REQUEST FOR PROPOSAL
FOR COPIERS AND PRINTERS
RENTAL/LEASE

Request for Proposal #FY160036

March 17, 2016

Purchasing Shared Services is requesting proposals for **Copiers and Printers Rental/Lease. <u>There is no guarantee as to which district(s) will participate in the award of this Request for Proposal</u>**. General Conditions, Scope of Services, and General Specifications for this proposal are contained on the following pages.

Proposals are due no later than 2:00 P.M., Central Time, Tuesday, April 12, 2016, in Purchasing Shared Services, Bartlett City Schools Administration Offices, 5650 Woodlawn, Bartlett, Tennessee 38134. All proposals must be time stamped in Purchasing Shared Services, Bartlett City Schools Administration Offices, 5650 Woodlawn, Bartlett, Tennessee, 38134, prior to 2:00 P.M., Central Time, Tuesday, April 12, 2016. Proposals received after the specified date and time will be considered late and will not be opened. Proposals will not be accepted via any form of electronic media.

School Districts reserve the right to reject any or all Request for Proposals, waive defects or informalities in Request for Proposals and to make awards as deemed to be in its best interest. If awarded, awards will be made to the lowest and or best proposer.

In compliance with this Request for Proposal, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this RFP be accepted, to furnish any or all of the items upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item. The undersigned further agrees, if awarded an order or contract, to indemnify, protect, defend and hold harmless the School Districts, its Board Members, agents and employees from all judgments, claims, suits or demands for payment that may be brought against the School Districts agents and employees arising out of the use of any product or article that is provided pursuant to the RFP. Proposer further agrees to indemnify, protect, defend and hold harmless the School Districts, its Board Members, agents and employees from all judgments, claims, demands for payment, or suits or actions of every nature and description brought against the aforementioned alleging injuries and damages sustained by any person arising out of or in the course of the proposer performing or failing to perform the service and/or providing or failing to provide the goods related to this Request for Proposal.

Proposer also certifies that he/she/it does not discriminate against any employee or applicant for employment on the grounds of race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law; and does not and will not maintain or provide his/her/its employees any segregated facilities at any of his/her/its establishments.

The School Districts offer educational and employment opportunities without regard to race, age, color, national origin, religion, sex, disability or genetic information.

COMPANY NAME _____ **TERMS**: _____ **DELIVERY: Days A.R.O.** _____

ADDRESS _____ **PHONE** _____ **FAX** _____

CITY _____ **STATE** _____ **ZIP** _____ **E-MAIL ADDRESS** _____

Names and signatures below certify that you understand and agree to all information in this Request for Proposal.

AUTHORIZED REPRESENTATIVE (Print) _____ **SIGNATURE** _____ **DATE** _____

GENERAL TERMS AND CONDITIONS:

1. Proposals are due no later than 2:00 P.M., Central Time, Tuesday, April 12, 2016, in Purchasing Shared Services, Bartlett City Schools Administration Offices, 5650 Woodlawn, Bartlett, Tennessee 38134.

2. Pricing quoted shall be guaranteed firm for a minimum of sixty (60) months. Initial rental/lease agreement period will run from July 1, 2016 through June 30, 2021. If this is extended past this initial period, commitment will be on a monthly basis.

3. Proposals should provide a straightforward and concise presentation, adequate to satisfy the requirements of the Request for Proposal (RFP). Emphasis should be on completeness, clarity of contents and responsiveness to the RFP. Proposals should be structured to respond to the RFP specifications. Format of Request for Proposal response should be as follows:
   - I. Executive Summary
   - II. Company Organization Chart/Management Structure and Personnel Qualifications
   - III. Support Services and Training (to include name of service manager, address of service department, local and/or toll free telephone number and email address of contact person information)
   - IV. Technical Approach to Project (to include full name, telephone number, and email address of technical contacts)
   - V. Recruitment, Background Check, Drug-Free Workplace Certification and Training Procedures
   - VI. State firm's retention rate of K-12 district rental/lease agreement over the last five (5) years and explain termination of any rental/lease agreement
   - VII. References: List five (5) client references (3 at least 3 years old preferably in the educational community. Include contact name, address, telephone number, and email address.
   - VIII. Financial Considerations
   - VIX. Other information as specified or included for consideration
   - X. Completed and Signed Request for Proposal Cover Sheet
   - XI. Completed and Signed Certificate of Non-Discrimination Form
   - XII. Completed and Signed Request for Proposal Agreement
   - XIII. Completed and Notarized Hold Harmless Agreement
   - XIV. Completed Request for Pricing Sheet

4. Estimated project timing:

- RFP Emailed	March 17, 2016
- Deadline for Questions	April 6, 2016 (no later than 4:00 P.M., Central Time)
- RFP Due	April 12, 2016
- Committee Evaluation	April 13-22, 2016
- Proposer's Presentations	April 26-27, 2016 (if required)
- Committee Recommendation/Award	May 3, 2016
- Board Agreement Approval	TBA
- Implementation Begins	July 1, 2016

5. The proposals will be evaluated and a vendor selected using the following criteria:
   - Firm Experience, Qualifications, and Personnel
   - Understanding of Scope and Intent
   - Cost
   - Timing Schedule

GENERAL TERMS AND CONDITIONS: cont'd.

6. Location names and addresses are included in this Request for Proposal. Any school district reserves the right to participate and/or not participate in this RFP award. Individual districts listed in this RFP may be removed and/or added at any time from participation. **This list is subject to change**.

7. **There is no guarantee as to which district will participate in the award of this RFP. There is no guarantee as to the total amount of funds in the award of this RFP. Each school will be invoiced separately and will be responsible for payment of the invoice**.

8. Any school district reserves the right to add and/or delete locations during the term of this agreement. Any future additions or reductions to agreement will be based on the costs set forth by the successful proposer(s) in response to this RFP.

9. The General Terms and Conditions in no way favor one (1) vendor over another. Proposers shall abide by and comply with the true intent of the General Terms and Conditions and not take advantage of any unintentional error or omission of the school districts.

10. Any statement or words (i.e.: must, shall, will, etc) are declarative statements and the proposer must comply with the condition. Failure to comply with any such condition may result in the proposal being non-responsive and disqualified.

11. It is agreed and understood that state laws shall govern any agreement and/or order placed as a result of this RFP. The rights and obligations of the parties hereto shall be determined in accordance with the laws of the State of Tennessee.

12. During the period of this agreement, no change will be permitted in any of its conditions and specifications unless the successful proposer receives written approval from the school district(s).

13. Proposer to submit five (5) complete hardcopy sets (original and four (4) copies) and five (5) soft copies on CD and/or USB Memory Key. Responses shall be delivered in a sealed envelope and/or carton clearly marked, "RFP #FY160036-Copiers and Printers". All price quotations and related materials must be received in a sealed envelope and/or carton. Time, date and nature of RFP must be clearly marked on face of sealed envelope. Attach label from last page of this document to outside of your RFP response.

14. By agreeing to provide goods or services to any school within the School Districts, you are attesting that you are aware of your obligations under T.C.A. 49-5-413(d) to ensure that all of your employees who have direct contact with students of the School Districts or to children in the School Districts' child care program or who have access to the grounds of any School District when children are present have done the following:

    (1) Supplied a fingerprint sample and submitted to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to having any contact with the School District's children or entering the grounds of the School District;

    (2) Successfully passed the aforementioned criminal history records check. If the criminal history records check indicates that the employee has been convicted of an offense that, if committed on or after July 1, 2007, is classified as a sexual offense in the T.C.A. 40-39-202(17) or a violent sexual offender in the T.C.A. 40-39-202(25) the employee may not enter the grounds of the School Districts or have direct contact with students of the School Districts or to children in the School Districts child care program.

GENERAL TERMS AND CONDITIONS: cont'd.

The proposer also agrees that if one of your employees commits a sexual offense as defined in 40-39-202 or violent sexual offense as defined in 40-39-202 after you have conducted your initial criminal history check on such employee, said employee will notify you of the offense and you will subsequently not permit that employee to have contact with students of the School Districts or to children in a School District's child care program or to enter the grounds of the School Districts.

You also agree and understand that your failure to satisfy all of the requirements of T.C.A. 40-39-202(17) will be deemed to be a material breach of this contract which could subject you to breach of contract damages.

15. The successful proposer(s) must carry insurance as specified and COI must be submitted within five (5) business days from date of request.
    1. Worker's compensation coverage in accordance with the statutory requirement and limits of the State of Tennessee
    2. Comprehensive General Liability Insurance for bodily injury (including death) and Property Damage Insurance of $1,000,000.00 per occurrence from a company licensed to write insurance policies in the State of Tennessee
    3. Comprehensive automobile liability insurance covering owned, hired and non-owned vehicles with a minimum of Bodily and Property damage of $1,000,000.00 each accident, combined single limit from a company licensed to write insurance policies in the State of Tennessee
    4. Excess or umbrella insurance of $1,000,000.00 per occurrence from a company licensed to write insurance policies in the State of Tennessee
    5. Fidelity/Employee Dishonesty Insurance with a $100,000.00 limit
    6. Employment Practices Liability Insurance (EPLI) with a $100,000.00 limit

16. Purchasing Shared Services shall be supplied satisfactory proof of coverage of the above required insurance. In addition, the School Districts shall be conspicuously named on the Certificate of Insurance as an additional insured on Auto, GL, and Excess Policies, Fidelity/Employee Dishonesty Insurance, and Employment Practices Liability Insurance (EPLI).

17. The successful proposer(s) agrees that they will function as an independent contractor and agrees to indemnify and hold harmless the School Districts, its Board Members, employees, and agents for any and all claims that may arise out of its duties contracted for pursuant to this RFP.

18. Purchasing Shared Services reserves the right to require a Performance, Materials and Labor Bond from the successful proposer(s) for Section 1 of RFP **(only).** In such an event the document cost for the Performance, Materials and Labor Bond will be reimbursed to the successful proposer(s). If a notarized Performance, Materials and Labor Bond is required by the Owner the notarized Performance, Materials and Labor Bond must be from an insurance company licensed in the State of Tennessee for 100% of the agreement amount awarded. If required the notarized Performance, Materials and Labor Bond must be provided to:

    Mr. Joseph Anderson
    Purchasing Shared Services
    5650 Woodlawn
    Bartlett, Tennessee 38134

    State your cost per $1,000.00 for Performance, Materials and Labor Bond, if required $_____

GENERAL TERMS AND CONDITIONS: cont'd.

19. Successful proposer(s) will be required to sign an agreement with each school district participating in the award of the RFP for said services based on RFP specifications and their proposal response, as well as any written and/or electronic communications received from proposer in evaluation process. In addition, include copy of any agreement your firm may require with proposal. Negotiations may be undertaken with the proposer whose understanding, qualifications, experience, fee schedule and financial terms show them to be best qualified, responsible and capable of performing the work and addressing the needs of the district(s).

20. Purchasing Shared Services reserves the right to request any additional information deemed necessary in the evaluation of this RFP. Requested information shall be submitted to Purchasing Shared Services within five (5) business days from date of request.

21. Companies submitting RFPs must, if deemed necessary, be willing to meet with the school districts at the proposer's expense, to discuss their proposal. The school districts shall not bear any costs or obligation with regard to the preparation of the proposal.

22. If at any time the school district(s) is dissatisfied with the quality of service provided, a written notice of the specific problem(s) will be furnished to the proposer by certified letter. If the problem(s) is not corrected to the satisfaction of the school district(s) within thirty (30) business days of this written notice, this entire agreement may be unilaterally terminated by the school district(s) with no further obligation on their part. Agreement may also be terminated if three (3) or more such occurrences occur within any twelve (12) month period.

23. The General Terms and Conditions listed in this proposal constitute the total terms and conditions that will be acceptable. The school district(s) will not be bound by conditions other than those stated. RFP award will be made to the best responsive company and/or firm meeting the requirements of the school district(s).

24. The school district(s) reserves the right to reject any or all responses, waive defects or informalities in responses and to make awards as deemed to be in its best interest. Award will be made to the best company and/or firm to be determined by the school district(s), if awarded. **Agreements may be awarded to one or multiple firms**.

25. As deemed necessary, Purchasing Shared Services reserves the right to seek competitive pricing for RFP items listed during the duration of the awarded agreement.

26. The responsible party to approve all procedures, supplies and equipment used will be named at a later date. All supplies and equipment must meet or exceed all Federal, State and Local requirements. SDS (Safety Data Sheets) must be provided and kept current on all supplies and/or equipment. Only approved supplies and equipment will be used. The responsible party to approve substitutes of supplies and equipment during the term of the agreement will be named at a later date. Failure to comply will be grounds for immediate agreement termination.

27. **Any and/all revisions made to this RFP prior to due date will be posted on the following website and will be the responsibility of the proposer to check for any and/all revisions**, **http://www.bartlettschools.org, under About US click Bid & RFP Opportunities.**

GENERAL TERMS AND CONDITIONS: cont'd.

28. NON-APPROPRIATION OF FUNDS: Notwithstanding any other provision of this agreement, funds for this agreement are payable from state, federal and or local appropriations. In the event that no funds or insufficient funds are appropriated and budgeted for monetary obligations which would otherwise be due and owing under the terms of this agreement, this agreement shall become null and void. After such termination of this agreement, the Customer shall have no continuing obligation under the terms of this agreement.

29. Any alteration to this RFP document by a vendor **may** deem that vendor's response to this RFP as null and void.

30. Municipal School Districts reserve the right to extend the terms, conditions, and prices of this agreement to other Institutions (such as State, Local and/or Public Agencies and/or School Districts) who express an interest in participating in any agreement that results from the RFP. Each of the piggyback Institutions will issue their own purchasing documents for purchasing of the goods/services by bidding of this service. Proposer agrees that Municipal School Districts shall bear no responsibility or liability for any agreements between Proposer and the other Institution(s) who desire to exercise this option.

31. Successful proposer(s) and its employees will be expected to adhere to all applicable school districts Policies and Procedures.

32. Successful proposer(s) will be required to establish a sign-in and sign-out procedure for their employees. This information must be available for review by Purchasing Shared Services upon request.

33. Proposers will be required to quote pricing for each location on each part of Section 1 - RFP.

34. Prices quoted shall be guaranteed for a minimum of sixty (60) months.

35. RFP award will be made to the lowest/best responsive proposer(s) meeting the requirements of the school districts. **Agreements may be awarded to one or multiple firms**.

36. Proposer's recommendations must be in compliance with all local, state and federal codes, ordinances, regulations and laws. The successful proposer(s) shall perform its obligations hereunder in compliance with any and all applicable federal, state, and local laws; rules, and regulations, including applicable licensing requirements, according to sound engineering, management and safety practices, and in compliance with any and all reasonable rules of the school districts relative to the premises. No instructions given in the agreement documents shall be construed as an authorization to violate any codes, ordinances, regulations, or laws.

37. School district(s) have the right at their discretion to terminate or renegotiate this Agreement due to occurrence of any event or action beyond its control. After such termination of this agreement, the Customer shall have no continuing obligation under the terms of this agreement.

38. Costs not delineated in the RFP response will not be negotiated in the agreement.

39. Any exceptions to the General Terms and Conditions must be clearly stated in the RFP response.

40. Service Provider's employees are to wear uniforms and company ID badges at all times while performing services at any school district property. Service Provider's employees not wearing uniforms and ID badges will not be permitted on any school district property.

GENERAL TERMS AND CONDITIONS: cont'd.

41. If property damage results from Service Provider's personnel's negligence, costs to repair or replace property damage will be the responsible of the successful proposer.

42. All proposals must meet or exceed the enclosed specifications. Proposers must include specification sheets. Proposer must indicate manufacturer's name and model number offered. All items supplied by the successful proposer shall be: 1) as per manufacturer's name, model number and description quoted, and 2) new and unused. Remanufactured and/or reconditioned items will be unacceptable. Items delivered not meeting these requirements shall be subject to return and replaced at no additional cost to each location. Any exceptions to the specifications must be clearly noted and documented.

43. Service Provider's employees are to maintain a professional appearance and demeanor at all times with students, staff and administrators. Service Provider's employees must be able to communicate with administration and plant manager at all locations. Any inappropriate behavior of any kind, verbal or otherwise, with any school district employee, visitor and/or student will be grounds to require that the Service Provider prohibit their employee from working at or otherwise entering all school districts' properties.

44. The Municipal School Districts reserve the right to award this RFP by Section, groups of items or the entire list of items, whichever is deemed to be in the best interest of the Municipal School Districts. Lump sum totals will be determined by the sum total of the extended unit cost of each item in a lump sum grouping. In all cases, the unit cost multiplied by the quantity proposed will determine the extended cost of a line item.

45. The Municipal School Districts offer educational and employment opportunities without regard to race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law.

46. Municipal School Districts encourages qualified minority and/or women-owned businesses to submit RFPs. Municipal School Districts awards RFPs without regard to race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law.

47. Questions regarding RFP specifications should be directed to Jimmy Fox, Buyer, Purchasing Shared Services, jfox@bartlettschools.org, no later than 4:00 P.M., Central Time, Wednesday, April 6, 2016. Purchasing questions should be directed to Joseph Anderson, Director, Purchasing Shared Services, janderson@bartlettschools.org, no later than 4:00 P.M., Central Time, Wednesday, April 6, 2016. **All questions must be submitted by email.** **All offices will be closed Friday, March 25, 2016.**

CERTIFICATE OF NON-DISCRIMINATION

By submission of this Request for Proposal, the contractor (NAME OF FIRM)

_____

certifies that he/she/it does not discriminate against any employee or applicant for employment on the grounds of race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law; and does not and will not maintain or provide for his/her/its employees any segregated facilities at any of his/her/its establishments; and, further, that he/she/it does not and will not permit his/her/its employees to perform their services at any location under his/her/its contract where segregated facilities are maintained.

_____

CONTRACTOR'S NAME

_____

SIGNATURE

_____

DATE

_____

Printed or Typed Name of Individual Signing for the Contractor

REQUEST FOR PROPOSAL AGREEMENT

In compliance with the Request for Proposal, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this Request for Proposal be accepted, to furnish any or all services upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item. The undersigned further agrees, if awarded an order or agreement, to protect, defend and hold harmless the School Districts, its Board Members, agents, and employees from any suits or demands for payment that may be brought against it for the use of any product or article that becomes a part of an order or agreement, and further agrees to indemnity and hold harmless the School Districts, its Board Members, agents, and employees from any suits or actions of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by any party or parties, or his servants or agents in the course of fulfilling the terms of the agreement and/or Request for Proposal.

_____
Name of Firm

_____
Address

_____
City State Zip

_____/_____
Authorized Representative Signature

_____
Terms

_____
Phone Fax Number

_____
E-Mail Address

_____
Date

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement is between _____
Name of Proposer
(hereinafter Proposer), and the School Districts named in this RFP.
Proposer agrees that as a condition precedent to “Proposer” being awarded an agreement from the Municipal School Districts “Proposer” agrees to indemnify, protect, defend, and hold harmless the School Districts, its Board Members, agents, and employees from all judgments, claims, demands for payment, suits or actions of every nature and description brought against the School Districts, its Board Members, agents and employees alleging injuries or damages sustained by any person arising out of or in the course of “Proposer’s” providing goods or services to School Districts.

(Name of Proposer) _____
BY: _____
TITLE: _____

State of Tennessee
County of Shelby
_____ personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this interment on behalf of _____.

_____
Signature
Witness by hand and Notaries seal at office this _____ day of _____, year of _____.
_____
Notary Public

My Commission Expires: _____

District:	Principal	Telephone #
Arlington Community Schools: ALL SECTIONS OF RFP		
Central Office – 5475 Airline Rd., 38002		
Arlington Elem. – 11825 Douglass St., 38002	Ms. Gina Gore	901.867.6000
Arlington High School – 5475 Airline Rd., 38002	Chris Duncan	901.867.1541
Arlington Middle – 5470 Lamb Rd., 38002	Dr. Allison Clark	901.867.6015
Donelson Elem. 12140 Donelson Farms Parkway, 38002	Ms. Cherry Davidson	901.389.6973
Bartlett City Schools: ALL SECTIONS OF RFP		
Central Office – 5650 Woodlawn, 38134		
Altruria Elem. – 6641 Deermont, 38134	Ms. Marva Johnson	901.373.2600
Appling Middle – 3700 Appling Rd., 38133	Dr. Keshia McMickens	901.373.1410
Bartlett Elem. – 3932 Billy Maher Rd., 38135	Ms. Page Watson	901.373.2610
Bartlett High School – 5688 Woodlawn, 38134	Tim Jones	901.373.2620
Bartlett Ninth Grade Academy – 4734 Shadowlawn Rd., Arlington 38002	John McDonald	901.373.2654
Bon Lin Elem. – 3940 North Germantown Pkwy, 38133	Ms. Kasandra Berry	901.937.2344
Bon Lin Middle – 3862 North Germantown Pkwy, 38133	Cody Duncan	901.347.1520
Ellendale Elem. – 6950 Dawnhill Rd., 38135	Bess Anne McKnight	901.373.2636
Elmore Park Middle – 6330 Althorne Rd., 38134	Ethan Randall	901.373.2642
Oak Elem. – 3573 Oak Rd., 38134	Marie DeLockery	901.373.2646
Rivercrest Elem. – 4825 Rivercrest Lane, 38134	Ms. Portia Tate	901.373.1373
Collierville Schools: ALL SECTIONS OF RFP		
Central Office - 146 College St., 38017		
Bailey Station Elem. – 3435 Bailey Rd., 38017	Ms. Cindy Tesreau	901.853.6380
Collierville Elem. – 590 Paterson Lake Rd., 38017	Ms. Melissa McConnell	901.853.3300
Collierville High School – 1101 New Byhalia Rd., 38017	Chip Blanchard	901.853.3310
Collierville Middle – 580 Quinn Rd., 38017	Roger Jones, III	901.853.3320
Crosswind Elem. – 831 Shelton Rd., 38017	Ms. Kim Lampkins	901.853.3330
Schilling Farms Middle – 935 Colbert Street South, 38017	Jeff Jones	901.854.2345
Sycamore Elem. – 1155 Sycamore Rd., 38017	Ms. Jennifer Ragland	901.854.8202
Tara Oaks Elem. – 600 East Harpers Ferry Dr., 38017	Ms. Tricia Marshall	901.853.3337
Germantown Municipal School District: **SECTIONS 1 AND 2 OF RFP <u>ONLY</u>**		
Central Office - 6685 Poplar Ave., Suite 202, 38138		
Dogwood Elem. – 8945 Dogwood Rd., 38139	Ms. Susan Pittman	901.756.2310
Farmington Elem. – 2085 Cordes Rd., 38139	Zac Percoski	901.756.2320
Houston High School – 9755 Wolf River Boulevard, 38139	Kyle Cherry	901.756.2370
Houston Middle – 9400 Wolf River Boulevard, 38139	Ms. Liz Dias	901.756.2366
Riverdale Elem. – 7391 Neshoba Rd., 38139	Joseph Bond	901.756.2300

Section: 1, 2 & 3 Equipment Specifications

A. Rental/lease agreement is to include the cost of equipment, maintenance, all working parts, labor, travel time, staples, toner and all consumables, except paper, necessary to keep copiers fully operational and producing quality copies. Also any stands or cabinets and surge protectors, if required, shall be included at no extra charge. Vendor shall supply a spare toner cartridge at time of installation to serve as back-up. For additional supplies a contact person and phone number or email must be provided. One exception may be in Section 3 where printers may have a management system that notifies the vendor automatically when toner is needed.
B. Delivery of supplies will be at no charge to the schools and must be delivered within two (2) business days of order or request, if placed before noon CST, and if in an emergency within one (1) business day.
C. Equipment delivery time after receiving an order is preferred to be within 15 working days and may be considered in evaluation of this RFP. Equipment cost to include delivery, installation and removal at termination of rental/lease.
D. Vendor to supply sufficient instruction for operation and networking of equipment for a minimum of two (2) people at each location and shall supply any required follow-up instruction at no additional cost. Instruction to be performed in-house after equipment installation and prior to equipment operation.
E. If during the 60 month period a particular model is discontinued a model equal to or better shall be provided at the same cost stated in the RFP. If new equal or acceptable models become available during the sixty (60) month rental/lease, the districts reserve the right to renegotiate a plan for those units.
F. Maintenance technician shall be available on-site within four (4) business hours from the time a service call is placed except for holidays. Response time shall be taken as the arrival of a trained service person at the user's site. A telephone call being returned shall not be considered an acceptable service response, unless it results in a solution to the problem. If any unit is not repairable within a twenty-four hour (24) period, vendor must advise the requestor. If equipment is not repaired within forty-eight (48) hours from initial request, a comparable loaner shall be provided.
G. Invoicing shall be sent to the designated person showing all breakdown of all monthly charges, optional add-ons and click charges which shall show beginning and ending meter reads. Invoice may be monthly or quarterly depending on what works best for both parties. Base could be monthly and click charges could be quarterly, if manual readings are required and this is more advantageous for both parties.
H. Reports of copy usage shall be provided upon request quarterly and/or annually showing all copy breakdown per unit per district including logs of maintenance calls with average response time.
I. Networked units shall support a minimum of TCP/IP, IPv4, IPv6 protocols. All units connecting to a network must use the 10BASE-T, 10BASE-TX or 1000BASE-T. They must also support the DHCP protocol for IP address assignment. Printer drivers must support Windows and Mac. If units are network capable of managing or notifying vendor when toner etc. are needed for replacement or give an automatic meter read, it will be up to each district to decide if it is to be used.

SCOPE:

Section 1: The intent of this section is to obtain a 60 month rental/lease plan on replacement of high volume reproduction copiers/printers for the four (4) Municipal Districts. If rental/lease extends beyond 60 months, commitment will be on a monthly basis. Units to be similar to existing 90 and 120 cpm (copy per minute) Riso ComColor units, but with a minimum of an 8-1/2" x 14" copy range and are preferred to have color copying. However since there have been low volumes of color copies, monochrome units may be considered. Within the four (4)municipalities listed there are approximately 70 total Risos of which 40 have finishers with approximately 43,400,000 copies printed annually in the combined 4 districts. Municipalities are not guaranteeing any minimum copies nor are they obligated to have finishers. The 3010 and 3050 units are 90 cpm units and the 7050 are 120 cpm units. The units ending in F are ones with a finisher. The desire is to stay with the 90 to 120 cpm range units, but we will consider alternate options down to all being 75 cpm or 90 cpm units if it is deemed to be in the best interest of the Municipal Districts. Obviously this would require more units per school to get an approximate cpm production as the existing Riso units. This information will be required in the pricing structure sheet attached. It is preferred to have a flat cost per copy on the basic units which would have copy/print/scan capabilities and be networkable with Mac/Postscript. This is not to infer that any or all of the units will be networked so if the postscript option is an extra cost it would be included in the options. Units with a finisher, stapler/sorter shall have a base monthly additional cost which could be used as a reference to obtain a cost using the number of units times a 12 month total rental/lease cost and factored into the annual usage listed for the each district. A list of optional software and accessary options available shall be viewed in the evaluation, as well as any additional testing or assessment software packages available as an option.

Section 1A: Arlington Community Schools have a total of 12 units (7 w/fin) and annual usage of 8,250,000 B & W copies.

Arlington Elementary: 2-3050, 1-7050F using 1,690,000 copies at 300 cpm total production speed
Arlington High: 2-3050, 2-3050F & 1-7050F using 3,160,000 copies at 480 cpm total production speed
Arlington Middle: 1-3050, 1-7050F using 2,100,000 copies at 210 cpm total production speed
Donelson Elementary: 1-3050F, 1-7050F using 1,300,000 copies at 210 cpm total production speed

Arlington Proposed Replacement Units:

No. of Units	Model #	Copy Speed	Cost per Copy/ Base Monthly Cost B &W / Color	Total Annual Cost	Cost Extension For 12 months based on 8.25 million copies
			/		
w/fin					
			/		
w/fin					

Will pricing be good if accepted by Arlington only? ____ If no list revised price on separate cost sheet.

Section 1B: Bartlett City Schools have a total of 24 units (12 w/fin) and annual usage of 11,950,000 B & W copies.

Altruria Elementary: 2-3050, 1-7050F using 1,700,000 copies at 300 cpm total production speed
Appling Middle: 1-3050F, 1-7050F using 1,200,000 copies at 210 cpm total production speed
Bartlett Elementary: 1-3050, 1-7050 using 1,400,000 copies at 210 cpm total production speed
Bartlett High: 1-3050, 1-7050F using 1,700,000 copies at 210 cpm total production speed
Bon Lin Middle: 2-3010, 1-7050F using 1,200,000 copies at 300 cpm total production speed
Bon Lin Elementary: 1-3050, 1-7050F using 750,000 copies at 210 cpm total production speed
Ellendale Elementary: 1-7050F using 700,000 copies at 120 cpm total production speed
Elmore Park Middle: 1-3050, 1-7050F using 1,000,000 copies at 210 cpm total production speed
Oak Elementary: 1-3050, 1-7050F using 700,000 copies at 210 cpm total production speed
Rivercrest Elementary: 1-3050, 1-7050F using 800,000 copies at 210 cpm total production speed
Bartlett Academy: 1-3010, 1-3050F & 1-7050F using 800,000 copies at 300 cpm total production speed

Bartlett Proposed Replacement Units:

No. of Units	Model #	Copy Speed	Cost per Copy/ Base Monthly Cost B & W / Color	Total Annual Cost	Cost Extension For 12 months based on 11.95 million copies
			/		
w/fin					
			/		
w/fin					

Will pricing be good if accepted by Bartlett only? ____ If no list revised price on separate cost sheet.

Section 1C: Collierville City Schools have a total of 20 units (15 w/fin) and annual usage of 13,800,000 B & W copies.
Bailey Station Elementary: 2-3050, 1-7050F using 1,700,000 copies at 300 cpm total production speed
Collierville Elementary: 1-3050, 1-7050F using 800,000 copies at 210 cpm total production speed
Collierville High: 1-3050F, 3-7050F using 4,100,000 copies at 450 cpm total production speed
Collierville Middle: 1-3050F, 1-7050F using 1,200,000 copies at 210 cpm total production speed
Crosswind Elementary: 2-3050, 1-7050F using 1,900,000 copies at 300 cpm total production speed
Schilling Farms Middle: 1-3050F, 1-7050F using 1,400,000 copies at 210 cpm total production speed
Section 1C: Collierville City Schools
Sycamore Elementary: 1-3050, 1-7050F using 1,500,000 copies at 210 cpm total production speed
Tara Oaks Elementary: 1-3010, 1-7050F using 1,000,000 copies at 210 cpm total production speed
Collierville Central Office: 1-7050F using 200,000 copies at 120 cpm total production speed

Collierville Proposed Replacement Units:

No. of Units	Model #	Copy Speed	Cost per Copy/ Base Monthly Cost B & W / Color	Total Annual Cost	Cost Extension For 12 months based on 13.8 million copies
			/		
w/fin					
			/		
w/fin					

Will pricing be good if accepted by Collierville only? ____ If no list revised price on separate cost sheet.

Section 1D: Germantown Municipal Schools have a total of 14 units (6 w/fin) and annual usage of 9,400,000 copies.
Dogwood Elementary: 1-3050, 1-7050F using 1,400,000 copies at 210 cpm total production speed
Farmington Elementary: 1-3050, 1-7050F using 1,500,000 copies at 210 cpm total production speed
Houston High: 4-3050, 1-7050F using 3,000,000 copies at 480 cpm total production speed
Houston Middle: 1-3050, 1-7050F using 1,400,000 copies at 210 cpm total production speed
Riverdale Elementary: 1-3050, 1-3050F & 1-7050F using 2,100,000 copies at 300 cpm total production speed

Germantown Proposed Replacement Units:

No. of Units	Model #	Copy Speed	Cost per Copy/ Base Monthly Cost B & W / Color	Total Annual Cost	Cost Extension For 12 months based on 9.4 million copies
			/		
w/fin					
			/		
w/fin					

Will pricing be good if accepted by Germantown only? ____ If no list revised price on separate cost sheet.

Units Offered-Section 1:

(If more than one model is offered replicate this cost sheet and attach to RFP}

Model No. **CPM =**	**Cost Per Copy/ Mo. Rental Charge**
Monthly Rental/Lease on Base Unit w/Standard Features Below	/
Monochrome Cost per Copy	/
Color Cost per Copy if Offered	/
Standard Finisher/Stapler Monthly Rental/Lease Charge (Optional)	/

	Standard Features to be Included in Monthly Price
1	Copy/Print/Scan
2	Network Connectivity Capable
3	Hard Disk Removal & Replacement Prior to Return of Equipment
4	Auto Duplexing
5	Input Tray(s) Capacity : Minimum 1000 Sheets
6	Secure/Locked Print
7	Automatic Reversing Document Feeder
8	LDAP Authentication and Read to Directory
9	Email Address Lookup to Active Directory
10	Internal Electric Auditron / 100 Accounts
11	USB Input Port
12	
13	

	Item #	Optional Features (Additional Price per month) Note: Add Other Features if not Listed Below	Price / Month
1		Finisher/Stapler	
2		Data Encryption	
3		Fax Board / Fax Forwarding	
4		HID Card Scanner	
5		Optical Character Recognition (OCR)	
6		Post-Script	
7		Additional Input Capacity Tray	
8		Large Capacity Tray	
9		PCL Printer Kit	
10		Testing Module Software/Data Tool Kit	
11		Booklet Maker	
12		Hole Punch Option	
13			
14			

SCOPE:

Section 2: The intent of this section is to obtain a sixty (60) month rental/lease plan on low to mid volume digital copiers for the four (4) Municipal Districts listed. If the rental/lease extends beyond sixty (60) months commitment will be on a monthly basis. The four (4) districts account for approximately 70 copiers of which the majority are due for replacement at some point during the next fiscal school year. Please refer to the previous "Equipment Requirements" combined in RFP Section Copy ranges are to be in the 20 to 50 copy per minute (cpm) range and based on a monthly usage volume. There will be a base unit monthly cost which shall include the listed standard features as well as a cost per copy charge (if not included) with no minimum number of copies per month required. Additional options available shall be listed in the cost and specifications sheet. Cost sheets with standard specifications include a minimum of five (5) monthly monochrome copy volume ranges and minimum of two (2) color copy volume ranges all listed with a minimum copy per minute range. The cost sheets to be filled out are below in RFP Section 2 (A thru G). Upon placement of copiers it is intended for the vendor to recommend a particular unit that fits the schools existing copier monthly usage average. Optional features shall be listed on the attached cost sheet along with the monthly cost.

Units Offered - Section 2:

A. Minimum 20 Copies Per Minute Range / 0 to 5,000 Copy / Mo. Volume

Monochrome Copiers **Model No.** **CPM =**	**Cost Per / Monthly** **Copy** **Charge**
Monthly Rental/Lease on Base Unit w/Standard Features Below	/
Monochrome Cost per Copy	/
Color Cost per Copy if Applicable	/
Standard Finisher/Stapler Monthly Rental/Lease Charge (Optional)	/

	Standard Features to be Included in Monthly Charge
1	Copy/Print/Scan
2	Network Connectivity Capable
3	Hard Disk Removal & Replacement Prior to Return of Equipment
4	Auto Duplexing
5	2 Input Trays Capacity : Minimum 1000 Sheets
6	Secure/Locked Print

7	Automatic Reversing Document Feeder
8	LDAP Authentication and Read to Directory
9	Email Address Lookup to Active Directory
10	Internal Electric Auditron / 100 Accounts
11	USB Input Port
12	Bypass Tray
13	

	Item #	**Optional Features (Additional Price per month) Note: Add Other Features if not Listed Below**	**Price / Month**
1		Finisher/Stapler	
2		Data Encryption	
3		Fax Board / Fax Forwarding	
4		HID Card Scanner	
5		Optical Character Recognition (OCR)	
6		Post-Script	
7		Additional Input Tray(s)	
8		Large Capacity Tray	
9		PCL Printer Kit	
10		Testing Module Software/Data Tool Kit	
11		Booklet Maker	
12		Hole Punch Option	
13			
14			

Units Offered - Section 2:

B. Minimum 30 Copies Per Minute Range / 5 to 10,000 Copy / Mo. Volume

Monochrome Copiers **Model No.** **CPM =**	**Cost Per / Monthly** **Copy Charge**
Monthly Rental/Lease on Base Unit w/Standard Features Below	/
Monochrome Cost per Copy	/
Color Cost per Copy if Applicable	/
Standard Finisher/Stapler Monthly Rental/Lease Charge (Optional)	/

	Standard Features to be Included in Monthly Charge
1	Copy/Print/Scan
2	Network Connectivity Capable
3	Hard Disk Removal & Replacement Prior to Return of Equipment
4	Auto Duplexing
5	2 Input Trays Capacity : Minimum 1000 Sheets
6	Secure/Locked Print
7	Automatic Reversing Document Feeder
8	LDAP Authentication and Read to Directory
9	Email Address Lookup to Active Directory
10	Internal Electric Auditron / 100 Accounts
11	USB Input Port
12	Bypass Tray
13	

	Item #	Optional Features (Additional Price per month) Note: Add Other Features if not Listed Below	Price / Month
1		Finisher/Stapler	
2		Data Encryption	
3		Fax Board / Fax Forwarding	
4		HID Card Scanner	
5		Optical Character Recognition (OCR)	
6		Post-Script	
7		Additional Input Tray(s)	
8		Large Capacity Tray	
9		PCL Printer Kit	
10		Testing Module Software/Data Tool Kit	
11		Booklet Maker	
12		Hole Punch Option	
13			
14			

Units Offered - Section 2:

C. Minimum 40 Copies Per Minute Range / 10 to 15,000 Copy / Mo. Volume

Monochrome Copiers **Model No.** **CPM =**	**Cost Per / Monthly** **Copy Charge**
Monthly Rental/Lease on Base Unit w/Standard Features Below	/
Monochrome Cost per Copy	/
Color Cost per Copy if Applicable	/
Standard Finisher/Stapler Monthly Rental/Lease Charge (Optional)	/

	Standard Features to be Included in Monthly Charge
1	Copy/Print/Scan
2	Network Connectivity Capable
3	Hard Disk Removal & Replacement Prior to Return of Equipment
4	Auto Duplexing
5	2 Input Trays Capacity : Minimum 1000 Sheets
6	Secure/Locked Print
7	Automatic Reversing Document Feeder
8	LDAP Authentication and Read to Directory
9	Email Address Lookup to Active Directory
10	Internal Electric Auditron / 100 Accounts
11	USB Input Port
12	Bypass Tray
13	

	Item #	Optional Features (Additional Price per month) Note: Add Other Features if not Listed Below	Price / Month
1		Finisher/Stapler	
2		Data Encryption	
3		Fax Board / Fax Forwarding	
4		HID Card Scanner	
5		Optical Character Recognition (OCR)	
6		Post-Script	

7		Additional Input Tray(s)	
8		Large Capacity Tray	
9		PCL Printer Kit	
10		Testing Module Software/Data Tool Kit	
11		Booklet Maker	
12		Hole Punch Option	
13			
14			

Units Offered - Section 2:

D. Minimum 50 Copies Per Minute Range / 15 to 25,000 Copy / Mo. Volume

Monochrome Copiers **Model No.** **CPM =**	**Cost Per / Monthly** **Copy Charge**
Monthly Rental/Lease on Base Unit w/Standard Features Below	/
Monochrome Cost per Copy	/
Color Cost per Copy if Applicable	/
Standard Finisher/Stapler Monthly Rental/Lease Charge (Optional)	/

	Standard Features to be Included in Monthly Charge
1	Copy/Print/Scan
2	Network Connectivity Capable
3	Hard Disk Removal & Replacement Prior to Return of Equipment
4	Auto Duplexing
5	4 Input Trays
6	Secure/Locked Print

7	Automatic Reversing Document Feeder
8	LDAP Authentication and Read to Directory
9	Email Address Lookup to Active Directory
10	Internal Electric Auditron / 100 Accounts
11	USB Input Port
12	Bypass Tray
13	

	Item #	**Optional Features (Additional Price per month) Note: Add Other Features if not Listed Below**	**Price / Month**
1		Finisher/Stapler	
2		Data Encryption	
3		Fax Board / Fax Forwarding	
4		HID Card Scanner	
5		Optical Character Recognition (OCR)	
6		Post-Script	
7		Additional Input Tray(s)	
8		Large Capacity Tray	
9		PCL Printer Kit	
10		Testing Module Software/Data Tool Kit	
11		Booklet Maker	
12		Hole Punch Option	
13			
14			

Units Offered - Section 2:

E. Minimum 60 Copies Per Minute Range / 25 to 35,000 Copy / Mo. Volume

Monochrome Copiers **Model No.** **CPM =**	**Cost Per / Monthly** **Copy Charge**
Monthly Rental/Lease on Base Unit w/Standard Features Below	/
Monochrome Cost per Copy	/
Color Cost per Copy if Applicable	/
Standard Finisher/Stapler Monthly Rental/Lease Charge (Optional)	/

	Standard Features to be Included in Monthly Charge
1	Copy/Print/Scan
2	Network Connectivity Capable
3	Hard Disk Removal & Replacement Prior to Return of Equipment
4	Auto Duplexing
5	4 Input Trays
6	Secure/Locked Print
7	Automatic Reversing Document Feeder
8	LDAP Authentication and Read to Directory
9	Email Address Lookup to Active Directory
10	Internal Electric Auditron / 100 Accounts
11	USB Input Port
12	Bypass Tray
13	

	Item #	Optional Features (Additional Price per month) Note: Add Other Features if not Listed Below	Price / Month
1		Finisher/Stapler	
2		Data Encryption	
3		Fax Board / Fax Forwarding	
4		HID Card Scanner	
5		Optical Character Recognition (OCR)	
6		Post-Script	
7		Additional Input Capacity Tray(s)	
8		Large Capacity Tray	
9		PCL Printer Kit	
10		Testing Module Software/Data Tool Kit	
11		Booklet Maker	
12		Hole Punch Option	
13			
14			

Units Offered - Section 2:

F. Minimum 20 Copies Per Minute Range / 0 to 5,000 Copy / Mo. Volume

Color Copiers **Model No.** **CPM =**	**Cost Per / Monthly** **Copy Charge**
Monthly Rental/Lease on Base Unit w/Standard Features Below	/
Monochrome Cost per Copy	/
Color Cost per Copy if Applicable	/
Standard Finisher/Stapler Monthly Rental/Lease Charge (Optional)	/

	Standard Features to be Included in Monthly Charge
1	Copy/Print/Scan
2	Network Connectivity Capable
3	Hard Disk Removal & Replacement Prior to Return of Equipment
4	Auto Duplexing
5	2 Input Trays Capacity : Minimum 1000 Sheets
6	Secure/Locked Print
7	Automatic Reversing Document Feeder
8	LDAP Authentication and Read to Directory
9	Email Address Lookup to Active Directory
10	Internal Electric Auditron / 100 Accounts
11	USB Input Port
12	Bypass Tray
13	

	Item #	Optional Features (Additional Price per month) Note: Add Other Features if not Listed Below	Price / Month
1		Finisher/Stapler	
2		Data Encryption	
3		Fax Board / Fax Forwarding	
4		HID Card Scanner	
5		Optical Character Recognition (OCR)	
6		Post-Script	
7		Additional Input Capacity Tray(s)	

8		Large Capacity Tray	
9		PCL Printer Kit	
10		Testing Module Software/Data Tool Kit	
11		Booklet Maker	
12		Hole Punch Option	
13			
14			

Units Offered - Section 2:

G. Minimum 30 Copies Per Minute Range / 5 to 10,000 Copy / Mo. Volume

Color Copiers **Model No.** **CPM =**	**Cost Per / Monthly** **Copy Charge**
Monthly Rental/Lease on Base Unit w/Standard Features Below	/
Monochrome Cost per Copy	/
Color Cost per Copy if Applicable	/
Standard Finisher/Stapler Monthly Rental/Lease Charge (Optional)	/

	Standard Features to be Included in Monthly Charge
1	Copy/Print/Scan
2	Network Connectivity Capable
3	Hard Disk Removal & Replacement Prior to Return of Equipment
4	Auto Duplexing
5	2 Input Trays Capacity : Minimum 1000 Sheets
6	Secure/Locked Print
7	Automatic Reversing Document Feeder

8	LDAP Authentication and Read to Directory
9	Email Address Lookup to Active Directory
10	Internal Electric Auditron / 100 Accounts
11	USB Input Port
12	Bypass Tray
13	

	Item #	**Optional Features (Additional Price per month) Note: Add Other Features if not Listed Below**	**Price / Month**
1		Finisher/Stapler	
2		Data Encryption	
3		Fax Board / Fax Forwarding	
4		HID Card Scanner	
5		Optical Character Recognition (OCR)	
6		Post-Script	
7		Additional Input Capacity Tray(s)	
8		Large Capacity Tray	
9		PCL Printer Kit	
10		Testing Module Software/Data Tool Kit	
11		Booklet Maker	
12		Hole Punch Option	
13			
14			

SCOPE:

Section 3: The intent of this section is to obtain a flat cost per copy rental/lease cost on a minimum of three (3) models of desktop monochrome and two (2) color laser printers similar to the models attached which are presently located in the three (3) Municipal Districts: Arlington, Bartlett, and Collierville. The intent is to get a flat per copy cost but consideration will be given if a monthly base minimum charge is used as an alternate proposal. In the low volume/lower cpm units the pigmented ink type office jet may be considered if deemed to be cost effective by the Municipal Districts. Also there may be desktop copiers that could be used in the place of some printers again only if cost effective. Equipment requirements to be as listed previously under the heading of "RFP Section 1, 2 & 3 Equipment Requirements". Vendor is required to fill out the cost sheets on a minimum of three (3) monochrome units and two (2) color units for standard features offered. If more units are to be offered please copy the cost sheet page and attach to the RFP behind the appropriate page. Please list in the blanks what the standard unit includes and the any options available for each unit. The list below gives a quantity on the majority of the 1,000 units (approximately) which will need replacing during the next fiscal school year.

Printer Models:	Quantity
Lexmark Units:	
E322	7
E323	8
E332DN	18
E352DN	66
E360DN	195
E342DN	7
T630	86
T642	133
T642DN	21
T652DN	106
C510	5
C530DN	5
C543DN	17
C544DN	6

MS310	19
MS810DN	17
HP Units:	
2035	9
P1606DN	13

Units Offered - Section 3:

A. Minimum 20 Copies Per Minute Range

Monochrome Printers **Model No.** **CPM =**	**Cost Per / Monthly** **Copy Charge**
Monthly Cost for Unit w/Standard Features (Alternate Consideration only)	/
Monochrome Cost per Copy	/
Color Cost per Copy if Applicable	/

	Standard Features to be Included in Monthly Charge
1	Network Connectivity Capable
2	Minimum of one (1) Input Tray
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

	Item #	Optional Features	Cost Per / Monthly Copy Charge
1		Additional Input Tray(s)	
2		Managed Print (if not included as standard)	
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Units Offered - Section 3:

B. Minimum 30 Copies Per Minute Range

Monochrome Printers **Model No.** **CPM =**	**Cost Per / Monthly** **Copy Charge**
Monthly Cost for Unit w/Standard Features (Alternate Consideration only)	/
Monochrome Cost per Copy	/
Color Cost per Copy if Applicable	/

	Standard Features to be Included in Monthly Charge
1	Network Connectivity Capable
2	Minimum of one (1) Input Tray
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	

	Item #	Optional Features	Cost Per / Monthly Copy Charge
1		Additional Input Tray(s)	
2		Managed Print (if not included as standard)	
3			
4			
5			

6			
7			
8			
9			
10			
11			
12			
13			
14			

Units Offered - Section 3:

C. Minimum 40 Copies Per Minute Range

Monochrome Printers **Model No.** **CPM =**	**Cost Per / Monthly** **Copy Charge**
Monthly Cost for Unit w/Standard Features (Alternate Consideration only)	/
Monochrome Cost per Copy	/
Color Cost per Copy if Applicable	/

	Standard Features to be Included in Monthly Charge
1	Network Connectivity Capable
2	Minimum of one (1) Input Tray
3	
4	
5	
6	

7	
8	
9	
10	
11	
12	
13	

	Item #	Optional Features	Cost Per / Monthly Copy Charge
1		Additional Input Tray(s)	
2		Managed Print (if not included as standard)	
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Units Offered - Section 3:

D. Minimum 20 Copies Per Minute Range

Color Printers **Model No.** **CPM =**	**Cost Per / Monthly** **Copy Charge**
Monthly Cost for Unit w/Standard Features (Alternate Consideration only)	/
Monochrome Cost per Copy	/
Color Cost per Copy if Applicable	/

	Standard Features to be Included in Monthly Charge
1	Network Connectivity Capable
2	Minimum of one (1) Input Tray
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	

	Item #	Optional Features	Cost Per / Monthly Copy Charge
1		Additional Input Tray(s)	
2		Managed Print (if not included as standard)	
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Units Offered - Section 3:

E. Minimum 30 Copies Per Minute Range

Color Printers **Model No.** **CPM =**	**Cost Per / Monthly** **Copy Charge**
Monthly Cost for Unit w/Standard Features (Alternate Consideration only)	/
Monochrome Cost per Copy	/
Color Cost per Copy if Applicable	/

	Standard Features to be Included in Monthly Charge
1	Network Connectivity Capable
2	Minimum of one (1) Input Tray
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	

	Item #	Optional Features	Cost Per / Monthly Copy Charge
1		Additional Input Tray(s)	
2		Managed Print (if not included as standard)	
3			
4			
5			
6			
7			

8			
9			
10			
11			
12			
13			
14			

State your cost per $1,000.00 for Performance, Labor and Materials Bond, if required Section 1 of RFP **(only)**
$_____

_____

COMPANY NAME

All price quotations and related materials must be received in a sealed envelope. Time, date and nature of RFP must be clearly marked on face of sealed envelope. Attach label below to the outside of your RFP submission.

FIRM NAME

_____

_____

_____

RFP #FY160036

RFP DUE

PURCHASING SHARED SERVICES
BARTLETT CITY SCHOOLS
5650 WOODLAWN
BARTLETT, TN 38134

Date: _____

Time: _____

Nature of RFP: _____

All RFPs must be received and time-stamped in Purchasing Shared Services, Bartlett City Schools, Administration Offices, 5650 Woodlawn, Bartlett, TN 38134, prior to stated date and time on Proposal Cover Sheet. RFPs received after the specified date and time are considered late and will not be opened.