if the contractor fails to make progress, so as to endanger the performance of said contract; or the contractor fails to cure such failure within thirty (30) days after receipt of a notice from the Winton Woods City School District specifying the failure.
 - b. If the Winton Woods City School District terminates a contract pursuant to this RFQ in whole or in part, it may acquire, under the terms and in the

manner the district considers appropriate, supplies or services similar to those terminated, and the contractor will be liable to the Winton Woods City School District for any excess costs for those supplies or services. However, the contractor will continue any work not terminated.

- c. If failure to perform is caused by the default of a subcontractor, and if the cause of the default is beyond the control of the contractor and/or subcontractor, and without fault or negligence of either, the contractor will not be liable for any excess costs for failure to perform, unless the subcontracted supplies or services were obtainable from other sources in sufficient time for the contractor or subcontractor to meet the required delivery schedule. If, after termination, it is determined that the contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same.
4. No certificate of payment, or provision in the RFQ documents, or any partial shipment of materials or entire occupancy of government shall constitute an acceptance of work, materials or equipment not done or provided in accordance with subsequent contract documents, or relieve the contractor of liability for any express or implied warranties or responsibility for faulty materials, workmanship, or service. The contractor shall remedy any defects in the work, materials, or equipment and pay for any other resulting damage to other work, materials, or equipment which appears within one (1) year of final acceptance of the work, materials, or equipment unless a longer period is elsewhere specified. Nothing stated herein will relieve the contractor of common law liability for latent defects, which may appear after the expiration of the warranty period.
 5. It is understood and agreed to that there shall be no “auto-renewal” features, clauses or provisions to any contracts or agreements pursuant to this RFQ for MFPs, these MFPs, or subsequent associated services.

Section F: Miscellaneous

1. The vendor agrees to supply the Winton Woods City School District with monthly usage and performance reports as may be identified at a later date.
2. The contractor shall protect, indemnify and hold the Winton Woods City School District harmless from and against any damage, cost, or liability, including attorneys' fees and costs, resulting from claims by third parties for injury to persons or damage to property arising from the acts or omissions of the contractor, its officers, employees, agents, assigns or subcontractors in providing products or services under the terms and conditions of a subsequent contract.
3. Responses submitted by vendors as a part of this RFQ may constitute public information pursuant to the Ohio Public Records law, R.C.149.43 and may be required to be made available for public inspection and copying upon request. Should a vendor contend that some or all of the submission is exempt from disclosure under R.C. 149.43, it should clearly mark on each page of any submission its claim of exemption. The district will notify the vendor of any request to inspect its response to this RFQ where the vendor has made a claim of exemption at least three (3) business days prior to the date on which such documents are to be made available for inspection.
4. The contractor agrees to indemnify and hold harmless the Winton Woods City School District and its respective officials, employees and other agents, assigns and representatives, against loss, claim, liability in tort or by statute imposed, charge,

cost or expense, including without limitation, attorneys' fees to the extent permitted by law, which may be incurred in connection with, or in any manner of any damage or loss arising from disclosure of proprietary information.

5. The contractor shall perform its duties as an independent contractor and not as an employee of the Winton Woods City School District. Neither the contractor nor any agent or employee of the contractor shall be or shall be deemed to be an agent or employee of the Winton Woods City School District.

Section G: Contract Length and Evaluation Process

1. The contract subsequent to this RFQ will be a sixty (60) month lease. The successful vendor will be required to execute a written contract no later than five (5) business days after approval of said contract by the Winton Woods City School District Board of Education.
2. This agreement will be a fixed price lease. Pricing for any subsequent contract resulting from this RFQ will remain fixed for the sixty (60) month term of the contract. Agreed upon contractually-defined overages (if any) will be settled annually at the close of the fiscal year each year the contract is in effect in June (prior to June 30). The successful vendor's prices will be the best prices for which it, or any of its distributors, has sold each product or provided each service to any of its distributors or similarly situated most favored customers within a year of the date the vendor executed a subsequent contract or added the product or service to a subsequent contract with the Winton Woods City School District.
3. The district reserves the right to award all items to a single supplier, to award to multiple suppliers, to reject all offers and solicit new offers, or to make no award. The contract will be awarded to the responsive and responsible vendor who has made a good faith effort to meet the objectives of the Winton Woods City School District (see below – Section I.6.) and whose proposal is determined to be the most advantageous to the district as determined at the district's discretion, after considering the dollar amount of the proposal and other relevant, identified factors described in this RFQ. Winton Woods City School District reserves the right to conduct discussions and further negotiations with one or more of the vendors after reviewing and evaluating the proposals.
4. A vendor is responsive if it responds to this RFQ in all material respects and contains no irregularities or deviations from the specifications that would affect the amount of the RFQ or otherwise give the vendor an unfair competitive advantage.
5. The Winton Woods City School District will consider, among others, the following factors in making a determination of whether a vendor is responsible:
 - a. Experience.
 - b. Financial condition.
 - c. Conduct and performance on previous contracts or purchases.
 - d. Facilities.
 - e. Management skills.
 - f. Ability to properly execute the RFQ and a subsequent contract.
 - g. Review of Federal Debarment list.
 - h. Such other factors as may be established by policies adopted by the Winton Woods City School District Board of Education.
6. If two or more vendor's offer the same cost and both are determined to be equally responsive and equally responsible, the Winton Woods City School

District will select a vendor with a coin toss. However, if the tie is between our current supplier and another vendor, Winton Woods City School District may choose to continue purchasing services from our current supplier.

Section H: Specifications

1. Specifications, quantities, and product descriptions are listed in “Exhibit 1 – Base RFQ” and detailed hereafter in Section I of this RFQ document.
2. All requests for extensions, beyond original delivery date specified below (see Section I.2. below), shall be directed to the Winton Woods City School District Business Office. Failure to deliver goods and/or services promptly may result in cancellation of the contract and/or award. Full delivery of orders must be completed by the date specified to avoid late delivery charges. Partial deliveries will not satisfy the requested date, unless a written request from the vendor is received and approved, prior to the delivery date. Damages assessed for late deliveries will include work days, holidays and weekends.
3. Shipping and packing labels must be furnished by the contractor in accordance with the description contained in the specifications or scope of work. However, the following specifications apply to all orders unless stated otherwise. Only new corrugated (or equal) containers may be used. Unless otherwise provided in the specifications, bursting strength shall be a minimum of 200 p.s.i. Cartons must be packed solidly with the material laid flat on the bottom of the containers. If the material does not fit snugly, open-cell pads or thickness of corrugated board or equivalent must be added. Top and bottom flaps must be closed and fastened firmly with water-resistant adhesive, or sealed with tape which must completely cover the butted edges of the flaps and extend at least 2" on the ends of the containers. The vendor shall effect installation at no additional charge.

Section I: Project Background, Scope of Work and Other Requirements

1. The Winton Woods City School District provides MFPs to each location using money from the general fund. The number of MFPs provided to each location is determined by the population at that facility, the needs of the business conducted at that site and other facility-related factors such as MFP proximity and security.
2. The report contains a list of the MFPs currently leased or owned by Winton Woods Schools at each location that are a part of this RFQ (see Exhibit 1 – Base RFQ). The lease on these MFPs ends July 1, 2013. Winton Woods Schools expects to replace our current MFPs with newly deployed units by **no later than July 12, 2013** (Exception – the replacement MFP for the current leased Ricoh MP3351 MFP located in our Winton Woods Transportation Office – said lease expires on July 23, 2013 – the replacement for this unit needs to be installed & deployed **no later than July 30, 2013**).
3. The Winton Woods City School District currently operates a fleet of forty-eight (48) MFPs, including eighteen (18) leased MFPs. The District presently owns and operates thirty (30) Canon iR2270 MFPs as a part of this fleet. The District is interested in divesting these MFP assets and leasing the entire MFP fleet. To this end, we are requesting a trade-in value of these current MFPs owned by the district as a part of the RFQ. “Exhibit 1 – Base RFQ” expressly requests the proposing vendor’s trade-in amount for these thirty (30) MFPs. For comparison, this proposed trade-in value shall be subtracted from the total sixty-month cost of

leasing the thirty-eight (38) new MFPs over the lifetime of the lease. Any trade-in value calculation should include pickup and removal of the old MFPs. There should not be any additional charges or fees levied to the District for removal or transport of the thirty (30) old MFPs upon divestiture.

4. Winton Woods City School District is currently making approximately 12,000,000 to 13,000,000 copies (images) per year. However, this is an historical figure and may not represent future usage and is not considered a guaranteed volume. Volumes may decrease or increase with curriculum requirements and changes, workflow management improvements or applicable state laws, requirements and/or Board policies. Eighty percent (80%) of MFP volume is at the point of use or “walk-up” copy reproduction in our district. Any subsequent agreement or contract will be based at least in part on some or all of the following:

- a. Lease of new MFPs to replace those provided to each location by the district.
- b. On-going lease or purchase of additional MFPs as needed during the sixty (60) month term of the lease.
- c. Trade-in Value for existing District-owned Canon iR2270 MFPs.

5. Proposals & services will be evaluated on (see Individual Vendor Rating Sheet):

- a. Price.
- b. Trade-in Value for existing District-owned Canon iR2270 MFPs.
- c. Service Capabilities & MFP specifications.
- d. Actual PPM speed of the MFPs (and/or finishers) selected to replace current MFPs (and/or finishers).
- e. Actual IPM speed of the MFPs selected to replace current MFPs.
- f. Service Reliability based on information obtained from various sources.
- g. Number of service technicians versus the number of MFPs deployed.
- h. Financial status.
- i. Length of time in business.
- j. Deployment of comparable MFPs to other large organizations, preferably school districts.
- k. Completion of RFQ per stated requirements.

6. Objectives:

- a. Right-size the number of MFPs at each location within current budget limitations.
- b. Reduce costs.
- c. Improve reliability.
- d. Increase capacity to accommodate peak copying periods.
- e. Reduce the need to send jobs to outside copy shops.
- f. Create infrastructure needed for document management, advanced intelligent document capture, mobile printing, “Follow Me” style secure print roaming and managed user print quotas and reporting.

7. New MFPs — Minimum Requirements

All MFPs must exceed specifications & capabilities of current MFPs.

All MFPs must be new MFPs and may not be reconditioned or remanufactured equipment.

8. MFP Service Requirements

- a. Replacement at any time during the term of the lease if not satisfied with the service performance of an MFP. Winton Woods City Schools will enter into discussions with the vendor to determine if other options will satisfy our needs. However, replacement of the MFP will be used as the option of last resort at the discretion of the District.
- b. 97% uptime between the hours of 6:00 a.m. and 6:00 p.m. computed by multiplying 12 hours per day by the number of Winton Woods City Schools working days in a month. Downtime will be computed from the time the service call is placed, if that service call is placed during the service window of 6:00 a.m. to 6:00 p.m. If the service call is placed outside the service window, downtime will be computed from the start of the service window the following business day. Downtime is defined as an MFP that is inoperable, copies that are unusable, or a major feature that is inoperable. Failure of an individual MFP to achieve 97% uptime during two (2) consecutive months will entitle the District to take a \$100.00 credit on a subsequent invoice for the second month, and any subsequent consecutive month, that the MFP does not meet the standard.
- c. Replacement with a like-for-like unit for those MFPs with less than 97% uptime for four (4) consecutive months.
- d. Ten (10) hour maximum downtime before a like-for-like loaner is provided. If a loaner is needed, the MFP is to come from the vendor's inventory.
- e. Supplies shall be provided within forty-eight (48) hours.
- f. Periodic maintenance shall be based on a national Mean Time Between Service Calls performance statistic.
- g. Maximum response time on service calls shall be four (4) hours.
- h. Documented service and maintenance records showing resolution of problems within specified service intervals shall be required.
- i. Sufficient management, qualified technical staff, and delivery personnel to service and support the requirements under this contract within the specified response time. Failure to maintain adequate personnel to meet the required response time may result in termination for default.
- j. Ability to provide service after hours, at an additional charge, if requested.
- k. Vendor is to supply any ancillary equipment that may be required to utilize the proposed equipment, including stands.
- l. If the chosen vendor provides third party solutions, the contract vendor is responsible for all service and support.
- m. Reports must be provided (or may be made retrievable by district personnel) on at least a monthly basis and shall include at least the following:
 - i. MFP location including street address and location within the building.
 - ii. Serial number.
 - iii. Service history including number of service calls by MFP, date and time of call, response time, repair completion time.
 - iv. Uptime calculation per unit.
 - v. Copies per month & scanned images per month.
 - vi. Copies between service calls.
 - vii. Listing of service calls that were not addressed within the four (4) hour service window.

- n. Delivery of supplies is to be included in the price. District employees will add toner when necessary as trained by vendor.
- o. Pricing is **NOT** being accepted for remanufactured equipment.
- p. Vendors must be registered with the State of Ohio, Department of Administrative Services.
- q. The successful vendor must have a minimum of five (5) years experience in the sales and service of MFPs.
- r. The vendor will provide training to operators including MFP configuration, associated services and problem resolution. This includes refresher training and training required as a result of staff changes.
- s. All equipment will be delivered with the supplies necessary for start-up plus an additional one-month inventory.
- t. A one (1) month inventory of supplies will be maintained by the vendor at each location.
- u. Vendor will assume responsibility for loss or damage to the equipment except in the case of negligence on the part of the Winton Woods City School District.
- v. This lease may be based on the purchase of each MFP at the end of the lease for \$1.00 (one dollar) or the purchase of each MFP at Fair Market Value (FMV), as specified on the price sheet submitted by the vendor. In any event, purchasing the MFPs at the end of the lease will be at the sole discretion of Winton Woods City Schools. If the option to purchase the MFPs is not exercised, the vendor will remove the MFPs at no additional cost.
- w. At the time of the award and throughout the subsequent contract term, the vendor must be a factory authorized distributor or an authorized dealership with factory trained service technicians. The vendor will be qualified to service all of the installed machines. Service and repair will be completed at all times using genuine original equipment manufacturer (OEM) parts.

9. MFP Requirements (Base RFQ)

- a. All MFPs must have full digital capability.
- b. All MFPs must be network ready for a Windows environment, including networked TWAIN drivers.
- c. All MFPs must be capable of Lightweight Directory Access Protocol (LDAP) in a Windows environment.
- d. All MFPs must have individualized user authentication capabilities at the point of use that enable individual user code-in authentication, scan-in authentication, fingerprint authentication, proximity card authentication and/or similar. If ancillary devices are needed, please specify and include costs.
- e. All MFPs must be duplex-printing and duplex-copy capable.
- f. All MFPs must have color scanning & routing capabilities with Advance Capture capability and Optical Character Recognition (OCR).
- g. OPTIONAL – see “Exhibit 2 – Alternate A” – All MFPs will have “single-pass” dual-side color scanning & routing capabilities with Advance Capture capability and Optical Character Recognition (OCR).
- h. At a minimum, all “Canon iR7095, Canon iR5075 or Ricoh MP3351” equivalent replacement MFPs will have digital fax capabilities to both send & receive secure facsimile documents.

- i. All MFPs will be capable of self-reporting meter readings via network.
- j. All MFPs will support centralized print management & reporting capabilities including but not limited to by user, by user-defined group, school and/or district.
- k. All MFP-associated services and/or processes will be hosted on Winton Woods City School District-owned & operated servers.
- l. All MFPs will support an individualized user accounting system capable of print or copy quota management that includes user tracking, reporting and user reminders and quota alerts at the user interface (point of use).
- m. All MFPs will be capable of secure print roaming with ‘mailbox-style’ document retrieval capability by specific user at the device interface (point of use). e.g., printing, scanned images, fax-retrieval, etc.
- n. All MFPs will support “Follow Me” style managed print services with capabilities of the MFP fleet that can reduce overall costs by “right-sizing” print job needs to the most cost effective printer based on a series of user-defined system decision rules.
- o. OPTIONAL – see “Exhibit 3 – Alternate B” – All MFPs will be mobile printing solution-ready (via software and/or hardware solution). If ancillary devices are needed to support this option, please specify and quote cost.
- p. All MFPs will be able to integrate with Papercut MF.
- q. OPTIONAL – see “Exhibit 3 – Alternate B” – All MFPs will be mobile printing solution-ready (via software and/or hardware solution). Both end-user owned/non-managed devices (guest) as well as district-owned/managed devices should be able to print. If ancillary devices or additional components are needed to support this option, please specify and quote cost.

Exhibit 1 – Base RFQ

Location & (Number of MFPs) 38 Total MFPs at 9 sites	Current Make	Current Model	Average Annual Volume	Proposed Replacement Make	Proposed Replacement Model
Winton Woods Primary North (4)	Canon	iR2270	280,742		
Winton Woods Primary North (1)	Canon	iR7095	904,484		
Winton Woods Primary South (2)	Canon	iR2270	130,547		
Winton Woods Primary South (1)	Canon	iR7095	1,067,896		
Winton Woods Elementary (4)	Canon	iR2270	616,036		
Winton Woods Elementary (1)	Canon	iR7095	1,420,799		
Winton Woods Intermediate (4)	Canon	iR2270	1,064,936		
Winton Woods Intermediate (1)	Canon	iR7095	1,149,171		
Winton Woods Middle (4)	Canon	iR2270	351,459		
Winton Woods Middle (2)	Canon	iR7095	1,764,153		
Winton Woods High (6)	Canon	iR2270	440,982		
Winton Woods High (1)	Canon	iR3025	56,376		
Winton Woods High † (2)	Canon	iR7095	2,940,791		
Community Building (3)	Canon	iR2270	68,466		
Board of Education Office (1)	Canon	iR5075	151,210		
Transportation Office* (1)	Ricoh	MP3351	52,142		
Total Average Annual Volume			12,460,190		
Total Monthly Cost					
Trade-in Value for thirty (30) WWCSO-owned Canon iR2270 MFPs					

* Transportation Office MFP lease expires July 23, 2013 (all others expire July 1, 2013)

† At least one (1) iR7095-equivalent MFP replacement at Winton Woods High School must have an equivalent finisher to the Canon V2.

NOTE: The iR7095 replacements must have an equivalent finisher of the Canon V1.

I certify that all quotations and information provided are accurate and firm for 90 days.

Signature of Authorized Representative

Date

Exhibit 2 – Alternate A

Location & (Number of MFPs) 38 Total MFPs at 9 sites	Current Make	Current Model	Average Annual Volume	Proposed Replacement Make	Proposed Replacement Model
Winton Woods Primary North (4)	Canon	iR2270	280,742		
Winton Woods Primary North (1)	Canon	iR7095	904,484		
Winton Woods Primary South (2)	Canon	iR2270	130,547		
Winton Woods Primary South (1)	Canon	iR7095	1,067,896		
Winton Woods Elementary (4)	Canon	iR2270	616,036		
Winton Woods Elementary (1)	Canon	iR7095	1,420,799		
Winton Woods Intermediate (4)	Canon	iR2270	1,064,936		
Winton Woods Intermediate (1)	Canon	iR7095	1,149,171		
Winton Woods Middle (4)	Canon	iR2270	351,459		
Winton Woods Middle (2)	Canon	iR7095	1,764,153		
Winton Woods High (6)	Canon	iR2270	440,982		
Winton Woods High (1)	Canon	iR3025	56,376		
Winton Woods High † (2)	Canon	iR7095	2,940,791		
Community Building (3)	Canon	iR2270	68,466		
Board of Education Office (1)	Canon	iR5075	151,210		
Transportation Office* (1)	Ricoh	MP3351	52,142		
Total Average Annual Volume			12,460,190		
Total Monthly Cost					
Trade-in Value for thirty (30) WWCSO-owned Canon iR2270 MFPs					

BASE RFQ plus – All MFPs will have “single-pass” dual-side color scanning & routing capabilities with Advance Capture capability and optical character recognition.

* Transportation Office MFP lease expires July 23, 2013 (all others expire July 1, 2013)

† At least one (1) iR7095-equivalent MFP replacement at Winton Woods High School must have an equivalent finisher to the Canon V2.

NOTE: The iR7095 replacements must have an equivalent finisher of the Canon V1.

I certify that all quotations and information provided are accurate and firm for 90 days.

Signature of Authorized Representative

Date

Exhibit 3 – Alternate B

Location & (Number of MFPs) 38 Total MFPs at 9 sites	Current Make	Current Model	Average Annual Volume	Proposed Replacement Make	Proposed Replacement Model
Winton Woods Primary North (4)	Canon	iR2270	280,742		
Winton Woods Primary North (1)	Canon	iR7095	904,484		
Winton Woods Primary South (2)	Canon	iR2270	130,547		
Winton Woods Primary South (1)	Canon	iR7095	1,067,896		
Winton Woods Elementary (4)	Canon	iR2270	616,036		
Winton Woods Elementary (1)	Canon	iR7095	1,420,799		
Winton Woods Intermediate (4)	Canon	iR2270	1,064,936		
Winton Woods Intermediate (1)	Canon	iR7095	1,149,171		
Winton Woods Middle (4)	Canon	iR2270	351,459		
Winton Woods Middle (2)	Canon	iR7095	1,764,153		
Winton Woods High (6)	Canon	iR2270	440,982		
Winton Woods High (1)	Canon	iR3025	56,376		
Winton Woods High † (2)	Canon	iR7095	2,940,791		
Community Building (3)	Canon	iR2270	68,466		
Board of Education Office (1)	Canon	iR5075	151,210		
Transportation Office* (1)	Ricoh	MP3351	52,142		
Total Average Annual Volume			12,460,190		
Total Monthly Cost					
Trade-in Value for thirty (30) WWCSO-owned Canon iR2270 MFPs					

BASE RFQ plus – All MFPs will be mobile printing solution-ready (via software and/or hardware solution). If ancillary devices are needed to support this option, please specify and quote cost.

*** Transportation Office MFP lease expires July 23, 2013 (all others expire July 1, 2013)**

† At least one (1) iR7095-equivalent MFP replacement at Winton Woods High School must have an equivalent finisher to the Canon V2.

NOTE: The iR7095 replacements must have an equivalent finisher of the Canon V1.

I certify that all quotations and information provided are accurate and firm for 90 days.

Signature of Authorized Representative

Date

**Winton Woods City School District
Request for Quotation
MFPs
May 2013
Individual Vendor Rating Sheet**

Category	Base RFQ	Alternate 1	Alternate 2	Notes
Price Lowest - 20 points Highest — 0 points				
Service Capabilities Most - 20 points Least — 0 points				
Reliability Best — 20 points Lowest — 0 points				
Company Assuredness 0-10 points				
Deployment of comparable scope 0-10 points				
Proper Completion of RFQ 0-20 points				