

Invitation to Submit Piggy Back
Proposal for
Office Equipment
and
Related Technology and Services

RFI #LUSD2018-03

LAMMERSVILLE UNIFIED SCHOOL DISTRICT
MARCH 2018

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SECTION I: GENERAL INFORMATION

A. Purpose of the RFI

The purpose of this Request for Information (the "RFI") is to invite qualified suppliers to prepare and submit a piggy back proposal to furnish **office equipment and related technology and services**, which shall mean digital copier products, laser printers and associated service and supplies, along with related software solutions to Lammersville Unified School District, in accordance with the requirements defined elsewhere in this RFI. **The equipment is needed when the existing district lease ends on May 30, 2018.**

B. About Lammersville Unified School District

Lammersville Unified School District is located in the far western, unincorporated rural portion of San Joaquin County. Originally founded in 1876, it consists of one K 8 school located west of Tracy, CA, a District Office, five elementary schools, and one high school within the Mountain House Development. There has been a substantial amount of residential development in the District in recent years; with correspondingly substantial increases in enrollment. Much of the District's historical enrollment hails from farms, dairies, or small ranches, with the remainder in a suburban/rural setting in single family homes. The quality of the District's Educational Program has also attracted a moderate number of inter district transfer students. Enrollment is demographically diverse, with over 14 languages spoken by district students

Lammersville Unified School District is similar to a large company in that it has several sites, many employees, and several divisions within the organization and employee associations headed by the Board of Trustees.

C. Objectives

The overall objective of the RFI is to select a supplier to assist Lammersville Unified School District in selecting the vendor that can best deliver the most cost effective and efficient procurement program for office equipment and related technology and services while maintaining high standards of quality and service. With that intent Lammersville Unified School District is interested in evaluating the costs and benefits of proposals submitted by vendors as a result of this RFI.

D. Issuing Office and Communications Regarding the RFI

This Request for Information, and any subsequent addenda to it, is being issued by the Department of Information Technology of the Lammersville Unified School District and the Business Services Department. These two departments are the only offices authorized to change, modify, clarify, etc., the specifications, terms, and/or conditions of this RFI and any contract(s) awarded as a result of this RFI.

All communications, including any requests for clarification, concerning this RFI should be addressed in writing to:

Shawn Yohannan, IT Program Manager
111 S De Anza Blvd
Mountain House, CA 95391
Email: syohannan@sjcoe.net

E. RFI Dates

Suppliers interested in submitting proposal responses to this RFI should do so according to the following schedule below. A supplier will be disqualified for failing to adhere to the dates and times for performance specified below (all times pacific daylight time):

Date	Time	Event
03/09/2018		RFI issue date
03/21/2018	2 p.m.	Deadline for submission of questions
03/26/2018	2 p.m.	Deadline for submission proposals addressed to Lammersville Unified School District RFI #LUSD2018-03
04/18/2018	7 p.m.	Anticipated award date and time

F. Submission of Questions

Any questions about this RFI should be submitted in writing, via email to, syohannan@sjcoe.net as indicated in Section 1D.

G. Addenda to the Invitation to Bid

Any changes, additions, or deletions to the Invitation for Piggy Back Bid will be in the form of written addenda issued by the Lammersville Unified School District. Any addenda to this Request for Information will be distributed to all participating responders.

H. Instructions for Submitting Proposals

One signed original response must be received by the Lammersville Unified School District, 111 S. De Anza Blvd, Mountain House, CA 95391 no later than **2:00 p.m. (Pacific Daylight Time), 3/26/2018**. Late responses will not be accepted.

A copy of the entire RFI must be returned with your response. Responses must follow the format specified in this RFI (Section 1, J 1-7). **All pages of the RFI must be initialed and or signed by a corporate officer.** Responses must be signed by a company officer authorized to enter into contracts on behalf of the bidding firm. The submission of a signed response will confirm understanding and acceptance of all requirements, terms, and conditions of the RFI unless specific exceptions are taken and alternative language or provisions are offered.

RFI responses must be submitted directly to Lammersville Unified School District. **Copies of proposal must be complete and include all requirements as stated in the RFI.**

Responders must submit their proposals in compliance with the following instructions:

- 1. Original proposal must be complete and include all requirements as stated in the RFI and specified in Paragraph J (Format Guidelines (1 - 7)).**

Responses must be sealed and marked:

Office Equipment and Related Technology and Services

RFI #LUSD2018-03

Closing Date: 3/26/2018

I. Qualification of Responders - Mandatory

The intent of this solicitation is to provide Lammersville Unified School District with a successful implementation of the program for **office equipment and related technology and services** as specified. The school district believes that the supplier's previous experience, financial capability, expertise of its personnel, and related factors are important in assessing the responder's potential to meet the goals and objectives of the program. Accordingly, prospective responders must conform to the following minimum qualification standards and provide the required information in order to be considered for award.

1. For each Response Option specified below, responders must have verifiable successful experience in the last three (3) years in providing the range of products and services specified in this RFI as a primary vendor for at least three (3) accounts of similar size, complexity, and business volume. References are preferred to be accounts that are located within the geographical region (within 100 miles) of Lammersville Unified School District. Responders must include with their proposal the company name, address, contact name and phone number, and brief description of reference accounts meeting these criteria as specified in Section III, Paragraph F of the RFI.
2. Responder's proposals must include at least one model for each copier segment as specified in Section III, Paragraph C (Required Products), Paragraph R (Minimum Digital Copier Requirements) and attach Pricing Schedules that meets and/or exceeds minimum requirements for each segment.
3. Responders must submit financial statements for the past two (2) years (or equivalent data) in order to establish its financial capability to provide the required products and services on a long-term contract basis. **Lammersville Unified School District will not accept third party financing (this includes copiers).**
 - A. Monthly billing; Electronic data capture utility; Monthly service reporting are all requirements for the contract.
 - B. LUSD wants a single monthly billing statement per location that shall cover all product segments and shall consist of: (1) A summary of applicable monthly charges; (2) A detailed volume and resulting charge by departmental billing code and by device installed in each site or department (LAMMERSVILLE UNIFIED SCHOOL DISTRICT); and (3) An electronic comma delimited file (.csv) containing all of the key information.
4. Responders must be able to demonstrate and show evidence of having the capability to provide the required products and services by possessing adequate available resources, including personnel and warehouse/distribution facilities, product line, order processing and delivery capabilities, maintenance, support systems, organization structure, operation controls, quality control, and other related factors.
5. Responders must be the original equipment manufacturers (OEM) or authorized by the original equipment manufacturer to sell and service the products proposed as a result of this RFI.
6. Responders must possess all trade, professional, or business licenses as may be required by the work contemplated by this RFI in the state of California.

7. The Responder shall maintain Comprehensive General Liability insurance in the amount of not less than \$1,000,000 Combined Single Limit (Bodily Injury & Property Damage) that will protect him from claims for damages and personal injury, including death, which may arise from operation under this Contract, whether such operations be by himself or by any sub-Supplier or anyone directly or indirectly employed by either of them. A separate General Aggregate limit shall apply to this project. The Supplier shall maintain Business Automobile Liability Insurance in the amount of not less than \$1,000,000 for each occurrence for bodily injury and property damages. The coverage shall be for "any auto" (including owned, non-owned, and hired vehicles). The certificate of insurance coverage shall name the Lammersville Unified School District as additional insured. An original Additional Insured Endorsement signed by an authorized insurance company representative and certificates of insurance shall be filed with the Director of Purchasing and shall be subject to his approval for adequacy of protection prior to commencing work. Certificates shall be kept current for the duration of any resultant Contract.

In addition to the information required above, Lammersville Unified School District may request additional information either from the responder or others, and may utilize site visits and responder presentations, as reasonably required by the school district to verify the responder's ability to successfully meet the requirements of this RFI. Lammersville Unified School District also reserves the right to obtain Dun & Bradstreet reports, or similar independent reports, for further indications of the responder's ability.

J. Proposal Format Guidelines

Responders must submit their proposals in the format presented in this part. The entire Proposal must be submitted in hard copy, in addition, Pricing Schedules must be submitted electronically in Excel as provided. Proposals are to use the same section titles used below for ease of evaluation. Proposals must provide a complete response to all requirements stated in the RFI. Incomplete proposals are subject to disqualification. The Proposal shall be signed by an Officer or employee duly authorized to legally bind the entity submitting the Proposal. Proposals shall be complete, submitted in the prescribed format, and comply with the specifications and all legal requirements. All information furnished on the signed original copy of your response shall be typewritten or written in ink.

1. Statement of Company Background

Responders shall provide an introduction and general description of the company's background, nature of business activities, and experience in providing office equipment and related services.

2. Management Overview

This section should present the responder's understanding of the major objectives of the RFI and the responder's approach to fulfilling the RFI requirements.

3. Vendor Qualification and Experience

This section should contain the required qualification information specified in Qualification of Responder (Paragraph I above). Please describe your capabilities associated as it relates to proposed technologies and how these might benefit Lammersville Unified School District.

4. Vendor Organization and Staffing

This section should describe the responder's organization and representation team. The narrative should include the name of staff, their background and qualifications, and their role in providing representation to Lammersville Unified School District.

5. Responses to Program Requirements

Responders are to provide a complete response to each of the numbered requirements included in Sections III, IV, and V of the RFI. Responders should be concise in responding to the requirements.

6. Supplemental Information

This section provides responders an opportunity to inform Lammersville Unified School District of the other services and/or products that may be relevant.

7. Price Quotation

Responders are to provide a price quotation in the form and format described in Section III.

K. Proposal Evaluation and Contract Award

This solicitation, the evaluation of proposals, and the award of any resulting contract shall be made in conformance with applicable District policies and State of California law. Lammersville Unified School District reserves the right to withdraw this Request for Information at any time or not award. All documents submitted to District on behalf of this RFI will become the exclusive property of the Lammersville Unified School District and will not be returned.

Any contract resulting from this Request for Information will be awarded to the responsive and responsible responder whose proposal, in the opinion of the Lammersville Unified School District, offers the greatest benefit to the District when considering the total value, including, but not limited to, the quality of products and service and total cost (including prompt payment discounts, trade-ins, upgrades, available volume discounts, shipping and other miscellaneous charges).

Lammersville Unified School District reserves the right to make an award in whole or in part.

Proposals will be evaluated by the District Evaluation team using a quality points system. The evaluators will examine each proposal to determine, through the application of uniform criteria, the effectiveness of the proposal in meeting the Districts program requirements for office equipment. In addition to materials provided in the proposals, the office equipment commodity team may utilize site visits, oral presentations, product testing, additional material/ information, or references from the supplier and others.

All products, pricing and services offered in the RFI and by the Contractor shall be made available to the following: all public California educational organizations to include the California Community Colleges (CCC), K-12 Schools Districts and all local government entities at the city and county levels. These organizations have the right to purchase off the winning contract if they wish, but are not obligated to purchase any items in the RFI if they choose not to.

Lammersville Unified School District reserves the right to withdraw or modify this RFI before the closing date without cause. All participating responders will be notified in the instance of withdrawal or modification.

All proposals will be reviewed and evaluated on the following:

Phase One Evaluation:

5 Points

Compliance with submittal requirements including, but not limited to:

- Response proposal submittal date/time
- Minimum content and format

If a proposal fails to meet the above criteria, it may be eliminated from further consideration.

Phase Two Evaluation:

Proposals will be evaluated for overall quality, clarity, and concise presentation. It will be presumed that the quality assurance standards employed in the preparation and delivery of the proposal is reflective of the vendor's overall quality assurance standards to be used in support of the contract.

Proposals will be reviewed, evaluated, and points assigned based on the following criteria:

A. Vendor Qualifications, Experience, Resources & References

25 Points

Evaluation considerations will include, but not be limited to:

- How experienced and qualified the vendor is in providing **office equipment and related technology and services**
- Local resources available to implement and support our District's current and future technology needs
- Stability of company
- Customer references

B. Proposed Multi-Functional Devices, Printers and Optional Accounting/Tracking Systems

25 Points

Evaluation considerations will include, but not be limited to:

- How well the proposed devices meet the required and desired specifications
- How well the accounting/tracking system meets the required and desired specifications Whether District preferred features and functionality or add-ons are available
- How well the proposed systems integrate with District technology

C. Implementation, Conversion, Transition, Training and Marketing Plans

10 Points

Evaluation considerations will include, but not be limited to:

- How well the proposed implementation, training and marketing plans meet District needs (Initial and on-going)
- How experienced the vendor is in performing like installations, training and marketing
- How well the plans meet the District's timelines

D. On-Going Maintenance/Support and Supplies for Copiers, Printers & Account/Tracking System, Including Relocation, Placement and Removal of Devices

15 Points

Evaluation considerations will include, but not be limited to:

- How well the proposed maintenance/support meets the needs of the District
- How extensive maintenance and support is
- Ease of ordering/re-ordering supplies – are costs included for supplies
- Response time commitments of vendor
- Resource commitment to Lammersville Unified School District (including personnel)

E. Accessibility Compliance

5 Points

Evaluation considerations will include, but not be limited to:

- How compliant vendor's proposed equipment is to Section 508 of the Rehabilitation Act of 1973 requirements
- Commitment of vendor and equipment manufacture in efforts to develop equipment accessible to persons with disabilities

F. Sustainability Compliance

5 Points

Evaluation considerations will include, but not be

- limited to: Use of recycled goods in equipment components
- Capability of equipment to utilize environmentally friendly supplies (e.g. recycled paper, toner packaging made of recycled content, toner that is non-hazardous/non-toxic to environment, etc.)
- EnergyStar rated equipment

G. Costs

25 Points

H. Related Technologies

5 Points

Lammersville Unified School District is interested in partnering with a vendor that can supply some or all of the following related technologies. For evaluation purposes the ability to provide these technologies Combined with scoring criteria of **A-G** described above for these technologies, will determine point totals for this section

Lammersville Unified School District is looking for vendors to demonstrate their ability to offer other technology solutions that complement the above described core solutions and can benefit Lammersville Unified School District such as:

- Virtual Desktop Infrastructure (VDI)
- Wide Format Solutions
- Production Solutions
- Document Management
- Other Technology Solutions that would benefit Lammersville Unified School District

Phase Three Evaluation

I. Presentation/Demonstration

10 Points

After initial scoring, Lammersville Unified School District may, but is not required to, invite the companies receiving the highest points to provide a demonstration of their proposed solutions and answer questions regarding their submittal. The number of companies invited to make a presentation will be at the discretion of the District. The District may also invite district users to provide input on the functionality, ease-of-use of the proposed equipment, etc.

Further reference checks may be made, and additional financial documentation may be requested and evaluated to determine financial responsibility of responders.

TOTAL AVAILABLE POINTS (for all three phases)

135 Points

L. Rejection of Proposals

Lammersville Unified School District reserves the right to reject all proposals.

Lammersville Unified School District reserves the right to reject proposals, which are non-responsive, including, without limitation, proposals, which contain the following defects:

1. Late or incomplete proposals;
2. Failure to conform to the rules or requirements contained in the Request for Information;
3. Failure to sign the proposal;
4. Proof of collusion among responders, in which case all proposals involved in the collusive action will be rejected;
5. Noncompliance with applicable law, unauthorized additions or deletions, conditional responses, incomplete proposals, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning;
6. Provisions reserving the right to accept or reject an award, or to enter into a contract containing terms and conditions that are contrary to those in the solicitation.

M. Proposal Preparation Costs

All costs incurred in the preparation and submission of proposals and related documentation, including responder presentation to Lammersville Unified School District, will be borne by the responder.

N. Proposal Acceptance Period

"Acceptance Period" as used in this provision, means the number of calendar days available to the Lammersville Unified School District for awarding a contract. All responses shall remain available for the district's acceptance for a minimum of 120 days following the RFI closing date.

O. Initial Contract Term

It is anticipated that the initial term of any agreement resulting from this RFI will be for a period of three (3) or five (5) years.

P. Optional Renewal Term(s)

Lammersville Unified School District may, at its option, extend or renew the agreement for an additional four (4) one-year periods

All responses, supporting materials, and related documentation will become the property of the district.

This Request for Information, together with copies of all documents pertaining to any award, if issued, shall be kept for a period of five years from date of contract expiration or termination and made part of a file or record which shall be open to public inspection. If the response contains any trade secrets that should not be disclosed to the public or used by Lammersville Unified School District for any purpose other than evaluation of responder's approach, the top of each sheet of such information must be marked with the following legend: "CONFIDENTIAL INFORMATION"

All information submitted as part of the response must be open to public inspection (except items marked as trade secrets and considered trade secrets under the California Public Records Act) after the award has been made.

Should a request be made of the school district for information that has been designated as confidential by the responder and on the basis of that designation, the district denies the request for information, the responder shall be responsible for all legal costs necessary to defend such action if the denial is challenged in a court of law.

Q. Errors and Omissions

If the responder discovers any discrepancy, error, or omission in this RFI or any Exhibits attached, Lammersville Unified School District should be notified immediately and a written clarification/notification will be issued to all responders who have been furnished a copy of this RFI for bidding purposes. No responder will be entitled to additional compensation for any error or discrepancy that appears in the RFI where the district was not notified and a response provided.

S. All legal matter pertaining to this contract will be handled in the county where the purchasing organization resides. This includes all copier contracts and/or leases on equipment.

T. Any dispute legal or otherwise in the awarding of this contract will require a \$10,000 deposit to be deposited with the Lammersville Unified School District. Upon resolution of the dispute legal or otherwise the deposit will be returned.

SECTION II: FACTS

A. Background Information

The LUSD has the following office equipment, total at all sites. The sites listed include what we would like, however the numbers may change depending on products offered and need.

	Have	Want	AES	BES	MHHS	LES	WES	QES	DO*	HES*	CES*	PDC*
Color Laser Printers	0	0	0	0	0	0	0	0	0	0		
B&W Laser Printers	29	31	2	2	13	3	3	1	5	2		
Multifunction Color	12	13	1	1	2	3	1	2	2	1		
Multi-Function B&W	24	29	6	5	2	1	4	6	2	5		
Wide Format Printers	0											
PC's/Laptops	500											
Wireless Access	225											
10/100/1000 POE	40											
Chromebooks	4000											

* LUSD is opening one new school (indicated by HES) for the 2018-19 school year and will need equipment for that school. In addition, we are opening another elementary school and a Professional Development Center at a later date that may fall within the proposed contract term. Both Cordes Elementary (CES) and the Professional Development Center (PDC) are in pre-construction phases at this time. Delivery of some of the equipment to the buildings not yet occupied will be done at a later date. The awarding company will need to store the equipment until ready for use.

SECTION III: OFFICE EQUIPMENT PROGRAM REQUIREMENTS

This section sets forth specific product and service requirements for Lammersville Unified School District program for office equipment and related technology. Responder proposals must address all of the listed requirements in the order presented with a response acknowledging an understanding of the requirements and the responders approach to fulfilling the requirements.

A. Pricing Options

As previously stated, the District wishes to consider alternative methods of acquisition of Office Equipment and Related Technology. The District reserves the right to select for award the Option(s), which is in the sole opinion of Lammersville Unified School District, in its best interest.

Option 1: Purchase

Lammersville Unified School District may buy Multi-Functional Devices, Laser Printers and Accounting/Tracking System (and Related Technologies) from the successful responder. The successful responder will provide its products and services in accordance with the requirements of this RFI. The title for the purchased products will be transferred to the district.

Option 2: Fair Market Value Lease

Lammersville Unified School District will lease new copiers and printers from the successful responder based on the following lease terms:

- 3-year
- 4-year

The successful responder will provide its products and services in accordance with the requirements of this RFI. Your proposal must include in detail your company's terms and conditions for lease renewal/extensions.

B. Required Products

1. Multi-Functional Devices required within this RFI are categorized based on speed as follows:
 - Segment 1 - 31 - 40 cpm(b/w copies per minute)
 - Segment 2 - 41 - 70 cpm
 - Segment 3 - 71 - 90 cpm
 - Segment 4 - 91 – 135 cpm
 - Laser Printers – Various Speeds, with and without network interface
 - Accounting/Tracking System
 - Badge type security on MFD's at the high school and district office sites
2. Responders may submit more than one model for each segment in their response. Provide brochures on all products and list any features you believe are unique to your offering.

C. Technical Support

Responders must specify their capability to provide technical support to Lammersville Unified School District as follows:

- Assist the district's sites with installation and configuration of hardware/software for networked printing in a timely manner
- Provide description of help desk on-going hardware, software and network support for all products sold
- Specify if this support is in house or outsourced.
- Specify amount of personnel residing within 20 miles of Mountain House.

D. Technology Requirements

Responders must demonstrate capability to interface with Lammersville Unified School District's departmental IT staff on an ongoing basis to effectively install and set-up copiers, printers and multi-functional systems on its network and install and set-up appropriate software, drivers and etc. to operate and manage said equipment within individual departmental network environments.

Responders must specify the capability to provide the following requirements to Lammersville Unified School District:

- Support TCP/IP V4 and V6
- Capability for connectivity to the following operating systems:
 - Windows
 - Apple systems, including OSX
 - LDAP – for email directory lookup (rfc 2251)
 - Kerberos – for authentication
 - PostScript
- Concurrent scanning of copy job while print job is being processed
- Scan to SMB/Home Folders
- Scan to e-mail/Send to Myself
- Faxing/Fax Server
- Cloud Based Printing/Google Print
- Secure Print

E. Program Management and Administration

1. Supplier shall provide the following program administration functions:
 - Project manager to coordinate program implementation
 - Account management for on-going contract monitoring and maintenance
 - On-site sales representation on a regular basis to assist in resolving problems, provide unlimited training and other customer services as required for the efficient operation of the program
 - Coordinate all the order/installation process, inquiries regarding order status, and pricing concerns
 - Quarterly review meetings between supplier's account manager and Lammersville Unified School District to review the previous quarter performance.

F. Delivery and Installation

1. Supplier will provide a written acknowledgment of equipment delivery and installation.
2. Please describe in detail your company's delivery and installation capabilities.

G. Equipment Maintenance

District may require supplier to coordinate all service calls through a centralized suppliers' dispatch desk as follows:

- Machine is experiencing a malfunction
- Customer or remote diagnostics system contact central dispatch
- Dispatch logs call noting make, model, serial # and problem
- A unique ticket number is assigned to the call
- The customer is given the ticket number for reference
- Dispatch places call with appropriate service technician
- Service technician responds back to dispatch upon completion
- Repair and total down time are then calculated
- Problem ticket is then closed
- Credit for service copies
- Monthly reports will be compiled for compliance of standards and exception for credit
- Similar equipment will be furnished to the District on a no charge loan basis within one business days, if equipment covered by the maintenance will be out of service for more than two business days

H. Training

Successful vendor will include the following customer training requirements:

- Initial Training (following installation)
- Follow-up Training
- On-going Training (existing and new users)

I. Service Guarantee Commitments

1. List what your company's service guarantee and customer satisfaction commitments for all products proposed are including supply replenishment.

J. Reporting

1. At minimum, the following report will be required (hard copy/on-line) on a quarterly basis:
 - Population of digital copiers and Laser printers sorted by:
 - Model
 - Serial Number
 - Location
 - Install date
 - Average Monthly volume
 - Response time
 - Repair time
 - Uptime
 - Operational costs sorted by Department
2. Responders agree to provide other reports as reasonably requested by Lammersville Unified School District at no additional cost.

K. Product Certification

The responder certifies and warrants that all products sold to Lammersville Unified School District under any agreement resulting from this RFI shall be NEW, recently manufactured from new design and components and never used.

L. Minimum Multi-Functional Device, Laser Printer and Accounting/Tracking System Specifications

CATEGORY 1:

- Volume 100-2,500 copies/month
 - **11 - 20 B&W Copies/Prints/Scans per minute** for 8 1/2 x 11
 - image Continuous copy meter
 - Document Feeder
 - Bypass tray
 - Minimum of 1 paper tray that holds at least 250 sheets, letter or legal
 - Reduction and enlargement

CATEGORY 2:

- Volume 2,500-6,500 copies/month
 - **21-30 B&W Copies/Prints/Scans per minute** for 8 1/2 x 11
 - image Continuous copy meter
 - Automatic document feeder-50 sheets minimum
 - Minimum 50 sheet Bypass tray
 - Minimum of 2 paper trays that hold 500 sheets
 - each. Reduction and enlargement, minimum 25-400%
 - Automatic duplexing
 - Minimum 30 page staple/finisher with electronic sorting
 - Multiple copies: 1-999

CATEGORY 3:

- Volume 6,500-15,000 copies/month
 - **31-40 B&W Copies/Prints/Scans per minute** for 8 1/2 x 11
 - image Continuous copy meter
 - Automatic document feeder-50 sheets minimum
 - Minimum 50 sheet bypass tray
 - Minimum of 2 paper trays that hold 500 sheets
 - each. Reduction and enlargement, minimum 25-400%
 - Automatic duplexing
 - Minimum 30 page staple/finisher with electronic sorting
 - Multiple copies: 1-999

CATEGORY 4:

- Volume 15,000-50,000 copies/month
 - **41-70 B&W Copies/Prints/Scans per minute** for 8 1/2 x 11
 - image Continuous copy meter
 - Automatic document feeder-50 sheet minimum with job building
 - Minimum 50 sheet bypass tray
 - Minimum of 2 paper trays that hold 500 sheets
 -
 -

each. Reduction and enlargement, minimum 25-400% Automatic duplexing

- Minimum 50 page staple/finisher with electronic
- sorting Multiple copies: 1-999

CATEGORY 5:

- Volume 50,00-100,000 copies/month
- **71 - 90 B&W Copies/Prints/Scans per minute** for 8 1/2 x 11
- image Continuous copy meter
- Automatic document feeder 100 sheet minimum with job
- building Minimum 50 sheet bypass tray
- Minimum 3,000 sheet capacity, including at least 2 drawers that hold a minimum of 500 sheets each
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 50 page staple/finisher with electronic
- sorting Multiple copies: 1-999

CATEGORY 6:

- Volume 50,00-100,000 copies/month
- **91 - 135 B&W Copies/Prints/Scans per minute** for 8 1/2 x 11
- image Continuous copy meter
- Automatic document feeder 100 sheet minimum with job
- building Minimum 50 sheet bypass tray
- Minimum 3,000 sheet capacity, including at least 2 drawers that hold a minimum of 500 sheets each
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 50-page staple/finisher with electronic
- sorting Multiple copies: 1-999

COLOR CATEGORY 1:

- Volume 100-2,500 copies/month
- **11 - 20 Color Copies/Prints/Scans per minute** for 8 1/2 x 11
- image Continuous copy meter
- Document Feeder
- Bypass tray
- Minimum of 1 paper tray that holds at least 250 sheets, letter or legal
- Reduction and enlargement

COLOR CATEGORY 2:

- Volume 2,500-6,500 copies/month
- **21-30 Color Copies/Prints/Scans per minute** for 8 1/2 x 11
- image Continuous copy meter
- Automatic document feeder-50 sheets minimum
- Minimum 50 sheet Bypass tray
- Minimum of 2 paper trays that hold 500 sheets
-
-

- each. Reduction and enlargement, minimum 25-400% Automatic duplexing
- Minimum 30 page staple/finisher with electronic
- sorting Multiple copies: 1-999

COLOR CATEGORY 3:

- Volume 6,500-15,000 copies/month
- **31-40 Color Copies/Prints/Scans per minute** for 8 1/2 x 11
- image Continuous copy meter
- Automatic document feeder-50 sheets minimum
- Minimum 50 sheet bypass tray
- Minimum of 2 paper trays that hold 500 sheets
- each. Reduction and enlargement, minimum 25-400% Automatic duplexing
- Minimum 30 page staple/finisher with electronic
- sorting Multiple copies: 1-999

COLOR CATEGORY 4:

- Volume 15,000-50,000 copies/month
- **41-70 Color Copies/Prints/Scans per minute** for 8 1/2 x 11
- image Continuous copy meter
- Automatic document feeder-50 sheet minimum with job building
- Minimum 50 sheet bypass tray
- Minimum of 2 paper trays that hold 500 sheets
- each. Reduction and enlargement, minimum 25-400% Automatic duplexing
- Minimum 50 page staple/finisher with electronic
- sorting Multiple copies: 1-999

COLOR CATEGORY 5:

- Volume 50,00-100,000 copies/month
- **71 - 90 Color Copies/Prints/Scans per minute** for 8 1/2 x 11 image
- Continuous copy meter
- Automatic document feeder 100 sheet minimum with job building
- Minimum 50 sheet bypass tray
- Minimum 3,000 sheet capacity, including at least 2 drawers that hold a minimum of 500 sheets each
- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 50 page staple/finisher with electronic
- sorting Multiple copies: 1-999

COLOR CATEGORY 6:

- Volume 50,00-100,000 copies/month
- **91 - 135 Color Copies/Prints/Scans per minute** for 8 1/2 x 11
- image Continuous copy meter
- Automatic document feeder 100 sheet minimum with job building
- Minimum 50 sheet bypass tray
- Minimum 3,000 sheet capacity, including at least 2 drawers that hold a minimum of 500 sheets each

- Reduction and enlargement, minimum 25-400%
- Automatic duplexing
- Minimum 50 page staple/finisher with electronic
- sorting Multiple copies: 1-999

LASER PRINTER CATEGORY 1:

- Low B&W Laser printer with network interface
- Medium B&W Laser printer with network interface
- High B&W Laser printer with network interface
- Low Color Laser printer with network interface
- Medium Color Laser printer with network interface
- High Color Laser printer with network interface
- All Laser printers must be Non Host based printers

ACCOUNTING/TRACKING SYSTEM

- Track Print, Scan, Copy and Fax usage by User, Device and Department
- Users need to be identified based upon login/Centralized Code Management
- Users able to select Cost Centers for bill back
- Follow me printing
- Please outline any additional features

RELATED TECHNOLOGIES

Lammersville Unified School District welcomes an offering of any technology that is felt will benefit our School District. Please provide very specific detail on specifications and capabilities and provide in the same pricing schedule as above.

- Virtual Desktop Infrastructure
- (VDI) Wide Format Solutions
- Production Solutions
- Document Management
- Other Technology Solutions that would benefit Lammersville Unified School District

SECTION IV: INVOICING:

- Describe the various billing options available.

SECTION V: PRICING

A. Price Quotation

1. Please attach Pricing Schedules based on specified Lammersville Unified School District requirements as defined in this RFI. Please provide your pricing proposal in hard copy and/or e-mail.

Responders must provide the following pricing data for Multi-Functional Devices, Printers and Related Technology.

- **Purchase Option** - Lammersville Unified School District purchase prices listed.
- **Lease Option** - Lammersville Unified School lease prices as provided :
 - Buyout based on the fair market value (end of lease term)
 - (36) & (48) months
 - LUSD shall not be charged any ship-back or return costs

***CPI**– A CPI rate (with no minimum volume requirement) must be supplied with all submissions of Multifunctional Devices and Laser Printers. CPI rate should include all parts, labor & supplies (less paper & staples).

2. Responders must provide a price quotation for all the options included in the Pricing Schedule and detailed in Section III of this RFI.
3. The prices quoted in response to this section shall be the Lammersville Unified School District net price including the various services to be provided. There shall be no separate charges, fees, handling or other incidental costs. Applicable taxes will be charged in addition to these net prices.
4. Please specify how your company will handle pricing for mid-year introductions of new/replacement models.
5. Please provide pricing to account for the buyout of existing lease. We have approximately one year left on our existing lease.

B. Price Protection

- 1) Prices quoted cannot increase during the first 12 months period of the agreement. Price changes after the first 12 months period, if any, shall be made on an annual basis as negotiated by both parties. Any price changes require a 45-day written notification and apply only for new lease agreements entered after the time increase is effective. However, in no event shall price increase on an aggregate basis exceed three (3) percent or CPI whichever is less. In the event that a certain product line has a significant price increase in excess of five (5) percent, those particular products shall be negotiated individually.
- 2) Price increases for any renewal periods must be supported by documented evidence of manufacturers 'or manufacturers 'supplier price increases.

NAME OF RESPONDER: _____

FULL NAME OF ALL PARTNERS OR LEGAL NAME OF CORPORATION:

(TYPE OR PRINT)

AUTHORIZED CONTACT / RESPONSE PREPARER / SALES REPRESENTATIVE:

(TYPE OR PRINT)

BUSINESS ADDRESS: _____
(TYPE OR PRINT)

TELEPHONE: _____

FAX: _____

BY: _____
(SIGNATURE
IN INK)
(TYPE OR PRINT NAME OF TITLE AND SIGNATURE)

"I declare, under penalty of perjury, that the information provided and representations made in this response are true and current and that this declaration was executed on (date) at COUNTY, California."

Corporate Officer w/ Authority to Bind:

(SIGNATURE IN INK)
(TYPE OR PRINT NAME AND TITLE OF SIGNATURE)

DATED: CORPORATE SEAL: _____
(IF APPLICABLE)