

## **BID REQUIREMENTS FOR COPIER/PRINTER EQUIPMENT AND SERVICE LEASE**

Freeman School District 33-1 is requesting bids from established vendors who have been in the business of selling multi-function digital printers/copiers for a minimum of five years, and who sell, lease, maintain, and support the specified copiers and printers.

The district is asking vendors to offer their best discounts and prices on viable digital products. The successful bidder shall provide new equipment of current manufacture. The equipment cannot have been previously leased, used or demonstrated. Proposals for outdated technology or equipment that will not withstand use by numerous operators, or will not accommodate large runs at various times during the school year, will not serve the district's interest and may result in rejection of a proposal.

### **General Specifications:**

The following descriptions are the minimum specifications that any of the copiers and printers must have - vendors may supply equipment that exceeds the minimum specifications.

### **High School and Elementary Copiers (2 Total):**

- New multi-function unit – network print/copy/scan
- Automatic duplex for up to 11 x 17 paper
- Ability to run a variety of stocks (proposal should include maximum weight of stock that may be used)
- Automatic centering of documents
- Auto paper switching and sensing
- Automatic noise cleaning system that compares dots to surrounding areas and automatically erases extra “noise” on each copy
- Job interrupt with no functionality loss (i.e. feeder, stapling, and duplexing)
- Reduction and enlargement
- Set stapling
- 2- and 3-hole punch
- Mail boxes, document storage, print on demand on the HDD
- Minimum memory and hard drive 1.5 GB RAM/ 160 GB HDD
- Finisher: 2 trays, multi-position staple(s)
- Copy/Print Speed: ~70 PPM
- Paper Supply: Bypass tray and 2000 sheet minimum total paper supply for each machine through the drawers, cassettes and/or paper deck
- Proposal should include maximum warm up time for copiers and first copy time for copiers and printers.
- Pricing for both monochrome and full color options

**Tschetter Colony and Wolf Creek Colony Tabletop Copiers (2 Total):**

- New multi-function unit – network print/copy/scan
- Basic B&W workhorse
- Copy/Print Speed ~45 PPM

**High School and Elementary Printers (7 total) :**

- Print Speed: ~35 PPM
- Duplex Printing
- Monochrome

Special Terms and Conditions:

- The school district may require vendor to demonstrate the equipment for which proposals are submitted (not similar models) at locations in the Freeman area.
- Successful vendor shall provide unlimited training necessary to assure proper use and utilization by district employees. The successful vendor shall furnish all manuals for the required training with equipment.
- On-going telephone access shall be available for the District to obtain technical assistance to correct minor equipment problems and answer questions relating to operation of the equipment. Such assistance shall be available during regular business hours. A maximum of one hour telephone response time is required. The successful vendor shall provide a reasonable maximum service call response time (under 4 hours preferred) for on-site service if system is completely down and not operable. The maximum response time for on-site service if system is still operable shall be 24 hours. If unable to remedy within 48 hours, the vendor shall provide the district a comparable “loaner” at no charge. Warranty to include full replacement with a like unit, at no cost to the District, if copier/printer is not performing to expectations.
- The district is seeking a 36 month bundled lease arrangement commencing on or about July 1, 2019 and is requesting a bid. Acceptance shall be at the time the equipment has been delivered, installed (including IT installation) and made fully operational according to the manufacturer specifications at the point of delivery. There will be no additional cost to the district for delivery, set-up and installation. The district shall have sole responsibility for acceptance or rejection of delivered and installed equipment.
- The proposal price shall remain fixed for the entire term of the lease. The following copy totals from our current machines are to be used in the calculation of the lease.

▪ Elementary Workroom Copier	Annual Estimate	300,000
▪ High School Workroom Copier	Annual Estimate	300,000
▪ Tschetter Colony B&W Copier	Annual Estimate	25,000
▪ Wolf Creek Colony B&W Copier	Annual Estimate	<u>25,000</u>
Freeman School District	Total	650,000
▪ 7 Printers-Black & White Copies	Annual Estimate	<u>80,000</u>
Freeman School District	Total	80,000

- The district does not intend to take ownership upon conclusion of the lease term, nor should a bargain purchase option be included. Vendor is responsible for equipment removal upon completion of lease term. The vendor shall include recommended service intervals and estimated down-time per unit per service call.
- The proposal should state the monthly cost of the lease which is to include the total cost for all operating expenses (excluding paper), which includes toner, staples and all equipment used for both copiers and printers. There will be no extra delivery fees, set-up fees, operator training fees for operating use of equipment and software, network/solutions support or set-up fees, which will be included and are a part of the firm bid price.
- Vendor shall specify the dimensions of the proposed equipment, so the district can ascertain space needed to accommodate the various models.
- The vendor shall provide the requirements that each type of machine has in the areas of electrical and network drops necessary to accommodate a fully operational system.
- Vendor should provide background information on the company and references from South Dakota businesses that use the proposed equipment - school systems preferred.
- Vendor shall note any specifications not met in their proposal.
- Vendor should provide any additional abilities of the proposed equipment that may be pertinent to school business.
- A sample of lease contract language is requested with bid submission. The language must specify 1<sup>st</sup> payment due date or arrangements and end-of-term arrangements for return of equipment.
- Funding Out Clause: Pursuant to SDCL 9-21-10, the approved lease is required to have a “nonappropriation” or “funding out” clause. The clause provides that in the event funds are not appropriated for the subsequent year of a multiple year contract, the contract will terminate on the last day of the current fiscal year.
- The district reserves the right to accept or reject any or all proposals or variations.

If you have any questions, or need clarification, please contact Debra Goossen, Business Manager ([Debra.Goossen@k12.sd.us](mailto:Debra.Goossen@k12.sd.us)) or Seth Loofbourrow, Technology Coordinator ([Seth.Loofbourrow@k12.sd.us](mailto:Seth.Loofbourrow@k12.sd.us)). Phone number – (605) 925-4214.

BID PROPOSAL  
COPIER/PRINTER LEASE

The Freeman School District is requesting bids for the following:

A three-year bundled lease stating the firm bid price for 2 copiers making approximately 600,000 copies per year (with options for B & W and color), 2 tabletop copiers making approximately 50,000 copies per year (B&W only), and 7 printers making approximately 80,000 copies per year (B&W only). The lease will state the fixed amount for overage cost per copy (if any) if the volume exceeds 650,000 copies per year on the copiers and 80,000 black and white copies per year on the printers. Overage charges being paid in the month of July for the previous 12 month period.