

**Request for Proposal  
for  
Office Equipment and  
Related Technology and Services**

SHASTA UNION HIGH SCHOOL DISTRICT  
April 2013

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## SECTION I: GENERAL INFORMATION

### **A. Purpose of the RFP**

The purpose of this Request for Proposal (the "RFP") is to invite qualified suppliers to prepare and submit a 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 Shasta Union High School District, in accordance with the requirements defined elsewhere in this RFP.

### **B. About Shasta Union High School District**

The Shasta Union High School District was established in 1899. The District offices are located at the site of the 1927 Shasta Union High School. This historical building was constructed after the original school was outgrown. Currently named the Shasta Learning Center, this site houses various high school programs, one of our two charter schools and the David Marr Auditorium, used widely by all our schools and the community. Other District sites include three comprehensive high schools and other alternative education programs.

Shasta Union High 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. The District is proud of the fact that administrative costs are a small percentage of the budget.

### **C. Objectives**

The overall objective of the RFP is to select a supplier to assist Shasta Union High 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 Shasta Union High School District is interested in evaluating the costs and benefits of proposals submitted by vendors as a result of this RFP.

### **D. Issuing Office and Communications Regarding the RFP**

This Request for Proposal, and any subsequent addenda to it, is being issued by the Department of Information Technology of the Shasta Union High School District and is the only office authorized to change, modify, clarify, etc., the specifications, terms, and/or conditions of this RFP and any contract(s) awarded as a result of this RFP.

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

Mr. Michael Vincelli  
IT Director,  
Email: [rfp@suhsd.net](mailto:rfp@suhsd.net)

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**E. RFP Dates**

Suppliers interested in submitting proposal responses to this RFP should do so according to the following schedule below (or name the table). A supplier will be disqualified for failing to adhere to the dates and times for performance specified below (all times are Pacific Daylight Time):

Date	Time	Event
4/10/2013		RFP issue date
4/24/2013		Deadline for submission of questions
5/22/2013		Deadline for submission proposals addressed to Shasta Union High School District RFP #A77-2013
TBD		Selected Supplier presentations (1 hour)
6/30/2013		Anticipated award date and time

**F. Submission of Questions**

Any questions about this RFP should be submitted in writing, via email to, [rfp@suhsd.net](mailto:rfp@suhsd.net) as indicated in Section 1D.

**G. Addenda to the Request for Proposal**

Any changes, additions, or deletions to the Request for Proposal will be in the form of written addenda issued by the Shasta Union High School District. Any addenda to this Request for Proposal will be distributed to all participating responders.

**H. Instructions for Submitting Proposals**

One signed original response must be received by the Shasta Union High School District IT Department no later than **2:00pm (Pacific Daylight Time), 5/22/2013**. Late responses will not be accepted.

A copy of the entire RFP must be returned with your response. Responses must follow the format specified in this RFP (Section 1, J 1-7). **All pages of the RFP 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 RFP unless specific exceptions are taken and alternative language or provisions are offered.

RFP responses must be submitted directly to Shasta High School District. **Copies of proposal must be complete and include all requirements as stated in the RFP.**

**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 RFP and specified in Paragraph J (Format Guidelines (1 & 7)).**

Responses must be sealed and marked:

**Office Equipment and Related Technology and Services (RFP SUHSD A77-2013)**

**Closing Date: 5/22/2013**

Responses sent via facsimile (FAX) or electronically via email will not be accepted.

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### ***I. Qualification of Responders - Mandatory***

The intent of this solicitation is to provide Shasta Union High 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 RFP 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 Shasta Union High School District. Responders must include with their proposal the company name, address, contact name and phone number, and brief description of reference accounts meeting this criteria as specified in Section III, Paragraph F of the RFP.
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 attached 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. **Shasta Union High 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. SUHSD 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 (SHASTA UNION HIGH 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 RFP.
6. Responders must possess all trade, professional, or business licenses as may be required by the work contemplated by this RFP 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 Shasta Union High School District as additional insured. An original Additional Insured Endorsement signed by

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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, Shasta Union High 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 RFP. Shasta Union High 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 (Attachments 1-4) must be submitted electronically on CD/diskette 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 RFP. 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 or on forms provided, 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 RFP and the responder's approach to fulfilling the RFP 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 Shasta Union High 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 Shasta Union High 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 RFP. Responders should be concise in responding to the requirements.

##### **6. Supplemental Information**

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

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## 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. Shasta Union High School District reserves the right to withdraw this Request for Proposal at any time or not award. All documents submitted to District on behalf of this RFP will become the exclusive property of the Shasta Union High School District and will not be returned.

Any contract resulting from this Request for Proposal will be awarded to the responsive and responsible responder whose proposal, in the opinion of the Shasta Union High 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).

Shasta Union High 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 RFP 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 RFP if they choose not to.

Shasta Union High School District reserves the right to withdraw or modify this RFP 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:***

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Compliance with submittal requirements including, but not limited to:

**0 Points**

- 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:***

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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**

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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 & 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 and Support 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
- Response time commitments of vendor
- Resource commitment to Shasta Union High 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**  
**25 Points**

Shasta Union High 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

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***Shasta Union High 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 Shasta Union High School District such as:***

- Tablets
- Monitors
- Digital Displays
- Virtual Desktop Infrastructure (VDI)
- Back Up, Disaster and Recovery (BDR)
- Wide Format Solutions
- Production Solutions
- Document Management
- Other Technology Solutions that would benefit Shasta Union High School District

### ***Phase Three Evaluation***

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#### **I. Presentation/Demonstration**

**10 Points**

After initial scoring, Shasta Union High 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)**

**145 Points**

#### ***L. Rejection of Proposals***

Shasta Union High School District reserves the right to reject all proposals.

Shasta Union High 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 Proposal;
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 Shasta Union High School District, will be borne by the responder.

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**N.      *Proposal Acceptance Period***

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

**O.      *Initial Contract Term***

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

**P.      *Optional Renewal Term(s)***

Shasta Union High School District may, at its option, extend or renew the agreement for an additional five (5) one-year periods

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

This Request for Proposal, 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 Shasta Union High 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 RFP or any Exhibits attached, Shasta Union High 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 RFP for bidding purposes. No responder will be entitled to additional compensation for any error or discrepancy that appears in the RFP 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 Shasta Union High School District. Upon resolution of the dispute legal or otherwise the deposit will be returned.

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## SECTION II: FACTS

### A. *Background Information*

The SUHSD has the following office equipment, note this information ever changing.

Color Laser Printers	30
B&W Laser printers	283
Multi function	46
Windows servers	65
Copiers B&W	15
Copiers Color	7
PCs	1800
Wireless Access Points	150
10/100/1000 POE Switches	165
Wide Format printers	4
Digital Signage Displays	3

## SECTION III: OFFICE EQUIPMENT PROGRAM REQUIREMENTS

This section sets forth specific product and service requirements for Shasta Union High 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 Shasta Union School District, in its best interest.

#### ***Option 1: Purchase***

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Shasta Union High 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 RFP. The title for the purchased products will be transferred to the district.

#### ***Option 2: Fair Market Value Lease***

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Shasta Union High School District will lease copiers from the successful responder based on the following lease terms:

- 3-year
- 4-year
- 5-year

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The successful responder will provide its products and services in accordance with the requirements of this RFP. 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 RFP are categorized based on speed as follows:
  - Segment 1 - 11 - 20 cpm (b/w copies per minute)
  - Segment 2 - 21 - 30 cpm
  - Segment 3 - 31 - 40 cpm
  - Segment 4 - 41 - 70 cpm
  - Segment 5 - 71 - 90 cpm
  - Segment 6 - 91 - 135
  - Laser Printers - Various Speeds, with and without network interface
  - Wireless Laser printers Various speeds
  - Accounting/Tracking System

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 Shasta Union High 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 Redding.

### **D. Technology Requirements**

Responders must demonstrate capability to interface with Shasta Union High School District's departmental IT and Network Administrator 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 Shasta Union High School District:

- Support TCP/IP V4 and V6
- Capability for connectivity to the following operating systems:
  - Windows
  - Apple systems, including OSX
  - LDAP for e-mail directory lookup (rfc 2251)
  - Kerberos for authentication
  - PostScript
  - Concurrent scanning of copy job while print job is being processed

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- Scan to SMB Folders
- Scan to e-mail

**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 Shasta Union High 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)

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**I. Service Guarantee Commitments**

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

**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
    - Total service calls
  - Operational costs sorted by Department
2. Responders agree to provide other reports as reasonably requested by Shasta Union High School District at no additional cost.

**K. Product Certification**

The responder certifies and warrants that all products sold to Shasta Union High School District under any agreement resulting from this RFP 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

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- 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%

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- 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

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- 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:***

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- 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:***

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- 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
- Wireless Laser printers Various speeds

#### ***ACCOUNTING/TRACKING SYSTEM***

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

#### ***RELATED TECHNOLOGIES***

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Shasta Union 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.

- Tablets
- Monitors
- Digital Displays

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- Virtual Desktop Infrastructure (VDI)
- Back Up, Disaster and Recovery (BDR)
- Wide Format Solutions
- Production Solutions
- Document Management
- Other Technology Solutions that would benefit Shasta Union High School District

## SECTION IV: INVOICING:

- Describe the various billing options available.

## SECTION V: PRICING

### A. *Price Quotation*

1. Please complete the attached Pricing Schedules Attachments 1(A & D) based on specified Shasta Union High School District requirements as defined in this RFP. Please provide your pricing proposal in hard copy and on diskette/CD in Excel.

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

- **Purchase Option** - Net Shasta Union High School District purchase prices listed as provided on the attached Attachments 1(A).
- **Lease Option** - Net Shasta Union High School lease prices as provided on the attached Attachments 1(B). :
  - Buyout based on the fair market value (end of lease term)
  - (36), (48) & (60) months
  - SUHSD 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 RFP.
3. The prices quoted in response to this section shall be the Shasta Union 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.

### 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

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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: \_\_\_\_\_

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)

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