

**Request for Quotes
For
Document Management Services**

**Campbell City School District
280 Sixth Street
Campbell, OH 44405**

Release Date: October 1, 2019
Walk-throughs: October 10, 2019 in the PM, October 11, 2019 daytime
Questions Submitted By: October 11, 2019
Walk Through Date: October 10 (PM) and October 11, 2019
Quote Due Date: October 18, 2019
Contract Award Date: no later than November 30, 2019

Request for Quotes for Document Management Services

Background/Rationale

Campbell City School District (School District) is a very proud and culturally diverse community that takes a sincere interest in the education of its children and families. The School District is dedicated to providing opportunities for all members of the community to become involved in the life of the school. The School District is dedicated to living its mission and continuing to create pride in self, family, and community.

Scope of Work

This request for quotes is to provide district-wide leased document management services. The intent is to award a contract to a single provider for the period, January 1, 2020 through June 30, 2025. It is preferable that the installation occur during the last two weeks of December to minimize operational interruptions.

Period of Performance

It is anticipated that the contracted dates will be January 1, 2020 through June 30, 2025.

Due Date and Place for Submission of Quotes

The deadline for receipt of electronic quotes is October 18, 2019, 4:00 p.m. EST (Eastern Standard Time).

Submit quotes electronically in Adobe Acrobat PDF format to:

Cheryl McArthur, Business Manager

cmcarthur@campbell.k12.oh.us

Include the specified bidder's name and name of the RFQ in the email subject line.

Any quote received after the date and time listed above will not be considered.

Questions

Submit questions pertaining to this Request for Quote (RFQ) in writing via email by October 11, 2019 at 4:00 p.m. EST to the email address below:

Cheryl McArthur, Business Manager

cmcarthur@campbell.k12.oh.us

Include the specified bidder's name and name of the RFP in the email subject line.

All questions and answers will be available to each respondent upon request.

Rights Reserved by the School District:

The School District reserves the right to waive any irregularities in quotes, to reject any or all quotes, and to cancel this solicitation at any time prior to contract award. The School District reserves the right to award all or any portion of the work specified in the Request for Quote to any respondent(s). The School District also reserves the right to amend the timeline. Prior to making a selection decision, the School District reserves the right to interview any or all individuals or businesses submitting a quote, and to check references as part of the final evaluation process.

Standard Terms and Conditions:

1. The Request for Quote, terms and conditions, the specifications, and the received quote form the contract and they shall be fully part of the contract, as if thereto attached, or therein repeated. These documents represent the entire agreement between the successful vendor(s) and the School District and supersede any prior discussions or negotiations, representations or agreements, either written or oral.

2. Respondents are cautioned to read this invitation carefully, to complete all entries, and submit all documents or information requested. Failing to do so may render the quote materially non responsive and result in non-consideration of the quote.
3. The vendor shall indemnify and hold harmless the Board, the School District and its and their officers and employees from and against all claims and liabilities incurred in or arising out of the vendor's performance of the contract.
4. Vendor is an independent contractor, and the employees of the vendor are not and shall not be considered to be employees of the School District. The vendor will be responsible for addressing all labor, employment and working condition issues with its employees without the involvement of School District staff unless agreed to otherwise. The vendor will be required to pay all applicable payroll taxes and deductions required by local, state, and federal law, including Social Security taxes, unemployment compensation, Medicare and other similar deductions.
5. Quotes meeting the requirements of the Request for Quote shall be considered. Respondents taking exception to the specifications, or offering substitutions shall state these exceptions plainly on the Exceptions Page of this document.
6. Respondents shall submit via email all questions concerning this quote to cmcarthur@campbell.k12.oh.us. All questions and answers will be provided to all respondents upon request.
7. Any interpretations, corrections, or changes to this RFQ and the Specifications will be made by addendum to the RFQ. The sole issuing authority of addenda shall be vested in the District's Business Manager. Addenda will be emailed to all who are known to have received a copy of this RFQ.
8. Worker's Compensation Insurance shall be carried by the vendor in the full amount required by Ohio law.
9. No right or interest in this contract shall be assigned or delegation of any obligation made by the vendor to another vendor. Any attempted assignment or delegation by the vendor shall be wholly void and totally ineffective for all purposes.
10. Each respondent, by submitting a quote, represents that the respondent has read and understands the RFQ.
11. All District property and facilities are a drug free zone. No one may use, consume, carry, transport, or exchange tobacco, cigarettes, or illegal drugs while in a school district building or while on school district property. The respondent's company and its employees shall adhere to this policy.
12. The School District shall have the right to effect the immediate removal of the vendor's employees from the school facilities for being outside a designated work area, for fraternizing with or engaging in any improper behavior directed toward or in the vicinity of students, employees or guests of the School District, or for other good cause shown.
13. If, at any time, the vendor fails to fulfill or abide by the terms, conditions, or specifications of the contract, the District reserves the right upon written notice to the vendor to the following remedies (though not just limited to these): purchase the service elsewhere and/or cancel the contract. The Contract may also be terminated by School District for its convenience and without cause with a fourteen (14) day written notice to vendor.
14. All parties agree that venue for any litigation arising from this contract shall lie in Mahoning County, Ohio.

Submissions:

1. Your quote, in order to be considered, must include the properly executed Request for Quote Form and those other items and/or attachments as specified in this RFQ.
2. In the event the successful respondents request a separate contract be signed, a copy of this contract must be submitted with the Quote. The contract will be reviewed by the School District's attorney for approval prior to

the School District's Board of Education officially awarding the contract. The School District reserves the right to reject the vendor contract form in the School District's sole discretion.

3. The successful vendor shall assign a representative who will be responsible for the administration of this contract (not involving change of scope, terms or conditions) and a point of contact for the School District.

4. Each respondent must affirmatively demonstrate responsibility through a satisfactory record of performance. Each respondent is required to submit with their quote a minimum of three (3) references from school districts for which document management services have been provided by your company within the last two years. The list shall include the district name, address, contact name, email address, telephone number and items provided.

Evaluation and Award:

1. The School District will award the quote that offers the overall best value to the District.

2. The District is expected to take action on this Quote no later than Nov, 30 2019. If awarded, the successful vendor will receive a written notification of acceptance by award letter mailed or otherwise furnished.

Anticipated Timeline:

Quote Release Date: October 1, 2019

Walk-throughs: October 10, 2019 in the PM, October 11, 2019 all day

Questions submitted by: October 11, 2019 at 4:00 p.m.

Quote Due Date: October 18, 2019 at 4:00 p.m.

Contract Award Date: no later than November 30, 2019

Contract Period: January 1, 2020 through June 30, 2025

Specifications:

Vendor approval will be based upon the following criteria:

- Quote meets Standard Terms and Conditions
- Product Quality
- References
- Costs
- NOTE: We will only accept new equipment for this lease.

Walk-throughs

Walk-throughs will be held on the evening of Thursday, October 10, 2019 and during the day on Friday, October 11, 2019. Please contact Cheryl McArthur via email at cmcarthur@campbell.k12.oh.us to schedule a time. Walk-throughs will be by appointment only to ensure staff is available.

The following are current equipment specifications, speed, functions and average monthly usage. Please provide the same for proposed equipment. These are the minimum specifications. Please provide color options for each machine. (Please provide document brochure with complete specifications for each machine proposed.)

	School/Location	Current Machine	Current PPM/Functions	Estimated Monthly Volume	Proposed Machine	Proposed Machine PPM	Proposed Machine Functions
1	Board of Education	Xerox Workcentre 7970	70/Color/Copy, Email, Print Scan, Fax, 2 hole punch, 3 hole punch, booklet maker, multi-position stapling, v-folding, 500+1500 sheet tray, z folding, letter z folding, letter c folding, scan to email, RFID sign in, scan to network folder	B – 6,211 C – 3,506		B – C -	
2	High School –Office Room 001	Xerox Workcentre 7970	70/Color/Copy, Email, Print Scan, Fax, 2 hole punch, 3 hole punch, booklet maker, multi-position stapling, v-folding, 500+1500 sheet tray, scan to email, RFID sign in, scan to network folder	B - 12,303 C – 1,584		B – C -	
3	High School - Lounge Room 131	Xerox Workcentre 5875	75/Copy, Email ,Print, Scan, 2 hole punch, 3 hole punch, multi-position stapling, 500+1500 sheet tray, scan to email, RFID sign in, scan to network folder	B - 34,167		B – C -	
4	High School – Library Room 303	Xerox Workcentre 3615	47/Copy, Email, Print, Scan	B - 400		B – C -	
5	High School – Lounge Room 331	Xerox Workcentre 5875	75/Copy, Email, Print, Scan, 2 hole punch, 3 hole punch, multi-position stapling, 500+1500 sheet tray, scan to email, RFID sign in, scan to network folder	B –31,717		B – C -	
7	Elementary/Middle School – Office Room 023	Xerox Workcentre 7970	70/Color/Copy, Email, Print Scan, Fax, , 2 hole punch, 3 hole punch, booklet maker, multi-position stapling, v-folding, 500+1500 sheet tray, scan to email, RFID sign in, scan to network folder	B - 43,658 C - 1,489		B – C -	

	School/Location	Current Machine	Current PPM/Functions	Estimated Monthly Volume	Proposed Machine	Proposed Machine PPM	Proposed Machine Functions
8	Elementary/Middle School - Lounge (5-6) Room 038	Xerox Workcentre 5875	75/Copy, Email ,Print, Scan, 2 hole punch, 3 hole punch, multi-position stapling, 500+1500 sheet tray, scan to email, RFID sign in, scan to network folder	B - 23,023		B - C -	
9	Elementary/Middle School – Lounge (K-4) Room 142	Xerox Workcentre 5875	75/Copy, Email ,Print, Scan, 2 hole punch, 3 hole punch, multi-position stapling, 500+1500 sheet tray, scan to email, RFID sign in, scan to network folder	B - 15,766		B - C -	
10	CLWCC	New Machine Request	Minimum same as #1 BOE	NA		B - C -	

Request for Quote (RFQ) Document Management Services: Pricing

Machine Model #	Quantity	Price per month (66 month term)	Total Machine Cost	Maintenance Cost per month (66 month term)	Total Maintenance Cost	Total Monthly Lease Cost	Total Lease Cost

1. What supplies are included in the above pricing?
 - a. If there are required supplies not included in the pricing what are they and what is the current price per?

2. How many copies per month, if any, are included in the above pricing? Black? Color?
 - a. What is the additional cost per copy after the monthly allotment? Black? Color?

3. What, if any is the reconciliation time frame for copy count?

4. What output management software is available for proposed machines?
 - a. Is there a cost for this?
 - b. If so, what is the cost per month? Per contract term?

5. Please identify any others factors that may impact monthly charges.

6. Please describe performance guarantees. IE – machine has same problem 3 months in a row, what do you do? If a machine has 5 service call in a month, what do you do?

7. What is your service arrival time from time call is placed?

8. Please include a training plan.

REQUEST FOR QUOTE RESPONSE FORM

**To: Campbell City School District
Cheryl McArthur, Business Manager**

From:

Company Name:

Address:

City/State/Zip

Area Code & Telephone Number:

Fax Number:

Company E-mail:

Company Website:

Federal Tax Identification Number:

Respondent's Name:

Respondent's Name Printed:

Position With Company:

ADDRESS FOR SUBMITTING PURCHASE ORDERS and PAYMENT REMITTANCE

Company Name:

Address:

City/State/Zip:

Area Code & Telephone Number:

Fax Number:

Company E-mail:

I, the undersigned, as the owner or legally authorized representative of the above named company, by signing the following statement, agree that I have READ and UNDERSTAND all of the Instructions and Specifications contained herein, and that if accepted by the Campbell City School District all of the provisions are part of a binding contract between the Campbell City School District and our company. I also certify that this Quote is made without previous understanding, agreement, contents of this Quote, or connection with any person, firm, or corporation making a Quote for the same contract, and is in all ways fair without collusion or fraud.

Please complete the following in blue ink.

Owner or Legally Authorized Representative:

Title/Official Position:

Signature Date:

VENDOR REFERENCE LIST

VENDOR NAME: _____

Reference 1

Client Company Name: _____

Type of Business: _____

Client Contact Name: _____

Location (City, State): _____

Contact Phone: _____

Products/Services Provided:

Reference 2

Client Company Name: _____

Type of Business: _____

Client Contact Name: _____

Location (City, State): _____

Contact Phone: _____

Products/Services Provided:

Reference 3

Client Company Name: _____

Type of Business: _____

Client Contact Name: _____

Location (City, State): _____

Contact Phone: _____

Products/Services Provided:
