

# ADELANTO ELEMENTARY SCHOOL DISTRICT



## REQUEST FOR PROPOSAL # 17/18-005 COPIER EQUIPMENT, SERVICES AND SUPPLIES

Proposal documents may be obtained at Adelanto Elementary School District,  
Business Office – 11824 Air Expressway, Adelanto, CA 92301

Or at <http://www.aesd.net/section/purchasing-services>

under Purchasing Department

Questions should be directed via email to

Lori McMillen, Purchasing/Accounting Technician, [lori\\_mcmillen@aesd.net](mailto:lori_mcmillen@aesd.net)

**Sealed proposals are due on or before July 19, 2018 at 2:00 PM**  
**delivered to the Attention of Lori McMillen at**  
**Adelanto Elementary School**  
**District Business Office**  
**11824 Air Expressway**  
**Adelanto, CA 92301**

# RFP 17/18-005

## COPIER EQUIPMENT, SERVICES AND SUPPLIES

Notice is hereby given that the Adelanto Elementary School District will receive up to and not later than 2:00 PM local time on Thursday, July 19, 2018 sealed proposals for COPY MACHINE EQUIPMENT, SERVICE AND SUPPLIES.

Such Proposals shall be received at the Adelanto Elementary School District, Business Office, 11824 Air Expressway, Adelanto, CA 92301. Envelopes containing Proposals shall be sealed and clearly marked "RFP 17/18-005."

Each Proposal must conform and be fully responsive to this invitation.

No oral, telegraphic, electronic, facsimile, or telephonic proposals or modifications will be considered. Proposals received after the scheduled submittal deadline will be returned unopened. Proposals must bear original signatures and figures.

The RFP is available on the District website at <http://www.aesd.net/section/purchasing-services> under Purchasing Department and may also be obtained by contacting Lori McMillen via email [lori\\_mcmillen@aesd.net](mailto:lori_mcmillen@aesd.net) or (760) 246-8691 x10202.

The District will award to the Vendor whose offer is the most advantageous to the District from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver equipment and services, or for any other reason deemed by the District to be in their best interest and as such, will not be determined by price alone. The District is not obligated to make an award and is not obligated to accept the lowest priced proposal, but will make any award in the best interest of the District after all factors have been evaluated.

The Board of Trustees reserves the right to accept or reject any or all proposals, alternate proposals, or unit price, in whole or in part, or waive any formalities, technical defect, clerical error, or irregularity in any proposal received, and to be the sole judge of the responsibility of any proposer and of the suitability of the services offered. All Proposals shall be valid for one hundred twenty days (120) days after the Proposal date.

# **I. GENERAL TERMS AND INFORMATION**

## **INTRODUCTION**

Adelanto Elementary School District is requesting proposals for COPIER EQUIPMENT, SERVICES AND SUPPLIES at designated facilities.

The designated facilities for this request include, but are not limited to, the district sites listed in Exhibit A. The District reserves the right to increase or decrease the number of placements and related District facilities.

## **BACKGROUND**

Adelanto Elementary School District serves approximately 8,600 students in the areas of Adelanto and Victorville, CA. The District maintains (9) nine K-5 schools, (2) two K-8 schools and (3) three middle schools.

Currently the District has equipment, comprising of approximately (31) Thirty-One Sharp devices and various Savin, Ricoh and Xerox units . A general list of models and lease terms, is attached as Exhibit B, to give vendor an overview of the District's current printing configuration.

District's wide-area network (WAN) consists of gigabit fiber optic where each of the 13 (school) sites (excluding El Mirage) have a dedicated gigabit fiber circuit pointing to the District office. All intra-classroom and facility wiring is done with Category 5E or above UTP copper wire. 100% of our classrooms are wired and have Internet connectivity. Connections between buildings (IDF to MDF) are done with standard multi- mode fiber optic wire. The District uses Microsoft server 2012 Active Directory to manage all users and computers. Internet Browser applications consist of Internet Explorer, Firefox, and primarily Chrome. District uses Microsoft Exchange 2013 for Email with Outlook 2010/2016 as the client. The computers are mixed with the majority PC based running Windows 7 Professional or higher and Mac OS.

District's current fleet of Sharp copiers consist of; approximately thirty-one (31) Sharp copiers, three (3) Xerox copiers, seven (7) Savin copiers and one (1) Ricoh Copier (42 in total) out of which Twenty-eight (28) have original lease terms remaining ranging from 1 to 41 months. District owns the balance of copiers in the fleet. Please refer to Exhibit "B", attached, for an inventory illustrating equipment model, monthly payment and remaining term of all units. Proposals must contain recommendations for new digital copiers as well as a buy out of the District's current leases.

## **ALTERATION OR VARIATION OF TERMS**

It is mutually understood and agreed that no alteration or variation of the terms of this proposal shall be valid unless made or confirmed in writing and signed by the parties hereto, and that no oral understanding or agreements not incorporated herein, and no alterations or variations of the terms hereof unless made or confirmed in writing between the parties hereto shall be binding on any of the parties hereto.

**ASSIGNABILITY**

The successful Proposer shall not assign or subcontract the work, or any part thereof, without the previous written consent of the District, nor shall the successful Proposer assign, by power of attorney or otherwise, any of the money payable under this contract unless written consent of the District has been obtained. No right under this contract, nor claim for any money due or to become due hereunder, shall be asserted against the District, or persons acting for the District, by reason of any so-called assignment of this contract or any part thereof, unless such assignment has been authorized by the written consent of the District.

**AWARD**

The District will award to the Vendor whose offer is the most advantageous to the District from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver equipment and services, or for any other reason deemed by the District to be in their best interest and as such and will not be determined by price alone.

**ADELANTO ELEMENTARY SCHOOL DISTRICT RIGHTS AND OPTIONS**

Adelanto Elementary School District reserves the right to postpone selection for its own convenience, to withdraw this Request for Proposal at any time, and to reject any and all proposals without indicating any reason for rejection; or to negotiate with any, all, or none of the respondents to the RFP. This RFP does not obligate Adelanto Elementary School District to negotiate a contract. Proposals will not be returned. No compensation shall be paid for any work related to preparation of any proposals.

**COMPLIANCE WITH STATUTE**

The Proposer warrants that all applicable Federal and State statutes and regulations and/or local ordinances will be complied with in connection with the delivery of the services and equipment offered.

**CONTRACT**

The initial term of the contract shall be for sixty (60) months.

**DISPOSITION OF PROPOSALS**

All materials submitted in response to this RFP will become the property of the District and will be returned only at the District's option and at the Proposer's expense. With the exception of confidential financial data, the original response shall be retained for official files and will become a public record after the date and time for final proposal submission as specified. Submission of a proposal indicates acceptance by the company of the conditions contained in the RFP, unless clearly and specifically noted in the document submitted and confirmed in contract between the District and the company selected.

**ERASURES**

The proposal submitted must not contain any erasures, interlineations, or other corrections.

## **ERRORS AND OMISSIONS**

If a Proposer discovers any ambiguity, conflict, discrepancy, omissions, or other error in the RFP, the Proposer shall immediately notify the District of such error in writing and request clarification or modification of the document. Modifications will be made by addenda. Such clarification shall be available on our website <http://www.aesd.net/section/purchasing-services> under the Purchasing Department. Proposers are responsible for checking this page for additional information prior to submitting Proposals. Insofar as practicable, the District will give such notices to other interested parties, but the District shall not be responsible therefore. If a Proposer fails to notify the District, prior to the date fixed for submission of proposal, of a known error in the RFP, or an error that reasonably should have been known, the Proposer shall quote at its own risk; and if awarded the contract, the Proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

The Proposer should carefully examine the entire RFP and any addenda thereto and all related materials and data referenced in the RFP or otherwise available and should become fully aware of the nature and location of the work, the quantities of the work, and the conditions to be encountered in performing the work.

## **FINANCIAL STABILITY AND BOND**

Proposer certifies that it is financially stable. Proposer agrees that if awarded a contract, it will provide immediate written notice to District in the event a petition in bankruptcy is filed by or against Proposer, or if Proposer is adjudged insolvent by any court, or if a trustee or receiver or liquidator of any property of Proposer is appointed in any suit or proceeding, or if Proposer makes an assignment for the benefit of creditors or takes the benefit of any bankruptcy or insolvency act, or liquidates its business for any cause whatsoever, or if anything similar happens to Proposer in any jurisdiction. Successful vendor will be required to post a faithful performance bond.

## **FINGERPRINTING REQUIREMENTS**

The District anticipates that Proposer will not have any unsupervised contact with students of the District and shall arrange to be accompanied by a District employee at all times as well as comply with Education Code 45125.1.

## **GOVERNING LAW AND VENUE**

In the event of litigation, the bid documents, specifications, contract documents and all matters related to the bid, contract and performance of the contract shall be governed by and construed only in accordance with the laws of the State of California. Venue shall be with the appropriate local, state or federal court located in San Bernardino County.

## **INDEMNITY**

Vendor shall defend, indemnify, and hold harmless District and its agents, representatives, officers, consultants, employees, Board of Education, (collectively, the "District Parties"), from and against any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to attorney fees and costs including fees of consultants) of any kind, nature and description (collectively, the "Claims") directly or indirectly arising out of, connected with, or resulting from any act, error, omission, negligence, or willful misconduct of Contractor, the Contractor Parties or their respective agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees in the performance of or failure to perform Contractor's obligations under this Agreement, including, but not limited to Contractor's or the Contractor Parties' use of the site, Contractor's or the Contractor Parties' performance of the Services, Contractor's or the Contractor Parties' breach of any of the representations or warranties contained in this Agreement, or for injury to or death of persons or damage to property or delay or damage to the District or the District Parties. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a Party, person, or entity described in this paragraph.

## **INDEPENDENT CONTRACTOR**

While performing services for District, the selected Proposer shall be an independent contractor and not an officer, agent, or employee of the District.

## **INSURANCE REQUIREMENTS**

If selected, Proposer shall obtain, pay for, and maintain in effect during the life of this Agreement the following policies of insurance issued by an insurance company rated not less than "A-;V" in Best Insurance Rating Guide and admitted to transact insurance business in California: (1) commercial general liability insurance (including contractual, products, and completed operations coverages, bodily injury, and property damage liability) with single combined limits not less than \$2,000,000 per occurrence; (2) commercial automobile liability insurance for "any auto" with combined single limits of liability not less than \$1,000,000 per occurrence; (3) professional liability insurance (errors and omissions) with a limit of liability not less than \$1,000,000 per occurrence; and (4) workers' compensation insurance as required under state law.

## **INTERVIEWS**

The District reserves the right to conduct personal interviews or require oral presentations of any or all respondents prior to selection. Proposer agrees to provide the District with any other information that the District deems necessary for an accurate determination of the Vendor's ability to perform the services proposed.

## **MODIFICATIONS**

Changes in or additions to the Proposal Forms, alternative proposals, or any other modifications of the Proposal Forms which is not specifically called for in the Request for Proposal may result in the rejection of the proposal as not being responsive to the Request for Proposal. No oral or telephonic modification of any proposal submitted will be considered.

## **NON-APPROPRIATION**

The District cannot obligate funds beyond any one fiscal year. Any contract awarded hereunder is therefore contingent upon the appropriation of sufficient funds and/or authority to carry out its conditions and agreements. Should funds not be available, the District may terminate such contract at the end of any fiscal year (June 30th) provided notice of such termination be given in writing before the end of the fiscal year. Upon giving notice, the termination shall be effective without penalty and without liability to the District beyond the fiscal year in which notice is given. The District will provide 45 days notice of its intent to the Vendor if the District is unable to obligate funds for the contract in the next fiscal year.

## **NON-COLLUSION STATEMENT**

Proposers are required to submit the attached Non-Collusion Statement with their Proposals.

## **PREPARATION OF PROPOSAL**

District is requesting FIVE (5) sealed copies and ONE (1) electronic copy of the proposal, comprising of one (1) original and four (4) copies and ONE (1) Electronic Copy on USB drive. The proposal shall be submitted on or before 2:00 p.m. on July 19, 2018 Proposals shall be delivered to the attention of Lori McMillen, Purchasing/Accounting Technician at 11824 Air Expressway, Adelanto, CA 92301. It is the sole responsibility of the person submitting the proposal to see that it is delivered on time. Proposals received after 2:00 p.m. on July 19, 2018 will be returned to the submitting Proposer unopened.

## **PRICE, TERMS, AND CONDITIONS**

Price, terms, and conditions of this proposal are considered valid for one hundred twenty (120) days, from date of proposal, unless the offering party in writing allows for a longer period of time.

## **PROPOSER AGREEMENT**

In compliance with this request for proposal, the selected Proposer will propose and agree to furnish all labor, materials, transportation, and services for the work described and specifications and for the items listed herein.

## **QUALIFICATIONS**

All Proposers may be required to furnish evidence of their professional ability, experience, and financial responsibility. No proposal will be accepted from, or a contract awarded to, any party or firm in arrears to Adelanto Elementary School District. The District reserves the right to investigate the Qualifications of the respondent, as it deems appropriate.

## **QUESTIONS REGARDING THE RFP**

Questions regarding this RFP should be set forth in writing and sent via e-mail to Lori McMillen, Purchasing/Accounting Technician- [lori\\_mcmillen@aesd.net](mailto:lori_mcmillen@aesd.net). Questions sent to any member of the District's Board of Education will result in rejection of Proposal.

## **SERVICES**

By submitting a proposal, the respondent certifies that he/she has fully read and understands the RFP and has full knowledge of the scope, nature, quantity and quality of service to be performed.

## **SIGNATURES**

The signature of all persons signing shall be in longhand and executed by principal duly authorized to make contracts. The Proposer's legal name shall be fully stated. Obligations assumed by such signature must be fulfilled.

## **STAFFING BY SELECTED PROPOSER**

The selected Proposer shall assign qualified professional staff with appropriate licenses, credentials, permits, knowledge, skills, and disciplines to complete the work covered under this RFP. The District will evaluate the qualifications and availability of key persons to be assigned to serve the District.

## **SUBMISSION FORMAT & REQUIREMENTS**

Proposals shall be submitted to Lori McMillen, Purchasing/Accounting Technician, 11824 Air Expressway, Adelanto, CA 92301 on or before 2:00 PM on July 19, 2018. In advance of proposal submissions, questions may be submitted to Lori McMillen via email at (lori\_mcmillen@aesd.net) until 4:00pm July 12, 2018. Questions submitted to any member of the District's Governing Board will result in automatic rejection of Proposal .The District will post any addenda to this RFP on our website at <http://www.aesd.net/section/purchasing-services> under the Purchasing Department. Proposers are responsible for checking this page for additional information prior to submitting Proposals. The submission requirements for this RFP are detailed below. Review this RFP carefully before responding to ensure that you fully understand all procedural and contractual requirements Responses to the Request for Proposals shall include FIVE (5) sealed copies of the proposal, comprising of one (1) original and four (4) copies and ONE (1) Electronic Copy on USB drive.

## **WITHDRAWAL OF PROPOSALS**

Proposers may withdraw their proposal either personally, by written request, or by email request confirmed in the manner specified above at any time prior to the scheduled closing time for receipt of proposals.



## **II. SCOPE OF WORK**

1. All proposals must be quoted unpacked, assembled as necessary, and put in place ready to use. The equipment shall be delivered to the various school sites and locations as indicated by the Purchasing/Accounting Technician. No additional freight or drayage charges will be allowed.
2. All equipment proposed shall be current model year or newer. The District will only consider NEW equipment; no product shall be remanufactured or recycled as these machines will have to produce for 5 years with heavy volume/ use. For purposes of this RFP, NEW is defined as what is freshly made and unused and further defined as newly assembled for first time use with new components.
3. The District will not pay any lease origination fees, document fees, UCC filing fees, transitional billing fees or personal property tax under this contract.
4. State sales taxes will be paid by the District, and are not to be included in the vendor's quotation. School districts are exempt from federal excise taxes.
5. The successful vendor shall be a manufacturer-authorized train and service center for any and all equipment proposed to the District. Written confirmation from the manufacturer showing that the Proposer is an authorized dealer and certified service representative and is responsible for service in the geographic area to which copiers will be delivered is required.
6. District's current equipment inventory, listed on Exhibit B, is an estimate. The quantities represented are approximate. The District reserves the right to increase or decrease quantities as needed when equipment requirements are determined. The District does not guarantee the number of placements.
7. Copy charges shall be billed monthly, in arrears, on actual copy usage. Payment terms shall not be less than Net 30 Days. Monthly invoices shall reflect total copies, total copy credits, taxes and total charges by location, machine and serial number. The successful vendor will provide a monthly summary report delineating cumulative copy usage. The report shall include machine number, make, model, location and serial number.
8. Lease Charges shall be billed quarterly. Payment terms shall not be less than Net 30 Days. Invoices shall reflect lease price and applicable taxes by machine, location and serial number.
9. The Vendor shall provide on-site equipment training at no cost for all potential users as requested and scheduled per mutual agreement between Vendor and District.

### **III. SPECIFICATIONS**

1. Provide District with statement of the services proposed as well as an implementation plan. The implementation plan must include training and set up with tentative dates. List the number of days vendor feels it needs to implement approximately **40** units District Wide, which would include coordinating the pickup and removal of all designated existing equipment. All equipment installations will be coordinated through the Purchasing Department and or IT department(s).
2. Provide the District with a description of the firm including information regarding the size, location, and nature of work performed, years in business, information regarding current or past experience with local school districts, including references and approach that will be used in meeting the needs of the District. Include a list of all names, titles and qualifications of all members that would serve as the support team for the District including references.
3. Proposals shall include product brochures on all products proposed which fully describes all proposed equipment, included features and optional features. Any and all literature submitted must be marked with the Vendor's name and address.
4. Proposal shall include an explanation of any value added services and/or enhancements that Proposer now offers, (for example the ability for district departments to order supplies via the Internet). What value enhancements does Proposer project to offer in the near future and what are the estimated initiation dates for these enhancements (i.e., services or equipment)?
5. The district requests for all vendors to propose lease prices per model on a sixty (60) month, FMV term under a commonly recognizable and accepted piggy-backable contract. The District intends to return all equipment at the end of lease term. Vendor shall include a copy of the piggy-backable contract being used including; Award Letter for service and equipment, Contract Terms, Conditions and contract pricing.
6. The District is requiring vendors to finance the Buy-Out of existing **leased** equipment, with their own finances. The buy-Out cost should be included in the Proposal as a single line item. Proposer agrees to indemnify AESD in full for all of its obligations associated with the current leases and assume all liabilities associated with the same.  
Within (20) days of award, the winning bidder must secure a Performance Bond in favor of AESD in the amount of \$82,000 securing the full satisfaction of all current lease obligations for equipment being paid off and such Performance Bond must remain valid until the district receives proof of payoff of all leases.
7. Pricing proposal for maintenance is to be separate from Lease Proposal and is to include all labor and supplies for equipment proposed on a per-copy/print basis, with a zero minimum, billed in arrears, based on district's actual volume. The District does not guarantee a fixed number of copies per month or annual basis. No minimum usage charges shall apply. All prices shall remain firm for the entire term of the agreement.  
Vendor agrees to "No Charge" for any and all Scans/Faxes. Only actual prints will be charged. With the exclusion of paper, supplies and service shall include; toner, drums, developer, staples, equipment manuals, service calls, freight, delivery, set-up, installation, on-site training, labor and the like. Maintenance Proposal shall be concurrent to Lease term.
8. Successful Vendor will insure availability of consumable supplies. All supplies must be delivered to designated locations within 72 hours of request. Service Response time shall be an average of 6 hours (or better) from time of verbal / written service request by District, Monday through Friday, exclusive of holidays, during the hours of 7:30am to 4:00 pm. Requests submitted after 1:00 pm shall be responded to no later than 9:00am the next business day.

9. Vendor shall provide a parts and labor warranty. If a copier/printer does not perform to manufacturer's specifications, within the first 120 days of initial installation, the Vendor shall replace the unit(s) with a newly manufactured copier/printer of the same make/model. After 120 days, machine(s) that develop a trend of requiring an excessive number of service calls defined as four (4) service calls in a month or six (6) service calls within a 90-day period, including, but not limited to open service orders, will be replaced with comparable equipment of equal or greater capability at no additional charge or change to contract term. Vendor and District will mutually agree to the replacement, and the District will be the final authority for determining whether a machine has been subject to an excessive number of service calls. The replacement machine will be provided within 96 hours of written request by District. Vendor's repeated failure to comply with this obligation shall constitute a material breach of the contract.
10. The District does not intend to enter into a financial agreement or contract with a "Third Party Banking, Leasing or Financing Company". The only agreement that will be signed is between the District and the successful Vendor.

#### **IV. TECHNICAL REQUIREMENTS**

1. All quotes must include delivery and connectivity of the equipment to print and scan.
2. Include pricing option for PCL and Postscript drivers.
3. All digital copiers/printers shall possess an automated document feeder, with a minimum capacity of 50 sheets of 20 lb. bond paper.
4. All digital copiers/printers shall be capable of scanning. This is scan once, print many, technology. Identify whether or not the scan feature is an option and delineate all functions of this feature. If optional, identify all costs and technical requirements necessary to the operation of this feature.
5. Certain digital copiers/printers shall be capable of faxing. Identify whether or not fax feature is an option and delineate all functions of this feature. If optional, identify all costs and technical requirements necessary to the operation of this feature.
6. All digital copiers/printers shall have the ability for a network connection using Ethernet TCP/IP protocol.
7. Of the Forty (40) units the District wants two (2) of the units to be full color copiers.
8. The District prefers a remote meter read system. The Vendor shall indicate if a User-Less Reporting System is available with placed equipment.
9. Each networked digital copier/printer shall allow printing from any desktop PC within the District's network. Vendor must indicate any Wireless printing capability whether from desktop PC, MAC or mobile device.
10. All digital copiers/printers shall have the ability to have PIN code and/or mailbox secured access for users.
11. Sort capability.
12. Duplex capability, including ability to duplex from networked PC's.
13. Power filters.
14. Enlargement and reduction capability.
15. Consoles or stands as needed, if necessary.
16. Minimum 128MB printer memory, except desktops.
17. Vendor must provide, at no cost to District, all print drivers required to support printing from District's network environment. Drivers must allow user to see status of the machine from their computer and such status must include, but not be limited to the following: printer error, paper jam, door open, machine offline, toner low, paper low, add toner, add paper, add staples and job complete.
18. The vendor shall specify all electrical requirements, including the necessity for special electrical receptacles, dedicated lines, etc. Each device shall meet the OEM's recommendations for electrical surge protection.
19. Vendor must perform complete installation and verify satisfactory operation of all equipment. Vendor shall perform all standard installation; provide drivers and software, firmware needed for District IT staff to load to network. Vendor must demonstrate a successful copy/print/scan/fax from the installed equipment.
20. All digital copiers/printers shall have programmable cost center/accounting meters with a minimum of 50 separate cost centers/meters. Successful vendor will assist in establishing codes at Equipment and at Desktop.

# V. EXHIBITS

## EXHIBIT "A" SCHOOL SITE & DEPARTMENT LISTING

School Sites	Address	# Units	
AESD Professional Development Center	17738 Nevada Avenue, Victorville, CA. 92394	1	B/W
Adelanto School	17931 Jonathan Street, Adelanto, CA. 92301	2	B/W
Bradach School	15550 Bellflower Street Adelanto, CA. 92301	2	B/W
Columbia MS	14409 Aster Road Adelanto, CA. 92301	2	B/W
Eagle Ranch School	12545 Eagle Ranch Parkway, Victorville, CA. 92391	2	B/W
El Mirage School	19250 St. Anthony Street, Adelanto, CA. 92301	1	B/W
George Magnet School	10650 Bartlett Avenue Adelanto, CA. 92301	2	B/W
Gus Franklin Jr	13125 Hopland St Victorville, CA. 92395	2	B/W
Melva Davis AOE	15831 Diamond Road, Victorville, CA. 92394	2	B/W
Mesa Linda MS	13001 Mesa Linda Avenue, Victorville, CA. 92392	2	B/W
Morgan Kincaid	13257 Mesa Linda Avenue, Victorville, CA. 92392	2	B/W
Theodore Vick	10575 Seneca Road, Adelanto, CA. 92301	2	B/W
Victoria Magathan School	11411 Holly Road, Adelanto, CA. 92301	2	B/W
West Creek School	15763 Cobalt Road Victorville, CA. 92395	2	B/W
Westside Park School	18270 Casaba Road, Adelanto, CA. 92301	2	B/W
<b>District Office</b>	<b>11824 Air Expressway, Adelanto, CA. 92301</b>		
Break Room	Downstairs breakroom	1	Color
Business Office	End of Hall	1	B/W
Superintendent Office	Upstairs	1	Color
Curriculum	Upstairs	1	B/W
Enrollment Center	Downstairs	1	B/W
Human Resources	Alcove	1	B/W
SPED	Bldg. B	2	B/W
SARB	Room 17	1	B/W
Maintenance/Operations/Transportation	Bldg. R	1	B/W
Curriculum Library	Bldg. R	1	B/W
Warehouse	Bldg. R	1	B/W

**EXHIBIT "B"**

**MODEL, LEASE TERM, MONTHLY VOLUME**

\*Lease Status is the expiration of lease

\*\* Payment is the monthly lease payment excluding taxes

Make/Model	Lease Status	Payment
Sharp MX-453N	Owned	
Ricoh Alficio MP 6500	Owned	
Savin 8065	Owned	
Savin 2560	Owned	
Savin 8055	Owned	
Savin 4022	Owned	
Savin 2575	Owned	
Sharp MX701N	Owned	
Sharp MX701N	Owned	
Savin 8080SP	Owned	
SharpMX 453 B/W	Owned	
Savin 2518D	Owned	
Xerox 5955	2021-October	
Xerox 7970	2021-October	524.24 (3)
Xerox 5955	2021-October	

Make/Model	Lease Status	Payment
Sharp MX-M753N	2018-AUGUST	\$155.52
Sharp MX-M753N	2018-AUGUST	\$155.52
Sharp MX-M753N	2018-AUGUST	\$155.52
Sharp MX-M753N	2018-AUGUST	\$155.52
Sharp MX-M753N	2018-AUGUST	\$155.52
Sharp MX-M753N	2018-AUGUST	\$155.52
Sharp MX-M753N	2018-AUGUST	\$155.52
Sharp MX-M753N	2018-AUGUST	\$155.52
Sharp MX-M753N	2018-AUGUST	\$155.52
Sharp MX-M753N	2018-AUGUST	\$155.52
Sharp MX-M753N	2018-AUGUST	\$155.52
Sharp MX-M753N	2018-AUGUST	\$155.52
Sharp MX-M753N	2018-AUGUST	\$155.52
Sharp MX-M753N	2018-AUGUST	\$155.52
Sharp MX-M753N	2018-AUGUST	\$155.52
Sharp MX-M753N	2018-AUGUST	\$155.52
Sharp MX-M753N	2018-AUGUST	\$155.52
Sharp MX-M753N	2018-AUGUST	\$155.52
Sharp MX-M753N	2019- AUGUST	\$223.62
Sharp MX-M753N	2019- AUGUST	\$223.62
Sharp MX-M753N	2019- AUGUST	\$223.62
Sharp MX-M753N	2019- AUGUST	\$223.62
Sharp MX-M753N	2019- AUGUST	\$223.62
Sharp MX-M753N	2019- AUGUST	\$223.62
Sharp MX-M753N	2019- AUGUST	\$223.62
Sharp MX-M753N	2019- AUGUST	\$223.62
Sharp MX-M753N	2019- AUGUST	\$223.62
Sharp MX-M753N	2019- AUGUST	\$223.62
Sharp MX-M754N	2021-MAY	\$549.00
Sharp MX-M754N	2021-MAY	\$549.00
Sharp MX-M753N	Owned	
Sharp MX-M753N	Owned	

## **VI. FORMS TO BE COMPLETED AND SUBMITTED**

For purposes of this section, forms requested below are in addition to content requested herein.

1. Proposal Form
2. Non-Collusion Declaration
3. Product Specification- Complete one form for each machine proposed
4. Buy-Out Specifications
5. References
6. Questionnaire

**PROPOSAL FORM**

My firm's response to the Request for Proposals is attached and identified as my official response to RFP# 17/18-005 Copier Equipment, Services and Supplies

Undersigned agrees to furnish the services and products stipulated in the attached proposal and signifies acceptance of the terms, conditions and specifications contained in the Adelanto Elementary School District RFP# 17/18-005.

The governing board of the Adelanto Elementary School District reserves the right to reject any and all proposals and/or waive any irregularities or informalities in the bidding process.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_



**NONCOLLUSION DECLARATION**

**TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH PROPOSAL**

The undersigned declares:

I am the \_\_\_\_\_ (title) of \_\_\_\_\_(company name), the party making the foregoing proposal.

The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The proposal is genuine and not collusive or sham. The Proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal. The proposer has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or to refrain from bidding. The proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer. All statements contained in the proposal are true. The proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, to effectuate a collusive or sham proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the proposer.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_[date], at \_\_\_\_\_[city], \_\_\_\_\_[state].

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

## PRODUCT SPECIFICATION

(TO BE COMPLETED FOR EACH MODEL PROPOSED)

1. Make / Model of Proposed Machine: \_\_\_\_\_
2. Proposed Machine compares to District's Model(s).... Example: DD4450, MP6001 \_\_\_\_\_  
\_\_\_\_\_
3. What is the Copy per minute speed? \_\_\_\_\_
4. Scanning Capacity? \_\_\_\_\_
5. What is the feeder tray capacity? \_\_\_\_\_
6. What is the Base model price, per month excluding tax? \_\_\_\_\_
7. Does Base price Include Fax Option? \_\_\_\_\_ IF no, is it available and at what additional cost per month excluding tax? \_\_\_\_\_
8. What is the paper supply capacity (#of sheets) and paper trays included with base model? \_\_\_\_\_
9. What is the cost for additional paper capacity options, per month excluding tax? \_\_\_\_\_
10. Does Base model include PCL and Postscript Drivers? \_\_\_\_\_ IF no, what is the additional monthly cost excluding tax? \_\_\_\_\_ And for which type of driver? \_\_\_\_\_
11. List all paper sizes supported by base model: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Does Model support wireless printing? \_\_\_\_\_ If yes, from which device platforms? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Does base model support color printing? \_\_\_\_\_ If no, is it an option and what is the additional monthly cost excluding tax, for color option? \_\_\_\_\_ If Yes, is base model available in black and white only option? \_\_\_\_\_ If Yes, what is the monthly lease cost, excluding tax? \_\_\_\_\_
14. What is the maximum capacity of the document feeder? \_\_\_\_\_
15. What finishing options are included with Base model? \_\_\_\_\_
16. Is remote meter reading an included feature of base model? \_\_\_\_\_
17. Specify Electrical / Network Requirements for this model: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
18. Full Service Maintenance cost per copy, zero minimum, black and white print: \$ \_\_\_\_\_
19. Full Service Maintenance cost per copy, zero minimum, color print if applicable: \$ \_\_\_\_\_

**BUY-OUT SPECIFICATIONS FORM**

In accordance with Section III Specifications paragraph #6;  
The District is requiring vendors to finance the Buy-Out of existing leased Sharp/Xerox equipment, with their own finances. The Existing Buy-Out, as of 05/1/2018, was estimated at \$81,243.76. This amount is an estimate provided by existing vendor. Actual cost will be determined at time of termination. For purposes of this BUY-OUT SPECIFICATIONS FORM, \$ 81,243.76 will be used by all vendors. Adelanto Elementary School District will assume any additional amounts over \$81,243.76.

Complete the following statement;

Cost of BUY-OUT \$81,243.76 @ \_\_\_\_\_rate factor over 60 equal installments  
= \$ \_\_\_\_\_per month.

## **REFERENCES**

Submit three (3) Customer References where you currently sell/lease copiers and provide maintenance support services.

Company : \_\_\_\_\_

Contact: \_\_\_\_\_

Address/City/Sate/ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Copiers Provided: \_\_\_\_\_

Number of Years of Maintenance Support Services: \_\_\_\_\_

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address/City/Sate/ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Copiers Provided: \_\_\_\_\_

Number of Years of Maintenance Support Services: \_\_\_\_\_

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address/City/Sate/ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Copiers Provided: \_\_\_\_\_

Number of Years of Maintenance Support Services: \_\_\_\_\_

**SUPPLIER QUESTIONNAIRE**

Please answer the following questions as fully (yet as succinctly) as possible.

1. Discuss your company's experience, background and qualifications regarding sales and service/maintenance of copiers, supplying of copier supplies and similar agreements. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. How long has your company been in business? \_\_\_\_\_

3. Provide the number of service technicians presently employed by your company and the total number of copiers your office is maintaining. Are your service technicians certified?

\_\_\_\_\_  
\_\_\_\_\_

4. Has long has your company copiers as an authorized dealer for the brand of equipment proposed?

\_\_\_\_\_

5. How many employees in your local operation? \_\_\_\_\_

6. What is your response time to "down" service calls? \_\_\_\_\_

7. How are service call requests logged and on-site response time and time for repairs tracked?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Are Preventative Maintenance appointments pre-scheduled or scheduled by mutual agreement between you and the Department? \_\_\_\_\_

9. Do you warehouse spare parts for the quoted copiers? Where? \_\_\_\_\_

\_\_\_\_\_

10. How will you handle emergency delivery of supplies? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_