

**Hoke County Schools
Request for Proposal (RFP)
Copier and/or Printer
Services**

Issue Date: February 17, 2023

Title: Copier and/or Printer Services

Issuing Department: Hoke County Schools
P. O. Box 370
310 Wooley Street
Raeford, NC 28376

Period of Contract: The agreement will be for a period of five (5) years form the commencement of the agreement.

Proposals will be received until **March 3, 2023 at 12:00 p.m.** for copier and/or printer services described herein. ALL PROPOSALS MUST BE ADDRESSED DIRECTLY TO THE FINANCE DEPARTMENT. All inquiries for information concerning the scope of services, proposal submission requirements or procurement procedures should be directed to:

Wannaa Chavis
Finance Officer
Hoke County Schools
wchavis@hcs.k12.nc.us

In compliance with this Reequst for Proposals and to all the Terms and Conditions imposed herein, the Undersignedd offers and agrees to furnish the services in accordance with th attached signed proposal or as mutually agreed upon by subsequent negotiations.

Name of Company/Firm

Mailing Address

City, State, Zip

Contact Name Authorized Signature

Contact Phone# Printed Name

Contact Email Date

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Purpose

The purpose of this RFP is to offer experienced Vendors the opportunity to present a thorough and detailed proposal for the contracting of the Copier and/or Printer Services Hoke County Schools. Services will be provided for 22 buildings (14 schools and 8 auxiliary buildings) housing approximately 8,700 students and 1,300 employees.

Process

The process will include the review and evaluation of methods and procedures that would be used to provide Copier and/or Printer Services for Hoke County Schools within the scope of this RFP. Past experience will also be judged by, but not limited to, the references of each Vendor. A major portion of the negotiations will include the financial terms of the contract.

Hoke County Schools is seeking proposals from interested vendors for an agreement based on cost per copy or on the average daily membership (ADM) of Hoke County Schools. Proposals, subject to the conditions made a part hereof, can be sent via email to wchavis@hcs.k12.nc.us by March 3, 2023 5:00 pm EST. The anticipated award date will be March 10, 2023.

After review of all proposals received, Hoke County Schools will award a contract to the Vendor whose proposal best meets the Copier and/or Printer and financial needs of the district. Hoke County Schools may elect to pursue the copier or printer only option if it is deemed the most appropriate to meet the needs of the district. If none of the proposals submitted properly meet the needs, Hoke County Schools reserves the right to decline all proposals and not award a contract at this time. The awarded contract will be issued subject to the availability of appropriate funds accessible to Hoke County Schools.

- Hoke County Schools reserves the right to reject any or all proposals.
- Services are expected to commence on Monday July 3, 2023, after contract award.

SCOPE OF WORK

Copier and/or Printer Services for Hoke County Schools will be provided for all district buildings. The chart below is the requested amount of equipment that should be needed to meet the printer/copier needs of the district.

		Features				
Model	Qty	11X17	Finisher	Hole Punch	Booklet, Fold & Staple	Fax
XM3250	110					12
M3250	1					
C4150	3					
XC4143	1					
3528A	41	41	41			5
4528A	3	3	3			
5518A	37	37	37	2	2	2
8518A	5	5	5	5	5	
7516ACT	3	3	3	3	3	
3525AC	28	28	28			3
4525AC	1	1	1	1	1	
RISO	1					

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In addition, the Vendor agrees to the following:

- Provide prompt maintenance services for all machines during the length of the contract when work is performed in district buildings.
- Maintain insurance and liability on all equipment

GENERAL GUIDELINES

The successful vendor shall be required to provide adequate equipment in our schools and office buildings as determined by the vendor and Hoke County Schools in order to adequately produce the required copies and provide efficient access for all required users.

Hoke County Schools shall not be the owner of any of the designated copiers, nor shall they have the option to purchase any copiers at the end of the agreement term. This agreement will be for a 5-year term. All proposals longer than the than (60 months) required may be considered non-responsive and possibly rejected.

Hoke County Schools shall compensate the vendor on a cost per copy basis or the agreement may be based upon the average daily membership, whichever is most profitable. Hoke County Schools does not guarantee any daily, monthly, quarterly or annual volumes to the vendor.

Equipment: Hoke County Schools reserves the right to select equipment at each location from the vendor's current total product offerings comparable to the existing equipment or in some cases, an upgrade. All equipment will be NEW (not used, refurbished, or remanufactured equipment). Any attempt to deliver used, refurbished, or remanufactured equipment will result in the immediate termination of the contract between the awarded vendor and Hoke County Schools at no cost to Hoke County Schools. Vendors shall provide additional equipment as needed and update or replace if service calls on any equipment exceeds the reasonable expectations. In the event a copier needs to be sent out for service, a loaner will be available immediately upon request (not to exceed 24 hours) at no cost to Hoke County Schools.

During the length of the contract, it may be necessary to move equipment within the schools or offices. The successful vendor shall move the equipment as requested with no charge to the school system. Hoke County Schools will notify the vendor three (3) days in advance of the move.

Delivery Requirements: All equipment shall be delivered, installed and operating by July 3, 2023, or within 30 days notice given by Hoke County Schools.

All billing on a quarterly basis, whether based upon ADM or per copy charges, must include all necessary property taxes, documentation charges and fees, delivery, set-up, training, necessary software, and computer networking assistance for the duration of the contract. Any fees, property taxes, etc. billed separately will not be paid.

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Supplies/Maintenance: All supplies for copiers (except paper and staples) including shipping costs are to be provided by the awarded vendor and included in the quoted price given. The successful vendor shall maintain an inventory of supplies at all times to provide acceptable levels of service. The awarded vendor must also honor a 4 to 6 hour response time by a qualified service technician on all service calls placed by Hoke County Schools. Hoke County Schools will monitor the response time. Any constant neglect or deviation from the listed response time will be cause for termination of the contract at no cost to Hoke County Schools. The vendor must be able to service all copiers and/or printers.

A designated employee at each location and/or office will be responsible for administering calls for service and supplies. If service calls on any equipment exceed the reasonable expectations of the site manager, then the vendor will replace the piece of equipment with like equipment within four (4) business days.

Ownership of Equipment: The awarded vendor shall maintain complete ownership of the equipment for the duration of the contract. Vendor is responsible for any and all taxes (except sales tax) related to the equipment supplied to Hoke County Schools. Upon the completion or early termination of the contract, the vendor shall have no more than one (1) business week to remove all equipment. After notification, if the equipment is not removed within a reasonable time, Hoke County Schools will not be responsible for any damages that may occur. Hoke County Schools shall exercise reasonable and appropriate insurance guarding against fire, theft, vandalism, and other acts that a reasonable owner would normally maintain. Hoke County Schools will provide documentation of such insurance upon request by the vendor.

Cancellation: If either party shall fail to meet or fulfill the terms and provisions of this agreement, the party claiming such failure may, at its option, give written notice of the breach claimed to the other party. If within fifteen (15) days from receipt of such notice, such failure has not been corrected or arrangements made for settlement, the claiming party may terminate this agreement fifteen (15) days after giving written notice of termination to the breaching party. The right is reserved to cancel the contract at the option of the Hoke County Schools due to lack of funding or if the unit performance/vendor service has been unsatisfactory. Unsatisfactory performance/service will be substantiated by written records of recurring problems/service calls. Any cancellation as described herein will be considered a breach of contract and will not be subject to penalty payments other than removal charges as stated herein.

Delivery: Delivery, installation, and training should be completed by Monday, July 3, 2023.

Condition: Any equipment offered must be new and in current production and in first class condition. All parts must be new and the machine cannot be newly manufactured or remanufactured or discontinued. However, if any equipment installed as a result of this proposal proves to be defective or unsatisfactory any time during the contract, to such an extent that unreasonable number of service calls are required, the contractor will be required to promptly replace such equipment with acceptable equipment at no added cost to Hoke County Schools.

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Maintenance: All maintenance shall be provided as part of the lease or rental contract price quoted herein for the term of lease or rental at no additional cost to the Hoke County Schools. Maintenance is to consist of all labor, parts, travel and manufacturer recommended preventive maintenance.

Moving Machines: Hoke County Schools will have permission to move machines around within a building as long as it is on the same floor.

Service: It is the responsibility of the person signing this proposal to guarantee service for the location(s) indicated herein over the entire term of the lease for any equipment installed as a result of this proposal. Service response in the 4 to 6 business hour range is acceptable.

PROPOSAL REQUIREMENTS AND EVALUATION

Vendors must submit a proposal containing all documents and information requested below in the format and order specified. Failure to comply may result in disqualification of the proposal.

The proposal is required to have the following sections: Executive Summary
Company Information Pricing/Capital
Equipment Staffing Training Transition
Plan
References (at least 3 from similar organizations)