

# Lucas Local Schools 2022 - Request for Proposal (RFP) for Multifunction Copiers/Printers

## 1. INTRODUCTION

### 1.1 Background

Lucas Local School District is in Lucas Ohio in Richland County, Ohio. The district serves approximately 525 students. Stated within this Request for Proposal (RFP) are the instructions for submitting a quote, the procedures, and criteria by which a vendor is selected and the contractual terms by which the district proposes to govern the relationship between it and the selected vendor.

The purpose of this competitive procurement process is to assist the district in selecting a vendor that will best meet the needs of the district. The RFP provides all interested vendors a means to present their services and abilities for an objective review. The District appreciates your consideration of this RFP and looks forward to receiving your quote. Lucas Local Schools provides equal access to its programs and services for all people without regard to race, creed, color, religion, national origin, age, gender, sexual orientation, marital status, or disability. If you require this information in an alternative format, contact Robert Lewis at (419) 892-2338 ext. 21219.

**All vendors submitting a response to the RFP must conduct an on-site visit.**

### 1.2 Purpose

The purpose of this REQUEST FOR PROPOSAL (RFP) is to select a vendor to provide multifunction copiers/printers and the related maintenance and support services. See “Additional Information” for a list of current copier types and locations.

### 1.3 Delegated Authority

The District will delegate the process of managing copiers/printers, copier/printer repair and toner provisioning to the vendor selected from this RFP.

### 1.4 Acknowledged Constraints

Lucas Local Schools is a public agency and is subject to public records laws. Most records are public information, but student records are not public information. The vendor should be aware that student records are protected by the Family Educational Rights and Privacy Act. The confidentiality of student records must be strictly preserved.

### 1.5 Minimum Vendor Qualifications

The vendor must be licensed to do business within the State of Ohio.

## 2. GENERAL INFORMATION

### 2.1 RFP Coordinator

From the date of receipt of this RFP by each vendor until a binding contractual agreement exists with the selected vendor, or when the District rejects all the quotes, the only communication shall be between the vendor and Robert Lewis.

Requests for information related to this RFP from a vendor to any department of the District or questions from any department or employee of the District to the vendor regarding this procurement other than the contacts specified will cease.

The District Technology Coordinator is the sole source of contact for the District for this procurement. All communication between the vendor and the District upon receipt of this RFP shall be with Robert Lewis.

RFP Coordinator: Robert Lewis  
Mailing Address: Lucas Local Schools  
84 Lucas North Road  
Lucas, Ohio 44843  
E-Mail: [lewis.robert@lucascubs.org](mailto:lewis.robert@lucascubs.org)

Any other communication will be considered unofficial and non-binding on the District. Vendors are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the vendor.

### 2.2 Procurement Schedule

- RFP packets available: **May 16, 2022**
- RFP Due at Board of Education: **By 4:00 PM on June 15, 2022**
- RFP Evaluation Results: Pending BOE Approval
- Final Award: **June 17, 2022 (Board of Education meeting)**

### 2.3 Revisions to the RFP

The District also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

### 2.4 Response Method

Vendors are required to submit an original copy with an original signature. For an RFP to be accepted it must have an original signature. The envelope should be clearly marked to the attention of the Robert Lewis referencing RFP for Multifunction Copiers/Printers 2022. Vendors mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by Lucas Local Schools. Lucas Local Schools has mail delivery once a day (Monday through Friday). Vendors assume the risk for the method of delivery chosen. The District assumes no responsibility for delays caused by any delivery service.

Quotes received after the deadline will not be accepted and will be disqualified from further consideration. All quotes and any accompanying documentation become the property of the District and will not be returned.

## **2.5 Unacceptable Response Methods**

Delivery of the RFP by telephone, telegraph, fax, or any other means other than an original document is Not acceptable.

## **2.6 Proprietary Information and Public Disclosure**

All RFPs submitted become the property of the District and are a matter of Public Record after the contract is signed. RFPs containing information of a proprietary or sensitive nature should identify that information as PROPRIETARY or TRADE SECRET. The District is required by law to disclose requested documents in response to a public request. To allow the vendor to obtain legal guidance, the District will attempt to notify the vendor that a request has been received that seeks proprietary or sensitive information.

## **2.7 Acceptance Period**

Due to the compressed time period of this RFP the proposals must be provided on the designated date of **June 17, 2022**.

## **2.8 Responsiveness**

The RFP Coordinator will review all proposals to determine compliance with administrative requirements and instructions specified in this RFP. The vendor is specifically notified that failure to comply with any part of the RFP may result in rejection of the quote as non-responsive. The RFP must have an original signature of a vendor officer or employee authorized to commit the vendor to provide the items and service as described in the submitted RFP. The District also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

## **2.9 Contract and General Terms and Conditions**

The selected vendor will be expected to enter a contract, which is and shall address the general terms and conditions outlined in the RFP.

## **2.10 Costs to Propose**

The District will not be liable for any costs incurred by the vendor in preparation of a quote submitted in response to this RFP, in the conduct of a presentation, or any other activities related to responding to this RFP.

## **2.11 No Obligation to Contract**

This RFP does not obligate the District to contract for items and services specified herein.

## **2.12 Rejection of Proposals**

The District reserves the right at its sole discretion to reject all quotes received without penalty and not to issue a contract because of this RFP.

## **2.13 Commitment of Funds**

The Treasurer of the District is the only individual who may legally commit the District to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

## **2.14 Insurance Coverage**

The District may require some or all the listed insurance for this project. Where needed, the

vendor will furnish to the District before supplying the proposed product or service a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The vendor shall, at its own expense, obtain and keep in force insurance coverage, which shall be maintained in full force and effect during the term of the contract. The vendor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to the District within fifteen (15) days of the contract effective date.

### **2.14.1 Liability Insurance**

Commercial General Liability Insurance: The vendor shall maintain general liability (CGL) insurance and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 per each occurrence. If CGL insurance contains aggregate limits, the General Aggregate limit shall be at least twice the “each occurrence” limit. CGL insurance shall have products-completed operations aggregate limit of at least two times the “each occurrence” limit. CGL insurance shall be written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage). All insurance shall cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract) and contain separation of insured’s (cross liability) condition. Additionally, the vendor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

Business Auto Policy: As applicable, the vendor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit not less than \$1,000,000 per accident.

Such insurance shall cover liability arising out of “Any Auto.” Business auto coverage shall be written on ISO form CA 00 01, 1990 or later edition, or substitute liability form providing equivalent coverage.

Employers Liability (“Stop Gap”) Insurance: In addition, the vendor shall buy employers liability insurance and, if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

### **2.14.2 Additional Provisions**

Worker’s Compensation Coverage. The vendor will always comply with all applicable workers’ compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the fullest extent applicable. The District will not be held responsible in any way for claims filed by the vendor or their employees for services performed under the terms of this contract.

### **2.15 Errors in the RFP**

If a vendor submitting a proposal discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the vendor should immediately provide the District with written notice of the problem and request that the RFP be clarified or modified

### **2.16 Withdrawal and Resubmission/Modification of Proposals**

A vendor may withdraw its proposal at any time prior to the deadline for submitting proposals by notifying the District 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 begins.

### **2.17 News Releases**

News releases pertaining to the award of a contract may not be made without the prior written approval of the District.

## **3.0 GENERAL AND TECHNICAL REQUIREMENTS FOR MULTIFUNCTION MACHINES**

### **3.1 Minimum Requirements for All Multifunction Copiers/Printers**

- a) All copiers/printers shall be newly manufactured with no used or refurbished parts and include the capability for scanning, printing, and copying. Business needs will determine the final equipment configuration of each copier/printer.
- b) All copiers/printers shall be capable of producing double-sided prints/copies.
- c) All copiers/printers shall possess an automated document feeder, with a minimum capacity of 2000 sheets of 20 lb. bond paper. All copiers/printers shall have the following paper capacity, using standard 20 lb. copy paper: 8½ x 11 paper supply - minimum of 2000 sheets. 8½ x 14 paper supply - minimum of 500 sheets. 11 x 17 paper supply - minimum of 250 sheets (may be an adjustable tray).
- d) All copiers/printers shall have a bypass tray for the purpose of printing on specialized stock.
- e) All copiers/printers shall have full offset stacking and finishing and stapling capabilities.
- f) All copiers/printers shall be capable of enlarging documents in preset increments to a minimum of 200%.
- g) All copiers/printers shall be capable of reducing documents in preset increments to a minimum of 64%.
- h) All copiers/printers shall have the capability to be managed fully by the vendors selected “follow me printing solution” such as PaperCut MF software package for the purpose of user authentication (staff and student users) and print/copy/scanning management. The software plug-in for copiers must be capable of being upgraded. All software licensures will be provided by the vendor for all copiers with unlimited users for the term of this contract.
- i) The user security database authentication must be linked to district LDAP/Active Directory. All MDF’s to support the use of pin codes and fobs for authentication.
- j) All copy machines/printers shall be capable of utilizing “follow me printing” such as PaperCut MF, PaperCut Mobility print and Common UNIX Printing System (CUPS).
- k) All copiers shall be capable of scanning. Scanning would include the capability to send to an e-mail address, network folder and/or Google Docs/Drive. The vendor will assume all setup/maintenance of staff address books or network share points for these services. File formats should include XLSX, DOCX, PDF, JPG, TIFF, and MTIFF. The scanning feature must be capable of scanning color even if the machine itself does not produce color documents. Scanner must be TWAIN compliant. Scanner should have embedded OCR support.
- l) All copiers/printers shall have the ability for a network connection using Ethernet TCP/IP protocol with the capability for TCP/IP filtering.
- m) All copiers/printers shall have 64-bit drivers of the same version that are fully compatible with *Microsoft Windows* client/servers (*Window 10, Windows 21H2* through current and future versions of Windows and Windows Server)
- n) Each networked copier/printer shall allow printing from any Windows desktop PC, Laptop or Google Chromebook through *Windows Server 2012R2 or newer*.
- o) All existing electrical requirements “Additional Information” and are attached to are noted under this RFP.
- p) Certain copier/printers must be capable of faxing. Identify whether faxing is an optional feature and delineate all functions of this feature, including a description of its operation (i.e., fax board, fax driver, etc.). If optional, identify all costs (i.e., equipment, software, installation, etc.) and technical requirements necessary to the operation of this feature.

- q) The vendor shall provide specification sheets listing all accessories, features, functions, and technical requirements of each model copier/printer.
- r) The vendor shall provide support for all configurations changes.
- s) All copy machines must support printing to #10 envelope stock at a minimum.
- t) There will be no automatic renewal for any additional term upon completion of the initial agreement.
- u) There will be no increases in either the base price or per page charge over the initial contract term.
- v) A “click” shall be defined as a copy, print or image that has been printed. Scanned or canceled jobs will not be counted in the per click totals.
- w) The District is permitted to move copiers/equipment with-in each building. The District will contact the vendor for any equipment that may need to be relocated to other facilities. The vendor shall provide district staff with proper process/procedures in moving equipment.
- x) All supplies other than paper shall be supplied by vendor for duration of contract.
- y) All accessories like Fob readers, keypads, and release stations must warrantied for duration of contract.
- z) Fob readers on all copiers must be secured in place by screws or other permanent means, not Velcro or double stick tape.
- aa) All copiers must be capable of producing a user designated watermark on copied or printed output.
- bb) All copiers must be capable of digital cleanup of colored or dark documents to a gray scale B&W image.

## **4.0 CUSTOMER SERVICE AND MAINTENANCE REQUIREMENTS FOR SELECTED VENDOR(S)**

### **4.1 General Requirements**

- a) Vendor shall provide a parts and labor warranty for a minimum of 90 days. Vendor shall identify their warranty period.
- b) The vendor shall bear all material and labor costs for repair of equipment and defects and failure accruing within the warranty period.
- c) If a copier/printer does not perform to manufacturer's specifications during the contract period, the vendor shall replace the unit(s) with a new copier/printer of the same model or equivalent performance.
- d) The maintenance/service agreement shall commence upon expiration of the warranty period.
- e) The vendor shall provide telephone support number for placing service calls, which will be available
- f) Monday through Friday, 7:30 a.m. to 5:00 p.m. EST., excluding legal holidays.
- g) The vendor shall maintain a minimum average rate of 98% uptime per copier/printer per calendar quarter. The average uptime rate is based upon the number of business days per calendar quarter, excluding Lucas Local Schools recognized holidays.
- h) The vendor must provide on-site diagnosis of copiers/printers within 4 hours of receipt of maintenance request. A workday is defined a 7:00 am to 4:00 pm EST, Monday – Friday.
- i) Poor performing and/or problematic copier/printer units will be replaced with new, similar equipment or remanufactured system repaired to manufacturer's specifications and/or repaired to the Lucas Local School District's satisfaction.

- j) If a copy/printer unit is non-functional for a period exceeding one week, the vendor will provide a temporary replacement unit with similar performance and features until the original unit is repaired or replaced.
- k) Initial training of Lucas Local School District personnel shall be conducted upon equipment installation and at no cost to the District.
- l) Yearly training for newly hired staff shall be conducted upon request by the District
- m) The vendor must provide a toll-free telephone contact for support diagnosis and/or reporting of emergency issues for immediate dispatch of on-site support.
- n) The vendor must provide a “Dedicated Service Representative” (DSR) available for on-site diagnosis and repair of copier/printers at any given time. Each DSR must be able to travel independently within the district and will be required to pass an FBI background check at the expense of the vendor prior to assignment to the District.
- o) The vendor will supply all equipment, tools, supplies, offices, personnel, instrumentalities, transportation, support services and insurance required to deliver and install digital copiers/printers under the Agreement.
- p) The vendor must provide a minimum of one (1) annual cleaning to all copiers/printers within the District during specified times agreed to by the District and the vendor

## **4.2 Requirements for Contract Implementation and Future Evaluation of Contract Effectiveness**

- a) The District desires to commence the deployment of the machines beginning on August 1, 2022 or earlier. The deployment must be completed by August 13, 2022. Please describe your ability and project plan to meet these timelines.
- b) The District will require the vendor assume expenses for license/implementation of software, staff training, process documentation or other changes to current processes affecting the operations of the current printer service process. Please provide an implementation project plan detailing implementation by building and confirm this against District processes before enacting this plan.
- c) The vendor shall provide support for all configurations changes.
- d) The vendor will maintain hardware firmware to ensure compatibility with District operations.
- e) The vendor will provide a central point of contact for operations and technology needs/coordination.
- f) The vendor must provide Lucas Local Schools a quarterly report detailing the activity for each machine.

## **5.0 EVALUATION OF PROPOSALS**

### **5.1 Rejection of Proposals**

Lucas Local Schools 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.

### **5.2 Evaluation Process and "Scoring" of Proposals**

The District may consider the following in determining contract awards to the selected vendor:

- The lease/purchase price
- The per copy/print (click) over usage charges
- Software cost
- Functionality of software provided
- The reputation of the vendor and of the vendor's goods and services
- The quality of the vendor's goods or services
- The extent to which the goods or services meet the district's needs
- The vendor's past relationship with the district
- The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses
- The total long-term cost to the district to acquire the vendor's goods or services
- Any other relevant factor specifically listed in the request for proposal that may exceed the minimum specifications.

Evaluation of the proposals received in compliance of the RFP instructions will be performed for the purpose of selecting a vendor that best meets the needs of the District. The District will be awarding this bid on cost, as well as service. The District may award this RFP to other than the low bidder. To be as objective as possible, the District will award points for service, and costs. Vendors may be called for an interview based on the initial evaluation of proposals submitted. District representatives will conduct this interview. Vendors not providing an acceptable solution to a mandatory requirement will not be considered for the final award.

The specifications listed in this document are the minimum levels of service or product quality that will be accepted. It is the SCOPE and INTENT that the services to be performed by the vendor under this specification shall consist of furnishing multifunction copiers and/or printers and the related software, maintenance, and support services. Technical merit is how well the solution performs the desired and mandatory functions. Service merit is how the vendor demonstrates the ability to service the account and keep operations functioning at a high level. Though cost is a factor that will be a criteria when awarding the contract, it may not be the only factor considered. The District may also consider awarding the contacted based on technical merit, service merit, and experience in K-12 education. Proposals may be submitted on the provided forms or on eight and one-half by eleven (8½" x 11") inch paper. Charts and foldouts of a size other than 8½"x 11" may be attached to the RFP. Proposals must provide information in the same order as presented in this document with the same headings.

This will not only be helpful to the evaluators of the quote but should assist the vendor in preparing a thorough response. The District will provide the text of this RFP in Microsoft Word format posted off the front page of the district's website, [www.lucascubs.org](http://www.lucascubs.org).

## **6.0 CONTRACT TERMS AND CONDITIONS**

The District intends to use the following terms and conditions in addition to those that are generated from the responses to sections 3.0, 4.0 and 5.0 in the RFP. Vendors, who want to use different terms or additional terms, may list them with their RFP. The District and the selected Vendor will negotiate the final contract terms.

### **6.1 Contract Period**

The contract period is to begin August 1, 2022 and will continue to July 30th based on the term selected by the district of either 48 or 60 months. A contract extension for additional years or machines is to be determined based on vendor performance.





## **6.2 Non-Discrimination, Affirmative Action, and Sexual Harassment**

a) The vendor agrees to provide equal educational and employment opportunities without regard to race or ethnicity, creed, color, sex, national origin, age, marital status, religious preference, life threatening illness, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation, status as a disabled or Vietnam era veteran or political opinions or affiliations in fulfilling the terms of this contract.

b) State and Federal laws and Lucas Local Schools Affirmative Action/Equal Opportunity Guidelines prohibit sexual harassment and define it as sex discrimination. Acts of sexual harassment by the vendor's representatives may result in actions by the District to terminate the Agreement until such time as acts are remedied as provided by State and Federal laws.

## **6.3 Conflict of Interest**

Neither the vendor nor any employee or agent of the vendor shall participate in the performance of any duty in whole, nor in part pursuant to this agreement to the extent that participation prohibited by law in the State of Ohio State.

## **6.4 Assignment**

Neither party to this Agreement shall have the right to assign this Agreement in whole or in part without prior written consent of the other.

## **6.5 Amendments**

No amendment of this Agreement shall be effective unless it is in writing and executed by the District's Treasurer.

## **6.6 Notices**

All notices provided relevant to this contract shall be delivered and addressed to parties as follows:

### **To the District:**

Lucas Local Schools  
C/O Technology Department  
Attn: Robert Lewis  
84 Lucas North Road  
Lucas, Ohio 44843

### **To the vendor:**

Vendor Contact Name  
Vendor Contact Title  
Company Name DBA  
Vendor Address  
Vendor City, State Zip

## **6.7 Liability**

Each party to this Agreement shall be responsible for claims for damages to persons or property resulting from acts or omissions or negligence on the part of itself, its employees, its agents, or its officers. Neither party shall be construed to be the officer, agent, or employee of the other party. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this agreement. In the event of litigation in this matter, each party shall bear its own costs and attorney fees. The venue of any litigation arising out of this Agreement shall be Miami County, Ohio.

## **6.8 Governing Law**

This contract is subject to the law and statutes of the State of Ohio, with venue set in the Common Pleas Court of Richland County.

## **6.9 Termination for Cause**

The District or Vendor may terminate this Agreement if either the District or the Vendor fails to provide services as stipulated in this Agreement. If upon written notice that deficiency exists and the deficiency is not corrected within a reasonable period (not to exceed thirty (30) calendar days unless otherwise agreed to by both parties), this Agreement may be terminated for cause by giving written notification to the other party.

## **6.10 Termination for Convenience**

This lease will automatically terminate at the end of the lease term (36, 48 or 60 months) without cause unless the district requests an extension of the lease in writing at least 90 days prior to the end of the end of the lease term. Any extension of the lease will be subject to acceptance by the lease holder and will be for a mutually agreed period.

## **6.11 Interpretation of Contract**

In the event of an inconsistency in this contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- a) Applicable Federal and State of Ohio statutes and regulations.
- b) District's Request for Proposal
- c) Vendor's response to the RFP
- d) Any other provision, term or material incorporated herein by reference or otherwise incorporated in this contract

## **6.12 Entire Agreement**

This contract including referenced Addenda represents all the terms and conditions agreed upon by the parties. No other interpretation or representation, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.

## **6.13 Conformance**

If any provision of this contract violates any statute or rule of law of the State of Ohio, it is considered modified to conform to that statute or rule of law.

## **6.14 Approval**

This contract shall be subject to the written approval of the District's authorized representative and shall not be binding until so approved. The contract may be altered, amended, or waived only by a written amendment executed by both parties.

## **6.15 Waiver**

The District's acceptance of nonconforming goods or services shall not constitute a waiver of any performance or obligation of the vendor still outstanding.

## **6.16 Non-Endorsement**

The selection of the Vendor to supply services to the District is neither an endorsement nor a suggestion that the Vendor is the best or only solution. The Vendor agrees to make no reference to the District in any literature, promotional material, brochures, sales presentation, or the like without express written consent of the District.

## **6.17 Appropriation of Funds**

If the term of this contract extends into fiscal years after that in which it is approved, such continuation of the contract is subject to the appropriation of funds for such purpose by the Legislature. 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, the vendor agrees to take-back any affected equipment, products, software, or hardware furnished under this contract, terminate any services supplied to the District under this contract, and relieve the District of any further obligation.

## **6.18 Assignment/Subcontracting**

The vendor will clearly describe the reason for using any subcontractors, if applicable. Regardless of approval of any subcontractor by the District or any provision in the agreement to the contrary, The vendor will always remain solely and exclusively responsible for the performance of all obligations under this Agreement.

## **6.19 Force Majeure**

Neither party will be deemed in default of the Agreement or any provision hereunder to the extent that any delay or failure in the performance of the obligations of such party (other than the payment of money) results from any significant and material causes beyond its reasonable control and without fault or negligence by such party. Examples of such causes include, but not limited to, (1) acts of God or public enemy, (2) acts of the government in sovereign or contractual capacity, (3) fires, (4) floods, (5) Epidemics, (6) quarantine restrictions, (7) embargoes, and (8) earthquakes.

## **7.0 GENERAL AND TECHNICAL REQUIREMENTS FOR SOFTWARE**

The district is requesting software support for “a follow me printing solution” such as Papercut MF, with capabilities including, authentication, follow-me printing, accountability, and reporting. The solution must be integrated into the copy machines/printers that the vendor is providing. This integration must include the ability for students and teachers to enter their identification codes either by fob or proximity card (district provided IPC 9020 proximity cards) or by keypad. Hardware/software must support direct printing and Papercut Mobility Print from Windows, Mac and Chromebook OS.

- a) All software licensing and support will be the responsibility of vendor.
- b) The vendor will provide the software solution, and maintenance for life of the contract.

## **7.1 Demonstration**

The vendor will provide a demonstration of their software capability to meet the District’s requirements as part of the RFP evaluation process before any contracts will be awarded.

## **7.2 Supported platforms for software**

The software provided must support all requested functions including authentication, follow-me printing, accountability, and reporting on the following platforms: ChromeOS (Chromebook), Windows (10), Server OS (2012R2, 2016, 2019, 2022), and Android. Support for these platforms must be ongoing (supporting future versions)

## **7.3 Cost**

Software cost to implement any of the requirements of this RFP shall be quoted separately from the cost of the lease and per copy/print charges for multifunction device machines. Any ongoing maintenance or support for software will be provided for the entire term of the contract.

## **7.4 Requirements for Software Services**

The proposed software services must provide documentation of their support of the manufacturer on all quoted copy/print platforms provided as part of their response to this RFP.

## **8.0 Optional services, software, and equipment**

The district is requesting pricing on the following optional services:

- a) Fax service. The district will be considering a fax solution that would replace the requested fax boards that are requested as part of the office copy machines. The optional price should include all software and hardware and provide a credit for the removal of the fax boards.

## **9.0 SIGNATURE**

The signature of the authorized representative is required on the submitted response document to the District's RFP. The signature and response document constitutes a valid offer to provide service in response to the terms and conditions as specified in the RFP, or as modified by the vendor's offer.

### **LUCAS LOCAL SCHOOL DISTRICT**

#### **RFP- Copiers- 2022**

#### **Building Addresses and Key Contacts**

## **10.0 Information**

For information regarding this Request for Proposals please contact:

Robert Lewis, Director of Technology  
Lucas Local Schools  
84 Lucas North Road  
Lucas, OH 44843  
(419) 892-2338 x 21219  
[lewis.robert@lucascubs.org](mailto:lewis.robert@lucascubs.org)

Board of Education  
84 Lucas North Road  
Lucas, OH 44843  
(419) 892-2338

All appointments, visits, phone calls, vendor contacts, and demonstrations must be coordinated through Robert Lewis, Director of Technology.

**LUCAS LOCAL SCHOOL DISTRICT  
RFP –Copiers- 2022**

**Copier Locations, minimum copier speeds, additional options, current volume**

<b>Building</b>	<b>Room Location</b>	<b>Min. Copy Speed</b>	<b>Additional Options</b>	<b>Current Annual Volume</b>
Elementary Building	Board Office	45	Sort,Staple,Print,Scan,Color,FAX	3,000
	Elementary Office	45	Sort,Staple,Print,Scan	25,000
	West wing	45	Sort,Staple,Print,Scan	13,000
Lucas High School	Second Floor lounge	45	Sort,Staple,Print,Scan	14,000
	First floor office	45	Sort,Staple,Print,Scan,Color	8,000
Lucas Middle School	1st Floor office	45	Sort,Staple,Print,Scan	8,000

**Current annual totals are between 60,000 to 75,000 printed pages for black and white and between 8,000 to 10,000 printed pages for color copies/printing.**

**LUCAS LOCAL SCHOOL DISTRICT**

**RFP –Copiers- 2022**

**Additional Information:**

a. Electrical requirements:

<b>Building</b>	<b>Room Location</b>	<b>Current Electrical</b>	<b>Current Model</b>
Board of Education	Lucas Elementary building	120v/20	RICOH MP 3352
Lucas High School	Office	120v/20	Ricoh MP C5502
	Workroom/Lounge	120v/20	Xerox AltaLink B8045
Lucas Middle School	1st Floor Workroom	120v/20	Xerox AltaLink B8045
Lucas Elementary School	ES Office	120v/20	Xerox AltaLink B8045
	West Wing hallway	120v/20	Xerox AltaLink B8045

**LUCAS LOCAL SCHOOL DISTRICT  
RFP –Copiers- 2022**

**FORM OF PROPOSAL – Bid #1 (As outlined by District)**

The following equipment is proposed for a \_\_\_60-Month Lease or \_\_\_ 48-Month Lease:

A#. \_\_\_\_\_ of \_\_\_\_\_ units @ \$\_\_\_\_\_ per mo. Total: \$\_\_\_\_\_  
(Number) (Brand & Model)

B#. \_\_\_\_\_ of \_\_\_\_\_ units @ \$\_\_\_\_\_ per mo. Total: \$\_\_\_\_\_  
(Number) (Brand & Model)

C#. \_\_\_\_\_ of \_\_\_\_\_ units @ \$\_\_\_\_\_ per mo. Total: \$\_\_\_\_\_  
(Number) (Brand & Model)

D#. \_\_\_\_\_ of \_\_\_\_\_ units @ \$\_\_\_\_\_ per mo. Total: \$\_\_\_\_\_  
(Number) (Brand & Model)

E#. \_\_\_\_\_ of \_\_\_\_\_ units @ \$\_\_\_\_\_ per mo. Total: \$\_\_\_\_\_  
(Number) (Brand & Model)

F#. \_\_\_\_\_ of \_\_\_\_\_ units @ \$\_\_\_\_\_ per mo. Total: \$\_\_\_\_\_  
(Number) (Brand & Model)

Total Monthly Equipment Lease: \$\_\_\_\_\_

Attach Amortization Schedule and indicate interest rate: \_\_\_\_\_%

Price per copy/print (click) for over usage or under usage to be reconciled monthly: \$\_\_\_\_\_

Relocation of Equipment Hourly Rate: \$\_\_\_\_\_

**Cost of and descriptions of optional services for lease:**

Fax Service:

**LUCAS LOCAL SCHOOL DISTRICT  
RFP –Copiers- 2022**

**Signature Page**

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

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

\_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

Position/Title: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

If there are any material differences between the RFP response and the RFP, they must be noted below. Your signature will certify your organizations compliance with the requirements of the RFP, with the exceptions that you have noted. Note that any differences may result in the response being rejected from this evaluation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)