



INVITATION TO BID LETTER

October 14, 2016

Enclosed is Clare-Gladwin RESD Request for Proposal for a complete printing solution for the District. In this Request for Proposal, the District is looking for two stand-alone agreements. The intent is to contract for a complete printing solution for the District by (1) leasing/purchasing new copiers and/or printers and (2) corresponding maintenance agreements for the printing fleet. The vision is to maintain portions of the current fleet of equipment and to replace outdated equipment. However, there is no set plan. Cost and functionality are the primary concerns. An ideal solution will provide for long term stability and performance at a cost that is lower than current expenditures. The definition of current expenditures are lease payments, supplies, and maintenance agreements for printers and copiers. The District is looking for a comprehensive equipment, service and supplies solution.

There is mandatory pre-bid meeting at the RESD Administration Building at 2:00PM on **Tuesday, October 25, 2016** to discuss the Request for Proposal and answer any additional questions. The bids are due **Tuesday, November 8, 2016 at 2:00PM**. Bids will be opened by committee. The award will be made **Wednesday, November 16, 2016** and notification will be made **November 17, 2016**. Expected installation is **December 1, 2016 through December 15, 2016**.

We look forward to your response to the attached RFP. If you have any questions regarding this document please contact me.

Sincerely,

Jolene L Compton

Jolene L Compton, CPA, CFO
Director of Finance and Human Resources
Clare-Gladwin RESD
jcompton@cgresd.net
989-386-8677

Enclosures



CONDITIONS OF THIS PROPOSAL

CONTRACT SPECIFICATIONS FOR ***COMPLETE PRINTING SOLUTION INCLUDING LEASING OF COPIER/PRINTERS AND MAINTENANCE AGREEMENTS**

Clare-Gladwin RESD is accepting quotations for a complete printing solution. There are numerous devices that need to be updated and maintained. It may be efficient and cost-effective to remove some currently owned devices.

We have scheduled a mandatory meeting, **Tuesday, October 25, 2016 at 2:00 PM EDT**. The purpose of the meeting will be to (1) discuss the purpose of the RFP, (2) discuss the RFP process, and (3) answer any questions bidders may have of the RFP and/or the District. All questions and answers will be shared with those bidders that provide e-mail addresses to the Director of Finance and Human Resources, Jolene Compton (jcompton@cgresd.net).

The following criteria will be used to make the District's choice:

- Completeness of solution
- Overall cost to the District
- Maintenance agreement terms
- Warranty and replacement coverage
- References and/or prior relationship with the District

BIDS WILL NOT BE CONSIDERED UNLESS SUBMITTED VIA THE ATTACHED BID SHEETS.

THIS PROPOSAL MUST BE IN THE BUSINESS OFFICE NOT LATER THAN

NOVEMBER 8, 2016 at 2:00PM

Bids will not be accepted after the above date and time.

A BID BOND OF 5% IS REQUIRED WITH THIS BID

Certified check or bid bond must accompany the proposal, at which time the proposals will be opened. No bid will be considered unless a certified check or bid bond is furnished, if required.

Every person, firm, or corporation submitting any bid for equipment, materials or services of any kind shall be required to furnish with such bid a certified check or bid bond in an amount indicated above which shall be forfeited to the Board of Education in case of failure of the bidder to sign a contract after acceptance of the bid by the Board of Education.

Quotations on equipment, materials or supplies must be F.O.B. point of delivery specified, including packing and crating charges.

The Board reserves the right to reject any or all bids or parts of bids, or to split award by items or to accept bid which will best serve the interest of the Board of Education

Bidders must make their proposals strictly in accordance with requirements and specifications, otherwise they may not be considered.

Bidders are granted the privilege of withdrawing their bids, if they desire, between the time they are submitted and opened.

Bidders are invited to consult with the Business Office concerning conditions required for submitting bids, use of

materials, or previous quotations.



THIS IS NOT AN ORDER

The undersigned proposes to deliver F.O.B., any one or all of the items at prices specified to:

LOCATION: Various Buildings within Clare-Gladwin RESD District

No bids shall be accepted from, or contract awarded to, any person who is in arrears to the Board of Education of Clare-Gladwin RESD upon debt or contract, or who is defaulter as security or otherwise upon an obligation to the Board of Education of Clare-Gladwin RESD.

BID DESCRIPTION
CONTRACT SPECIFICATIONS

LEASE/PURCHASE OF COPIERS/PRINTERS AND MAINTENANCE SERVICE AGREEMENTS

The undersigned proposes to lease or sell copiers/printers **and** furnish maintenance service at different locations for a period of four years beginning **December 1, 2016** for prices as indicated on the attached Bid Sheets. The lease will be a two party lease.

See current breakdown by location (ATTACHMENT A) with proposed printer/removal column.

Prices quoted shall include all cost of travel, labor and tools.

A BID BOND WILL BE REQUIRED WITH THIS BID.

In the event that this proposal is accepted to furnish whatever is included in this bid, the successful bidder agrees to furnish compensation insurance (if labor is required in the fulfillment of this contract order), which will amply protect the interest of the Board of Education.

This is to certify that the prices, quality, quantity and delivery of the above-mentioned material or commodity will be in exact conformity, unless clearly noted, with the specifications, samples and proposition therefore, and declare that it is made without collusion with any other person, firm, or corporation making any other proposal, or who otherwise would make a proposal, and agree to furnish in strict accordance with the specifications

COMPANY NAME _____

CONTACT PERSON _____ **PHONE** _____

ADDRESS _____ **FAX** _____

CITY _____ **ST** _____ **ZIP** _____

E-MAIL _____

SECTION I: CURRENT FLEET STATISTICS - SEE ATTACHMENT A

SECTION II: GENERAL SPECIFICATIONS

Clare-Gladwin RESD is looking for a complete printing solution which includes:

1. All bids must list BOTH the option to purchase the equipment proposed initially and the option to lease the equipment for four (4) years.
2. The sale or lease will be for **new equipment only**. (No used or re-manufactured equipment - must contain 100% new components.)
3. Clare-Gladwin RESD reserves the right to accept or reject any or all bids and to award the contract to other than the lowest bid offered, if such actions are in the best interest of Clare-Gladwin RESD. This does not commit Clare-Gladwin RESD to any specific course of action.

Bids must be submitted via U.S. mail clearly marked "Clare-Gladwin RESD Copier Bid" via the address listed below. NO email bids will be accepted.

**Clare-Gladwin RESD
4041 E Mannsiding Rd
Clare, MI 48617
989-386-3851
Sheryl Presler, Superintendent**

Deadline for accepting bids is 2:00PM on November 8, 2016

4. The Bid equipment will not be discontinued models at the time of bid and/or delivery.
5. The lease will be for a period of **four** years.
6. The lease/purchase may be awarded to the same vendor of the large & small digital copiers and printers.
7. The lease bid should state whether personal property taxes are included in the lease price. If not, an estimate should be given on additional costs.
8. The **lease shall NOT include a complete maintenance agreement** for all copier machines.

9. A **maintenance agreement separate from the lease** shall be included in the bid. The maintenance agreement will include the following:
 - a. All parts, labor, toner, staples, developer, and preventive maintenance (excluding paper).
 - b. The maintenance agreement will be implemented and performed by the organization issuing the lease.
 - c. Any service call placed with the vendor that is not addressed by a service technician within four business hours, the individual school will be given a credit based upon daily costs. The credit will be the total time in excess of four hours until the time a service technician responds to the call. Any credit will be applied to next month's invoice.
 - d. Immediate replacement with "comparable" equipment of any machine down for repairs or waiting on order of parts for more than 48 hours. Failure to do so warrants a credit on the next month's invoice.
 - e. Vendor agrees to replace any machine that does not operate to Clare-Gladwin RESD expectations with comparable product for remainder of lease.
 - f. Guaranteed availability of service, parts and supplies for life of lease.
 - g. *The agreement shall not contain any maintenance escalation clause.*
10. ALL GUARANTEED ITEMS MUST BE IN WRITING AT TIME OF BID.
11. Sufficient staff training is required for knowledgeable operation will be performed by the organization issuing the lease. Minimum training requirements are at the time of delivery, training at the start of each school year, and upon principal's request.
12. Lessor maintains full time professional maintenance team which includes network professionals.
13. Additional costs that could exceed those projected in the lease must be clearly spelled out in the lease. At no time will any other additional costs be entertained.
14. The lease payments will be negotiated between Clare-Gladwin RESD and awarded vendor. Lease payments must be broken down between equipment rental and maintenance.
15. Delivery and set up of all copiers is expected to be completed by **December 15, 2016**.
16. Current estimated copies per month are:
 - a. District – Monochrome: 67,000/month
 - b. District – Color: 38,000/month
17. Tentative Time line:
 - a. Mandatory Pre-bid meeting Tuesday, October 25, 2016 at 2:00PM
 - b. Bids received – November 8, 2016 at 2:00PM
 - c. Vendor award (approved by the Board of Education) is November 16, 2016
 - d. Vendor installation to begin December 1, 2016 and completed by December 15, 2016
 - i. Delivery accept prior to December 1 if needed

SECTION III: BID SHEETS - SEE ATTACHMENT A

SECTION IV: TRADE-IN ALLOWANCES

Please quote on any or all trade-in allowances on the following devices (some have finishers, please note during site visit):

- Ricoh Aficio MP 8001 Quantity: 1
- Ricoh Aficio MP C500 Quantity: 1
- Ricoh MP 4001 Quantity: 2
- Konica 350 Quantity: 1

Printer List will be available after agreement between Clare-Gladwin RESD and vendor on which devices will remain in district and be serviced.

Affidavit of Bidder – Familial Relationships Form

The undersigned, the owner or authorized officer of (the “Bidder”), pursuant to the familial disclosure requirement provided in the Clare-Gladwin Regional Education Service District’s (the “RESD”) RFP, hereby represent and warrant, except as provided below, that no familial relationships exist between the Bidder or any employee of the above mentioned RESD, and any member of the Boards of Education of the District or the Superintendents of the RESD.

List any Familial Relationships:

BIDDER: _____

By: _____

Its: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____ 2016, by
_____.

_____, Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____

Affidavit of Bidder - Compliance with School Safety Initiative Legislation

The undersigned, the owner or authorized officer of (the "Bidder"), certifies to Clare-Gladwin Regional Education Service District (the "RES D"), that any and all persons who will work directly or indirectly for the Bidder, including, but not limited to, Bidder's employees, agents, vendors, subcontractors or consultants, and who will work at or on any RES D property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, and 380.1230g and have not been convicted of any "listed offenses".¹ The Bidder further warrants and represents that all persons who will work directly or indirectly for the Bidder, including, but not limited to, Bidder's employees, agents, vendors, subcontractors or consultants, and who will work at or on any RES D property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, and 380.1230g. In this regard, Bidder agrees, without limitation, to report within three (3) business days to the RES D when any such person is charged with a crime listed in Section 1535a(1) of the Revised School Code² or a substantially similar law, and to immediately report to the RES D if that person is subsequently convicted, pled guilty or pled no contest to that crime.

BIDDER: _____

By: _____

Its: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____ 2016, by
_____.

_____, Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____

¹The term listed offenses means those defined in section 2 of the Sex Offenders Registration Act (SORA), MCL 28.722
²MCL . 380 . 1535a (1) . 50

AFFIDAVIT OF COMPLIANCE - IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of (the "Bidder"), certifies to Clare-Gladwin Regional Education Service District (the "RES D"), that any and all persons who will work directly or indirectly for the Bidder, is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Bidder is awarded a Contract as a result of the aforementioned Request for Proposal, the Bidder will not become an "Iran Linked Business" at any time during the course of performing under the Contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the Contract or proposed Contract for which the false certification was made, whichever is greater, the cost of the RESD's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on an Invitation To Bid for three (3) years from the date the it is determined that the person has submitted the false certification.

BIDDER: _____

By: _____

Its: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____ 2016, by
_____.

_____, Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____

CLARE-GLADWIN RESD
ATTACHMENT A

Device Location	Recommended Device or Remove	Current Device	Function	MONTHLY ESTIMATED USAGE	MONTHLY ESTIMATED USAGE	Notes	Meter Read
Administration Office							
Copy Room		Ricoh Aficio MP 8001	Copier/Printer/Scanner	11,603			
Copy Room		Ricoh Aficio MP C5000	Copier/Printer/Scanner	6,831	34,894		
Superintendent		HP LJ P2055dn	Printer	117			
Business Office		HP LJ4250	Printer	2,147			
Business Office - MICR		HP 4100	MICR Printer	1,204			
Copy Room/Lab		Xerox 6180N	Printer	3	2		
Copy Room/Lab		HP LJ 4000	Printer	79			
Early On		HP LJ 4000	Printer	597			
GenEd		HP LJ 4100	Printer	518			
Front Desk		HP 452dw	Printer	19	494		
Front Desk		HP LJ 400 M425dn	Fax/Printer	875	-		
Tech - NOC		HP LJ P2055dn	Printer	-	-		
Pupil Accounting		HP LJ 4250	Printer	474			
SPARKS		HP LJ P2055dn	Printer	422			
Area School							
Area School		Ricoh MP 4001	Copier/Printer/Scanner	16,469			
Area School Library		HP OJ X451dn	Printer	593	194		
Area School Office		HP OJ X451dn	Printer	55	1,093		
Area School Sped		HP LJ 4250	Printer	1,671			
Area School Sped		Konica 350	Copier/Printer/Scanner	6,577			
Area School Sped		HP LJ CP3505	Printer	51	313		
Sped 165 - Meghan Shephard		HP 452dw		590	77		
CTE							
Magnus Center - Construction		LaserJet P2035n	Printer	160			
Magnus Center - Health		LaserJet P2035n	Printer	694			
MMCC		LaserJet P2055dn	Printer	79			
Office		Aficio MP 4001	Copier/Printer/Scanner	14,298			
Office		Officejet Pro X451dn Prin	Printer	24	465		
Local Schools - Special Ed							
TOTAL ESTIMATE USUAGE				66,150	37,532		

2. BIDDER LEASE PRICING

COST PER MONTH	# OF MACHINES	# OF MONTHS	TOTAL COST OF LEASED MACHINES

3. MAINTENANCE AGREEMENT/SERVICE BILLING

	CHARGE (PER B/W CLICK)	CHARGE(PER COLOR CLICK)
SERVICE YEAR 1		
SERVICE YEAR 2		
SERVICE YEAR 3		
SERVICE YEAR 4		