

Groesbeck ISD Business Office
1202 North Ellis Street
Groesbeck, Texas 76642
254-729-4106

NOTICE FOR COPIER EQUIPMENT PROPOSAL PROPOSAL #22-001

The Groesbeck Independent School District ("Groesbeck ISD") is requesting Proposals for the purpose of renting or leasing copier equipment. The Proposal information will be available online from the Groesbeck ISD website and from the Groesbeck ISD Business Office located at 1202 N. Ellis, Groesbeck, Texas 76642 beginning March 1, 2022. Proposals will be received at the Groesbeck ISD Business Office located at 1202 N. Ellis, Groesbeck, Texas 76642 until 2:00 p.m. local time on March 28, 2022. Proposals may be received by mail or delivered in person.

Sealed Proposal envelopes should be marked "Copier Equipment Proposal". Any Proposals received in any other manner other than in a sealed envelope shall not be considered. Any Proposal received after 2:00 p.m., March 28, 2022 shall be disqualified. Groesbeck ISD reserves the right to contact Bidder after the opening of the Proposals to clarify any questions the Groesbeck ISD might have. However, no Proposal adjustments will be allowed. Proposal awards are expected to be made at the March 28, 2022 Board meeting of the Board of Trustees. However, Groesbeck ISD reserves the right to adjust the award date and will notify all parties that have submitted a qualified Proposal of any change to the award date at the earliest possible time.

The Groesbeck ISD reserves the right to reject any or all Proposals and to accept the Proposal deemed most advantageous to the Groesbeck ISD. The Groesbeck ISD also reserves the right to wave any formalities in the Proposal process. The Groesbeck ISD reserves the right to award all or part of the Proposal to multiple Bidders.

**NOTE: Offices will be closed for Spring Break from March 14 through 25, 2022.
Email will be checked during Spring Break.**

GROESBECK INDEPENDENT SCHOOL DISTRICT

PROPOSALS INSTRUCTIONS AND CONDITIONS

CAUTION: THESE ARE THE ONLY APPROVED INSTRUCTIONS FOR USE IN YOUR PROPOSAL. ITEMS BELOW APPLY TO AND BECOME A PART OF THE TERMS AND CONDITIONS OF PROPOSAL. ANY EXCEPTIONS MUST BE IN WRITING.

1. Telephone proposals in lieu of this form will not be accepted. All proposals must be received no later than the time and date set forth. The Board cannot be responsible for lateness of receipt due to mail delays, or unavoidable circumstances. Proposals shall be submitted in a sealed and properly identified envelope prior to time stated on the PROPOSAL NOTICE. The envelope containing your Proposal should be plainly marked as follows:

**Copier Equipment Proposal
Proposal No. 22-001
Open 2:00 P.M. March 28, 2022**

2. Late Proposals properly identified will be returned to Bidder unopened. Late Proposals will not be considered under any circumstances.
3. Bidder may be required to furnish evidence in writing that they maintain permanent place(s) of business and have adequate equipment, finances, and personnel to furnish the items offered satisfactorily and expeditiously and that they are authorized dealers and can provide necessary warranties for items they propose to furnish.
4. The Groesbeck Independent School District ("Groesbeck ISD") is exempt from all State sales tax and Federal excise tax and these taxes must be deducted from proposals by the Bidder.
5. Groesbeck ISD reserves the right to award the proposal by individual items or combinations of items, whichever is to the best interest of the District.
6. Groesbeck ISD reserves the right to accept or reject any or all Proposals or parts thereof and to waive technicalities.
7. All products and materials furnished must comply with all applicable federal, state and local laws, codes and regulations.
8. All proposals must be signed with firm name and by a responsible officer or employee. Person signing Proposal should show title or authority to bind the firm in a contract. Failure to manually sign Proposal will disqualify it. Complete and include the VENDOR ACCEPTANCE FORM with proposal(s).

If proposals are not made, and non-Bidder continues to want to be on the vendor list, return the VENDOR ACCEPTANCE FORM in Proposal envelope; otherwise, non-Bidder shall be removed from the vendor list.

9. Equipment shall be assembled and installed at the expense of the vendor. Installation of movable equipment shall consist of delivery to the point of use, unpacking, assembly and placing as directed. The installation of attached or fixed equipment shall consist, in addition to the above, the fitting, setting in place and anchoring.
10. Tabulations of Proposals will be made available to Bidder on written request. This information will not be given over the telephone.
11. Failure to observe the above instructions and conditions will constitute grounds for rejections of a Proposal or removal from the list of Bidders.
12. It is understood and expressly agreed that upon acceptance of any or all items by the Board, a contract shall hereby be created.
13. Payment will be made to the contractor on a monthly basis after Groesbeck ISD has accepted the equipment and approved the installation, if installation is required.

GROESBECK INDEPENDENT SCHOOL DISTRICT

SPECIFICATIONS FOR

PROPOSAL NO.22-001 COPIER EQUIPMENT

1. **INTRODUCTION AND BACKGROUND.** The Groesbeck Independent School District ("School District") is comprised of one high school building with a DAEP building, one middle school, two elementary buildings, one daycare facility building, one culinary arts building and one support services building. Currently, a total of twenty-two multi-function copiers are used throughout the district.
2. **PROJECT INFORMATION.** The purpose and intent of this RFP is to solicit responses from qualified individuals and/or agencies (Contractor) interested in providing the School District with cost-effective controlled print management solution including multi-function copiers, service supplies, scan to e-mail functionality, online web-based fax services, and low-cost prints per page across the district.
3. **SCHEDULE.** The School District reserves the right to modify the following timetable at its absolute sole discretion.

Issue the Request for Proposal
Proposals due to Groesbeck ISD

Tuesday, March 1, 2022
Monday, March 28, 2022

(Offices Closed for Spring Break March 14-25, 2022)

Award of Proposal Selection

Monday, March 28, 2022

4. **SCOPE OF THE WORK.** The School District intends to establish a contract with a Contractor to provide multi-function copiers, routine equipment maintenance, technical support services, online web-based fax services, scanning capabilities, and supplies.

Proposer awarded a contract shall perform covered services under the terms of agreement.

The selected contractor shall provide multi-function copiers, installation, preventative and scheduled maintenance, repairs, parts, all supplies (except paper) and proper training to key personnel.

Copiers shall be kept in proper and good working condition so that work delays and copy problems will be minimized. Contractor guarantees to follow manufacturer's suggested replacement schedule on all consumable parts. All improvements made available by the manufacturer will be installed at no additional charge.

Contractor agrees to provide training at no cost to the School District for the lifetime of the systems.

5. **SITE AND EQUIPMENT DETAILS.** The following equipment is requested:

DEVICE REQUIREMENTS	QUANTITY
Multi-function Color Copier 55 PPM with booklet maker	1
Multi-function Color Copier 55 PPM	1
Multi-function Copier Color Minimum 45 PPM	3
Multi-function Copier Black & White Minimum 70 PPM	11
Desktop copiers	7

All digital copiers shall be newly manufactured with no used or refurbished parts and include the capability to scan. Copiers rated at 45 PPM and above should include fax.

All copiers shall have ability for network connection.

All features of the copiers rated at 45 PPM should include but not limited to: automatic document feeders, paper supply, sorter, stapling and finisher.

Equipment must be capable of integrating with current network operating systems.

Vendor is responsible for all software, including updates and new releases and connectivity costs.

6. **FACILITY AND EQUIPMENT INSPECTION.** All interested parties should contact Melissa Smith at 254-729-4106 or m.smith@groesbeckisd.net if they would like to schedule a time to view and inspect the current equipment and facilities. Please note that the offices will be closed for Spring Break on March 14 through March 25, 2022. Email will be checked during Spring Break.
7. **PROPOSAL SUBMISSION.** The proposal shall be addressed and delivered in a sealed envelope to:

Groesbeck ISD
Attention: Copier Equipment Proposal #22-001
1202 North Ellis
P.O. Box 559
Groesbeck Texas 76642

Proposals will be received until 2:00 p.m. Central Daylight Time on Monday, March 28, 2022. Any Proposal received after that time and date will not be opened or considered, and will be returned to the Bidder.

8. **IDENTIFICATION OF PROPOSAL.** Proposals shall be submitted in a sealed envelope with the Contractor's name, address, and telephone number clearly marked on the cover.
9. **WITHDRAWAL OF PROPOSAL.** A request to withdraw a proposal must be made in writing and filed with Groesbeck ISD prior to the time set for the opening of proposals.
10. **CONTACT WITH CONTRACTORS.** The School District reserves the right to conduct discussions with any or all Contractors for the purpose of clarification and modification. Discussion and negotiations may include, but is not limited to, the scope of the work, delivery schedule and pricing.
11. **SELECTION PROCEDURE.** The School District may select a proposal that offers the best value and award a contract to a Contractor based upon its ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and any other relevant factors the district deems as a necessity.
12. **CONTRACT.** The School District expects to rent or lease approximately 23 copiers within the district for a contract period minimum of 36 months but not to extend over 48 months with an install date between June 1, 2022 and July 29, 2022. If an agreement is reached, the Contractor will enter in a written contract and will perform all work pursuant to that contract. The proposal does not constitute an agreement or contract with the School District, and the School District reserves the right to not enter any agreement with any Contractor.
13. **NON-RESPONSIVE PROPOSALS.** A Contractor that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.
14. **NOTICE.** By submitting a proposal, the Contractor agrees to waive any claim it has, or may have, against the School District and its employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents or the contract documents; acceptance or rejection of any proposals; and award of the contract.
15. **DEBARMENT.** Submission of a proposal in response to this RFP is certification that you, your company, and any subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitting proposals to any State or Federal department or agency in the State of Texas.
16. **REJECTION OF PROPOSALS.** The School District reserves the right (a) to terminate the proposal process at any time; (b) to reject any or all proposals; and (c) to waive formalities and minor irregularities in the proposals received. The School District further reserves the right to conduct a pre-awarded survey of any Contractor under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the

positive establishment of which is determined by The School District to be necessary for the successful performance of the contract. The School District further reserves the right to cancel or amend this RFP at any time and will notify all recipients accordingly.

17. **INQUIRIES.** Submit all questions, inquiries, or requests for clarification in writing to Melissa Smith at 1202 North Ellis, P.O. Box 559 Groesbeck, TX 76642; (254) 729-4106; or by email at m.smith@groesbeckisd.net

All Proposals meeting the intent of this invitation will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions on a separate sheet to be submitted with their Proposal. The absence of such attachment shall hold the specifications of this invitation.

The School District reserves the right to accept or reject any and all Proposals and to waive technicalities, and to be the sole judge of quality and equality.

GROESBECK INDEPENDENT SCHOOL DISTRICT

VENDOR ACCEPTANCE FORM

The undersigned Bidder, by signing and executing this Proposal, certifies and represents to the Groesbeck Independent School District that Bidder has read the instructions and specifications provided in the Proposal and agrees to meet these requirements. The Proposal prices contained in this proposal have been carefully checked and are submitted as correct and final and if Proposal is accepted, agrees to furnish any and/or all items upon which prices are offered, at the prices(s) and upon the conditions contained in the specifications. The Bidder also certifies and represents that Bidder has not offered, conferred or agreed to confer any pecuniary benefit, as defined by 1.07(a)(6) of the Texas Penal Code, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this Proposal; the Bidder also certifies and represents that Bidder has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Groesbeck Independent School District concerning this Proposal on the basis of any consideration not authorized by law; the Bidder also certifies and represents that Bidder has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Bidder will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the Groesbeck Independent School District in return for the person having exercised the person's official discretion, power or duty with respect to this Proposal; the Bidder certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the Groesbeck Independent School District in connection with information regarding this Proposal, the submission of this Proposal, the award of this Proposal or the performance, delivery or sale pursuant to this Proposal.

Is your principal place of business in Texas? ____ Yes ____ No

If no, in which state is your principal place of business? _____

If your principal place of business is not Texas, does your state favor resident Bidders in your state by some dollar increment or percentage?

____ Yes ____ No

If yes, what is that dollar increment or percentage? _____

For information regarding this series of questions, see Article 601(g) of the Texas Civil Statutes.

SIGNATURE

DATE

PRINTED NAME

TITLE

NAME OF COMPANY

MAILING ADDRESS

CITY

STATE

ZIP

TELEPHONE NUMBER

FAX NUMBER

____ Proposal included. ____ Not submitting Proposal but would like to remain on the Proposal list.