

NOTICE OF REQUEST FOR PROPOSALS

NOTICE IS HERBY GIVEN THAT George Washington Academy invites qualified suppliers to submit sealed Request for Proposal for:

Bid Title: George Washington Academy Copier Equipment and Service Proposal 2024

Proposals shall be sealed and clearly marked "George Washington Academy Copier Equipment and Service Proposal 2024" and received up to, but no later than 2 PM, Friday, March 1, 2024.

Proposals shall be received at:

George Washington Academy

Attn: Jessica Bentley

2277 S 3000 E

St. George, UT 84790

Review of Submitted Proposal: March 4, 2024

Recommendation to Board of Directors: April 25, 2024

Tentative Contract Award Date: April 26, 2024

Contract Duration: 3 year or 5 year

Offeror to Begin Service: July 1, 2024

INTRODUCTION

George Washington Academy is a Utah public charter school designed to provide students with a strong academic program that facilitates student-lead leadership. George Washington Academy serves students in grades K-7 serving 1050 students with 137 employees. George Washington Academy located at 2277 S. 3000 E., St. George, Utah, 84790.

AWARD OF CONTRACT. The contract will be awarded to the offeror whose proposal is determined to be the most advantageous to George Washington Academy, taking into consideration the price and the evaluation factors set forth in this RFP. No other factors or criteria will be used in the evaluation, and please note that due to recent changes to the Utah Procurement Code, cost is evaluated independently from the substantive evaluation factors. The final determination shall be in writing and shall be determined at the sole discretion of George Washington Academy's Board of Directors. The contract file will contain the basis on which the award is made. George Washington Academy can reject any and all proposals, and it can waive any informality or technicality in any proposal received if George Washington Academy's Board of Directors determines it would serve the best interests of George Washington Academy. George Washington Academy will open proposals publicly, identifying only the names of the contract awarded. Following the award decision, all proposals become public information.

Proposals will be received at the above stated time and place, however, no commitment will be made at that time until all proposals are evaluated for pricing, specifications and other pertinent information.

Any nonconforming or incomplete proposals may be rejected. PROPOSERS must comply with the instructions contained in the proposal package

Copies of the request for proposal are available on George Washington Academy’s website under the Current RFP’s tab <https://gwacademy.org/Current-RFP>.

All questions regarding this proposal shall be submitted in writing via email no later than Monday, February 26, 2024 to Jessica Bentley at: jbentley@gwacademy.org

George Washington Academy is requesting proposals from experienced vendors to provide new multi-function digital copiers and related maintenance support services. Services shall include placement, relocation as necessary, training, and full service maintenance. All digital copiers shall be new and unused with no refurbished parts.

George Washington Academy’s copiers are near their initial term period. Copiers may be leased or purchased, depending on what is in the best interest of George Washington Academy. The lease period for all units will not exceed 60 months (five years) and shall be based on a Fair Market Value (FMV) lease. Vendors should submit a separate bid for leasing and purchasing all copiers listed.

Quantities: The total number of copiers currently operating are:

| Model | Location | |
|--|-----------------|---|
| SHARP MX-M904 | WRK RM A | |
| SHARP MX-M654N | WRK RM A | |
| SHARP MX-3640N | Front Office | Faxing is a must and B/W and Color |
| SHARP MX-M565N | Purchasing | This could be a smaller unit, we do about 40,000 copies a year. Needs to scan in b/w and color and double sided |
| These do not need to be replaced but we would like them on a service and toner contract | | |
| HP Color LaserJet M454dn | Lunch | |
| HP Color LaserJet M479fdn | Wellness Center | |
| HP LaserJet Pro MFP M148dw | Room 103 | |
| HP LaserJet M401n | Room 201 | |
| HP LaserJet Pro M203dw | Room 207 | |
| HP Office JetPro 9025 | Speech | |

George Washington Academy reserves the right to increase or decrease anticipated quantities.

Vendor Recommendations: One to one copier replacement is not guaranteed. The purpose of this document is to provide information to submit a proposal. It is not the intent to limit the Vendor to a specific copier solution.

SUBMISSION REQUIREMENTS

The submission requirements for the RFP are detailed below. Review this RFP carefully before responding to ensure that you understand fully all procedural and contractual requirements.

Responses shall include:

- Supplier Identification Sheet
- References
- Supplier Questionnaire
- Specification Sheet
- Bid on Leasing and Purchasing 3 year and 5 year contract

Any submission shall constitute an irrevocable offer for ninety (90) calendar days following the deadline of its submission.

A. General and Technical Requirements for Digital Copiers

All digital copiers shall be new with no used or refurbished parts. All copiers shall include options for printing, scanning and if requested faxing. Each Site/Department's copier needs will determine the final equipment configuration of each unit. The OEM shall provide specification sheets listing all accessories, features, functions and technical requirements of each model copier.

1. Duplexing: All digital copiers shall be capable of producing double-sided copies/prints.
2. Paper: All copiers rated at a speed of 50 prints per minute (ppm) or faster are required to have the capability of printing on stock ranging from 20 lb. bond to 110 lb. index, on sizes letter (8 ½ x 11), legal (8 ½ x 14) and ledger (11 x 17).
3. Finishing: All digital copiers shall have full offset stacking and finishing (50 sheet stapling) capabilities.
4. Document Feeder: Digital copiers 50-90 ppm shall possess an Automated Document Feeder that has dual scan capability and accommodate 100 sheets of 20 lb. bond paper.
5. Bypass Tray: All digital copiers shall have a bypass tray for the purpose of printing on specialized stock.
6. Enlarging: All digital copiers shall be capable of enlarging documents in preset increments to a maximum of 200%.
7. Reducing: All digital copiers shall be capable of reducing documents in preset increments to a minimum of 25%.
8. Paper Capacity: All digital copiers shall have the following paper capacity, using standard 20 lb. copy paper: ▪ 8 ½ x 11 paper supply - minimum of 1,000 sheets ▪ 8 ½ x 14 paper supply - minimum of 500 sheets ▪ 11 x 17 paper supply – minimum of 250 sheets (may be an adjustable tray)

9. Pin Codes: All digital copiers shall have PIN code and/or mailbox secured access for users. Pin codes must include feature to set or restrict copy allowances by user.

10. Cost/Accounting Meter: All digital copiers shall have programmable cost center/accounting meter.

11. Network Printing (if required): Digital copiers shall be capable of printing from any desktop PC and/or MAC within George Washington Academy's network using an Ethernet TCP/IP protocol network connection. Identify whether or not printing is an optional feature and delineate all functions of this feature. If optional, identify all cost (i.e. equipment, software, etc.) and technical requirements necessary to the operation of this feature.

12. Network Scanning (if required): Digital copiers shall be capable of color scanning to file. Identify whether or not scanning is an additional feature and delineate all functions of this feature. If optional, identify all cost (i.e. equipment, software, installation, etc.) and technical requirements necessary to the operation of this feature.

B. OEM Service Entity (Authorized Dealers)

If the OEM will not be the direct servicing entity, the OEM must provide a statement of support to commit all necessary products, services and resources to the designated authorized dealer(s) in order to fulfill the terms and conditions of the contract. Authorized dealer and bidder shall be the same company.

C. Requirements for Maintenance Support

1. Warranty Term: Vendor shall provide parts and labor warranty for a minimum of 90 days. Vendor shall identify their warranty period.

2. Repairs under Warranty: The vendor shall bear all material and labor cost for repair of equipment and defects and failure accruing within the warranty period.

3. Replacement under Warranty: If a copier does not perform to manufacture's specifications during the warranty period, the OEM shall replace the unit(s) with a new copier of the same model.

4. Maintenance Agreement Term: The maintenance/service agreement shall commence upon expiration of the warranty period and extend through the end of the fiscal year (June 30). The Agreement will be renewed annually July 1 – June 30. George Washington Academy reserves the right to discontinue the Agreement at any time by giving 30 days written notice.

5. Repairs: On-Call remedial maintenance shall be performed on an "as needed" basis as determined by George Washington Academy. An adequate inventory of spare parts must be kept on hand by the Supplier, to be available for repairs necessary to keep all copiers/duplicators running.

6. Response Time: Defined as the time interval between the problem call by the George Washington Academy and the on-site arrival of a qualified maintenance service technician, the response time shall not exceed an average of four (4) normal working hours. Normal working hours are defined as 8:00 a.m. to 4:00 p.m., Monday through Friday except holidays.

7. Training: Initial training of George Washington Academy personnel and set up of shall be conducted upon equipment installation and at no cost.

8. Technical Functions: Initial set up of PIN codes, scanning, printing and all other technical functions will be conducted upon equipment installation at no cost to George Washington Academy. These functions will be reviewed annually and updated as needed at no charge to George Washington Academy.

9. Performance and Meter Report: A quarterly Performance and Meter Report shall be provided by Supplier on a proactive basis. The formatting of the Performance and Meter Report will be accomplished according to the needs of George Washington Academy, however the Performance and Meter Report shall indicate at minimum the following information during the period for each unit in the fleet: unit identification number, room number, site name, rate and number of copies.

D. Network Technical Requirements

1. The. Wireless Print: Multi-function copiers shall be capable of wireless printing from Chromebooks, iPads, etc.

2. Google Integration: Multi-function copiers shall be capable of accessing Google documents and printing directly on the device.

3. Anti-virus Software: All copiers should be configured with anti-virus software and must have built-in Image Overwrite software.

E. Pricing Requirements

1. Purchase Orders: George Washington Academy will issue a purchase order for copiers leased or equipment purchase and maintenance for all copiers.

2. Leases Billed annually in Advance: Vendors shall provide the purchase price on which the equipment lease is based. George Washington Academy would like to see the equipment lease pricing based on a 60-month (5-year) term, and a 36-month (3-year term) Fair Market Value (FMV) billed monthly.

3. Maintenance Agreement Pricing: Maintenance agreement pricing shall include all maintenance, repairs, parts and consumable supplies, including toner, masters, developer (except staples and paper). Increases in maintenance agreement pricing, if any, may not exceed 2% annually.

4. Maintenance Agreement Billing: Maintenance agreements will be billed monthly in arrears based on actual copies made. A master maintenance agreement may be developed at contract execution.

5. Meter Readings: Obtaining meter readings are the responsibility of the vendor. The vendor may call, email or visit the sites to obtain these readings on a monthly basis.

6. Copy Volume: It is understood and agreed that George Washington Academy guarantees no minimum amount. George Washington Academy reserves the right to increase or decrease anticipated. Annual volume indicated is an estimate only, based on the fiscal year July 1 through June 30 of each year.

7. Electrical Specifications: George Washington Academy will install electrical and/or data drops. It is the responsibility of the vendor to provide all specifications for the hard wire.

8. Vendor Recommendations: Each vendor may be asked to outline a method to examine volumes for each copier to verify the proper equipment is in place and is properly utilized. Vendors may be asked to outline a method to replace under or over-utilized equipment with a digital copier of lesser/greater speed and/or capacity. If agreed upon, this shall be accomplished without extending the equipment lease and/or maintenance agreement beyond the original term.

9. Free Delivery: All equipment and supplies shall be bid and delivered. This shall include trade-in equipment being replaced; exceptions may be mutually agreed to.

10. Free Pick-up: Return of equipment at the end of the lease term will be done at no charge to George Washington Academy by the Vendor that originally conducted the install. George Washington Academy owned copiers will be picked up at no charge to George Washington Academy by Vendor replacing the equipment; exceptions may be mutually agreed to.

F. Term: The contract will be awarded for a minimum of three years and may be renewed each year thereafter for two additional years for a total of 60 months (five years). George Washington Academy shall have the right to cancel this agreement for substantive non-performance, upon thirty (30) days advance written notice to the Vendor.

G. Assessments: Vendors may request an onsite assessment to facilitate the proposal. Prior approval and arrangements must be made to access George Washington Academy facilities. Person(s) conducting the assessment will need to have proper identification, be background checked and be an employee of the Vendor. The Vendor will assume all liability during the assessment of the assessor(s).

CONTRACTING REQUIREMENTS

A. Warranties and Representations: The supplier, manufacturer, or their assigned agent shall guarantee the product or service performed against all defects or failures of materials and workmanship for a period recommended by the manufacturer from the actual delivery date. The manufacturer's warranty must be included as part of any proposal.

B. Equipment, Tools, and Supplies: Vendor will supply all equipment, tools, supplies, offices, personnel, instrumentalities, transportation, support services and insurance required to deliver and install digital copiers under the Agreement.

C. Insurance Obligations of Vendor: Vendor agrees prior to the effective date of the contract, certificates of insurance necessary to satisfy George Washington Academy that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificates during the entire term of this contract.

D. Termination

1. If sufficient funds are not so authorized, the parties mutually agree that the contract may be terminated or amended as appropriate in response to the reduction in funding. If the contract is terminated, Vendor agrees to take-back any affected equipment, products, software, or hardware furnished under this contract, terminate any services supplied to George Washington Academy under this contract, and relieve George Washington Academy of any further obligation therefore.
2. George Washington Academy agrees equipment will be returned to Vendor in substantially the same condition in which it was delivered to George Washington Academy, subject to normal wear and tear.
3. Default by Vendor: The Agreement may be terminated by George Washington Academy upon thirty (30) days written notice to Vendor in the event Vendor is in default under any of the provisions of the Agreement. In the event the Agreement is terminated due to the default by Vendor, Vendor will not be entitled to receive any compensation for Services performed or for any Reimbursable Expenses incurred.
4. Automatic Termination: The Agreement will automatically terminate on the occurrence of any of the following events: (a) bankruptcy or insolvency of either party; (b) sale of the business; (c) failure to comply with federal, state or local laws, regulations or requirements, or (d) expiration of the agreement, renewal periods or month-to-month option.
- E. Amendments: George Washington Academy may, at its sole discretion, issue amendments to this RFP at any time prior to the time set for receipt of proposals.
- F. Bidder References: All PROPOSERS must submit three (3) Customer References to help indicate the bidder's fitness as an acceptable source for services or product and their ability to provide any awarded items.

EVALUATION OF PROPOSALS

George Washington Academy will review submitted proposals based upon, but not solely limited to, the criteria. Note that cost will be a factor, but not the only factor, in evaluating submitted proposals.

1. Rejection of Proposals: George Washington Academy reserves the right to reject any or all submissions in whole or in part for any reason without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet a material requirement in the Request for Proposal, or is incomplete or contains irregularities, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with the requirements in the RFP.
2. Evaluation Process: Bids will be evaluated by a committee of George Washington Academy representatives and their recommendation will go to the Board for final vote.
3. George Washington Academy reserves the right to determine the suitability of proposals on the basis of proposal meeting administrative requirements, business objectives, technical requirements, and committee's assessment of the quality and performance of the equipment and services

proposed, cost, and other criteria as assessed by the team. George Washington Academy may require the vendor to clarify an answer and present their bids in person.

A. Qualifications and Experience: The ability, capability, flexibility, financial stability and skill of the Vendor/OEM to perform the contract, as evidence by related factors such as its market position, strategic partnerships, customer base, industry ratings/awards, ability to deliver within a reasonable time without delay, etc. Also includes client reference information from current or prior customers, preferably school districts.

B. Technical Approach and Quality: The ability of the Vendor/OEM to meet the specifications and requirements for equipment, installation, maintenance and service. Demonstrated success on similar projects, technician training, average response time, problem resolution process and parts availability (i.e. delivery time for routine and special orders, as well as on-hand inventory). The ability to provide quality equipment and services in fulfillment of the contract based upon business efficiencies, organizational structure, customer service, and technological competitiveness.

C. Cost: Cost consideration will be reviewed only if a proposal is determined to be otherwise qualified. All figures entered on the vendor proposal must be clearly legible.

4. Award and Execution of Contract: The most qualified vendor will be placed on the Board Agenda as a recommendation from the committee. It is anticipated that final selection of the vendor will be presented to the School Board on April 25, 2024.

5. Errors and Corrections: Verify your proposals before the submission as they may not be withdrawn or corrected after the bid opening.

6. Withdrawal and Resubmission/Modification of Proposals: A vendor may withdraw its proposal at any time prior to the deadline for submitting proposals by notifying George Washington Academy in writing of its withdrawal. Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed after the evaluation process ends.

RESPONDENT TO COMPLETE AND RETURN WITH BID

My proposal is attached and identified as my official response to: "George Washington Academy Copier Equipment and Service Proposal 2024".

Undersigned agrees to furnish the equipment, materials and services stipulated in the attached proposal; and signifies acceptance of the terms, conditions and specifications contained in George Washington Academy's RFP "George Washington Academy Copier Equipment and Service Proposal 2024".

George Washington Academy reserves the right to reject any and all bids and/or waive any irregularities or informalities in the bidding process.

Company Name:

Address:

Signature:

Date:

Print Name:

Title:

Phone:

Email:

REFERENCES

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

Company Name:

Contact Name:

Address/City/State/Zip:

Phone:

Email:

Number of Copiers Provided:

Number of Years of Maintenance Support Services:

Company Name:

Contact Name:

Address/City/State/Zip:

Phone:

Email:

Number of Copiers Provided:

Number of Years of Maintenance Support Services:

Company Name:

Contact Name:

Address/City/State/Zip:

Phone:

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. Answers must be submitted on this form.

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. Discuss the qualification of the sales, service and support representative(s) who will be handling the District's account. Please include their specific office location, and the time commitment that will be offered to George Washington under this contract.
4. 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?
5. How long has your company sold copiers?
6. Are you a distributor of several brands of copiers? Authorized of each? Identify.
7. How many employees are at your location?
8. Who will be George Washington Academy's main point of contact and what is their phone number?
9. Who is the back-up person for the above person?
10. If another company will handle maintenance for you, give their full name, address, etc. and describe the business relationship.
11. Will other OEM parts be used for repair/maintenance purposes? If so, from who do you get parts?
12. What is your normal response time to "down" service calls?
13. How are service call request logged and on-site response time and time for repairs tracked?
14. Are service technicians assigned to George Washington assigned to service outside Washington County?
15. Are Preventative Maintenance appointments pre-scheduled or scheduled by mutual agreement between you and the Department?
16. Do you warehouse spare parts for the quoted copiers? Where?
17. Do you warehouse copiers in your office? If not, where?
18. What is the average delivery time for new copier?
19. What is your average deliver time out-of-stock to us?
20. How do you handle emergency delivery of supplies?

