

**Corinth School District
1204 North Harper Road
Corinth, MS 38834
(662) 287-2425**

**BID SPECIFICATIONS
Printing, Copying, and Maintenance Services**

Reverse Auction
October 27, 2021
2:00 p.m. CST

For information please contact the Corinth School District at 662-287-2425. Information can also be obtained by contacting the following:

John Barnett
jbarnett@corinth.k12.ms.us

John Frame
jframe@corinth.k12.ms.us

Lee Childress
lchildress@corinth.k12.ms.us

BID SPECIFICATIONS
Printing, Copying, and Maintenance Services

Subject

Requests for proposals for printing, copying, and the associated maintenance of the devices that will occupy the offices and communal printing spaces located throughout the district campuses and administrative office.

Purpose

Corinth School District is seeking written proposals for contracted services for printing, copying, and the associated maintenance of the devices that will occupy the offices and communal printing spaces located throughout the district campuses and administrative office. The contract will run from January 1, 2022 to December 31, 2025. All equipment must be installed to begin service by January 1, 2022.

Proposals

All proposals should include new (non-refurbished) equipment, that will be network connected, have the capability to be centrally managed, and include the enclosed specifications.

This bid may be submitted as a sealed bid, electronic bid, or reverse auction bid.

Bids proposals will be accepted until 2:00 p.m. (CST) on Friday, October 22, 2021 in sealed envelopes at the Corinth School District Central Office or by electronic submission.

Sealed bids should be sent to:

Corinth School District
1204 North Harper Road
Corinth, MS. 38834

Please place on the outside of all sealed bids the following language:

Printing, Copying, and Maintenance Services

All electronic bids should be submitted to:

Misty Whittemore
mwhittemore@corinth.k12.ms.us

The District will notify those vendors selected to participate in the reverse auction.

All reverse auction bids may be submitted via sealed bid, in-person, or electronically.

On-Site Walkthrough

Any vendor that would like to conduct an on-site walkthrough to see our current printing set up at each district site may participate in an on-site walkthrough on Monday, October 11, 2021 beginning at 10:00 a.m. Any vendor interested in participating should email Mr. John Barnett at

jbarnett@corinth.k12.ms.us to schedule the walkthrough by 2:00 p.m. (CST) on Friday, October 8, 2021.

Schedule of Events

| Event | Date |
|--|------------------|
| Bid Specification Release | October 5, 2021 |
| | |
| Newspaper Advertisement | October 5, 2021 |
| | October 12, 2021 |
| | |
| On-Site Walkthrough (optional) | October 11, 2021 |
| | |
| Deadline for Proposal Submission | October 22, 2021 |
| | |
| Notification of Selected Vendors to Participate in Reverse Auction | October 25, 2021 |
| | |
| Reverse Auction Date | October 27, 2021 |

Inquiries

For information, please contact the Corinth School District at 662-287-2425. Information can also be obtained by contacting the following:

John Barnett
jbarnett@corinth.k12.ms.us

John Frame
jframe@corinth.k12.ms.us

Lee Childress
lchildress@corinth.k12.ms.us

Basis of Award

The Corinth School District Board of Trustees will award the bid that is lowest and best to the District. **Corinth School District reserves the right to reject any or all proposals.**

This Bid Specifications package consists of the following sections:

- I. General Conditions**
- II. Specifications**
- III. Proposal Forms**

I. General Conditions

The following are General Conditions for the equipment to be leased as outlined in the Specifications.

Scope of Work

1. Proposal for printing, copying, and the associated maintenance of the devices that will occupy the offices and communal printing spaces located throughout the district campuses and administrative office.
2. Installation of devices at specified locations throughout the Corinth School District.
3. Training and maintenance of all devices under the contract to meet the terms and specifications of this proposal.

Terms

Vendor is to calculate the total cost for the District to use the various copy machines for the accepted contract period.

The cost should remain fixed throughout the term of the agreement for both the Lease and the Service and Supply Contract.

Service and Supply should include equipment, toner, staples, developer, fuser, etc., all maintenance items, repair, preventative maintenance, emergency repair, equipment delivery, installation, all network connectivity and support (both initial and ongoing), software/firmware updates, customer training (both initial and ongoing), stands, and any and all other costs except paper.

All service parts, maintenance kits, supply kits, replacement kits, etc., must be installed by the vendor's Field Service Technicians. The Corinth School District will not accept any form of service parts, maintenance kits, supply kits, replacement kits, etc., to be installed by Corinth School District employees. The vendor must employ in their organization Certified SE and TSE (Solutions and Technical Solutions Engineers). The vendor must also provide organization-employed, manufacturer-trained instructors to conduct all initial and ongoing training to District employees.

It is important to note that costs must also include initial training upon installation and ongoing end-user training. In addition, training for new users must be provided periodically at no cost to the Corinth School District.

Repair Service Requirements

Certified, factory-trained personnel must perform all maintenance. Response time between service call and service technician response must be no greater than four (4) hours, with a technician on-site for repairs within twenty-four (24) hours. Equipment must be repaired within one (1) day. The vendor shall provide a toll-free contact number for users to place service calls. If equipment is non-operational for more than two business days, the vendor will supply a loaner at no cost to the School District. Service and supply calls are to be made via phone, web or email with an assigned confirmation number per call.

Reliability/Performance Guarantee

Vendor will be required to provide an “Accountability Guarantee” for replacement of unreliable equipment at no cost to the Corinth School District. This written guarantee should be included with the bid specification document forms. **This specification should include the number of service calls in a given time that will qualify a machine for replacement consideration.**

Withdrawal of Proposal

Requests to withdraw a proposal after it has been submitted must be made in writing and received by CSD prior to the scheduled proposal opening time. No proposal may be withdrawn after the scheduled opening time.

Alterations to RFP Specifications and Requirements

No changes or alterations of any kind to the bid specifications are permitted without prior written approval from the Corinth School District.

Bid Terms

The contract will be awarded to the lowest and best responsible bidder. The Corinth School District reserves the right to waive any informalities and to reject any or all bids.

Submission Information

This bid may be submitted as a sealed bid, electronic bid, or reverse auction bid. Bid proposals will be accepted until 2:00 p.m. (CST) on Friday, October 22, 2021 in sealed envelopes at the Corinth School District Central Office or by electronic submission.

Sealed bids should be sent to:

Corinth School District
1204 North Harper Road
Corinth, MS. 38834

Please place on the outside of all sealed bids the following language:

Printing, Copying, and Maintenance Services

All electronic bids should be submitted to:

Misty Whittemore
mwhittemore@corinth.k12.ms.us

All reverse auction bids may be submitted via sealed bid, in-person, or electronically.

Pre-qualification Requirements for Bidders

Applicant Information

Company Information

Name

Address

Address

City

State

Zip

Telephone

Fax

Email

Principal Bid Contact

Name

Title

Telephone

Fax

Email

References

The vendor shall provide at least three (3) educational/professional references from current clients with a minimum of 10 network connected digital MFP systems with all the additional document management solutions as described in these bid specifications. Vendor will be required to include these with the bid specification response. This information should include the name of the organization, length of relationship, contact name and telephone number.

School District Reference 1

| | |
|-----------------|--|
| School District | |
| Address | |
| Contact | |
| Phone | |
| Email | |

School District Reference 2

| | |
|-----------------|--|
| School District | |
| Address | |
| Contact | |
| Phone | |
| Email | |

School District Reference 3

| | |
|-----------------|--|
| School District | |
| Address | |
| Contact | |
| Phone | |
| Email | |

Key Employees

List the school experience and present commitments of the key individuals of your organization working in/assigned to Mississippi.

Key Employee 1

| | |
|-------------|--|
| Name | |
| Title | |
| Experience | |
| Commitments | |

Key Employee 2

| | |
|-------------|--|
| Name | |
| Title | |
| Experience | |
| Commitments | |

Key Employee 3

| | |
|-------------|--|
| Name | |
| Title | |
| Experience | |
| Commitments | |

Key Employee 4

| | |
|-------------|--|
| Name | |
| Title | |
| Experience | |
| Commitments | |

Signature

We hereby acknowledge and accept the Pre-Qualification Requirements and attest the information provided herein is truthful and accurate by executing this document.

If we meet the pre-qualification requirements, we will submit a bid to the Corinth School District for Printing, Copying, and Maintenance Services.

Signature _____ Date _____

Pre-qualification Submission Information

The pre-qualification proposal may be submitted either in-person, by sealed bid, or electronically.

Deadline for submission:

Bid proposals will be accepted until 2:00 p.m. (CST) on Friday, October 22, 2021 in sealed envelopes at the Corinth School District Central Office or by electronic submission.

Sealed pre-qualification proposals should be sent to:

Corinth School District
1204 North Harper Road
Corinth, MS. 38834

All electronic pre-qualification proposals should be submitted to:

John Barnett
jbarnett@corinth.k12.ms.us

Please place on the outside of all pre-qualification proposals the following language:

Printing, Copying, and Maintenance Services Bidder Qualifications

II. Specifications

Copier Capabilities and Features

Unless otherwise agreed upon by the District, all copiers must match, at a minimum, the present feature set of the current machines, i.e. paper capacity, finishers, amount of paper storage, pages per minute, etc. In addition, all proposed copiers must meet the estimated volume needs per unit.

Current Machine Inventory

1. (11) Konica 958 – (11) Staple finisher FS-537, (1) Hole Punch PK-523, & (1) FAX FK-516 (11) Relay Unit RU-515
2. (1) Konica C458 – (1) Cass Feed PC-410 & (1) FAX FK-511
3. (1) Konica 458 – (1) Cass Feed PC-410
4. (1) Konica C754 – (1) FS-535, (1) SD-512, (1) PI-505, (1) PK-521, (1) FK-511
5. (1) Canon/iR8285

Corinth Elementary School

| Location | Fax Needed | Projected Monthly Volume | Minimum Pages Per Minute | Current Model |
|-----------------------|------------|--------------------------|--------------------------|----------------------------|
| Main Office | Yes | 49,960 | 95 | Konica Minolta/Bizhub 958* |
| Kindergarten | | 40,459 | 95 | Konica Minolta/Bizhub 958 |
| 1 st Grade | | 36,583 | 95 | Konica Minolta/Bizhub 958 |
| 2 nd Grade | | 22,787 | 95 | Konica Minolta/Bizhub 958 |
| 3 rd Grade | | 36,511 | 95 | Konica Minolta/Bizhub 958 |
| 4 th Grade | | 42,283 | 95 | Konica Minolta/Bizhub 958 |

Corinth Middle School

| Location | Fax Needed | Projected Monthly Volume | Minimum Pages Per Minute | Current Model |
|--|------------|--------------------------|--------------------------|----------------------------|
| Old Office | | 19,273 | 95 | Konica Minolta/Bizhub 958 |
| Upstairs | | 16,501 | 95 | Konica Minolta/Bizhub 958 |
| 7 th /8 th Grade | | 14,542 | 95 | Konica Minolta/Bizhub 958 |
| Office | Yes | 20,308 | 95 | Konica Minolta/Bizhub 958* |

Corinth High School

| Location | Fax Needed | Projected Monthly Volume | Minimum Pages Per Minute | Current Model |
|-------------|------------|--------------------------|--------------------------|--|
| CHS Office | Yes | 5,245 | 45 | Konica Minolta/Bizhub 458* (This device needs 2- and 3-hole punch capability) |
| CHS Library | | 8,338 | 45 | Konica Minolta/Bizhub C458** |
| CHS Library | | 18,996 | 95 | Konica Minolta/Bizhub 958 |

Corinth District Office

| Location | Fax Needed | Projected Monthly Volume | Minimum Pages Per Minute | Current Model |
|----------|------------|--------------------------|--------------------------|--|
| Workroom | | 3,757 | 60 (color) 75(B/W) | Konica Minolta C754e* (This device should maintain all current finishing features.) |
| Workroom | Yes | 19,327 | 85 | Canon/iR8285* |

(*) Paper trays for this device should allow for 8 ½ x 11, 8 ½ x 14, and 11 x 17

(**) This device should be converted to a black and white printer/copier – preferably to match the other CHS Library device

Unless notated, device only needs dedicated trays to accommodate 8 ½ x 11 paper with a bypass tray option for larger paper sizes.

All features must be supported in MAC OS 10.13 and up.

The proposed solution must have the option to support pull printing capabilities where users will print to a standardized or global queue and select which printer to print from by physically logging in to a copier and selecting their print job(s).

The proposed solution must have the option to support a central management system for all devices.

All copiers must include the following features: external stapling finisher, scanning, and duplexing.

(2- and 3-hole punch, and folding should be included where specified.)

Copiers must be able to scan to e-mail for all staff using a Corinth School District e-mail address.

Scan requirements:

- a. 100-300 dpi minimum 100-600+ preferred
- b. Scan to PDF, JPEG, TIFF, or PNG in color and/or monochrome
- c. Default must be set to PDF
- d. Must be able to scan to e-mail, scan to network location, and scan to connected USB drive

Networking and Network Printing: Vendors will be responsible for working with the district technical staff to load network print drivers, configure network printing and user management to facilitate the optimum use of these copiers on the district computer network. In addition, the proposal shall include all network connectivity hardware and software. The District will NOT be responsible for the cost of any connectivity hardware or software that is inadvertently omitted from the proposal. It is assumed all copiers will be on the District Local Area Network. The vendor will ultimately be responsible to ensure that all devices are installed and functioning to the district's satisfaction.

Performance Expectations: Time is an important consideration on this project. The selected vendor will be required to have all equipment installed and operational by January 4, 2022. The District will assess liquidated damages of \$100.00 per day that exceeds the January 4, 2022, deadline until a complete installation occurs. These damages will be deducted from invoices until recovered.

III. Proposal Forms

Proposed Machine Inventory

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Corinth Elementary School

| Location | Fax Needed | Projected Monthly Volume | Minimum Pages Per Minute | Proposed Model |
|-----------------------|------------|--------------------------|--------------------------|----------------|
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| 2 nd Grade | | 22,787 | 95 | |
| 3 rd Grade | | 36,511 | 95 | |
| 4 th Grade | | 42,283 | 95 | |

Corinth Middle School

| Location | Fax Needed | Projected Monthly Volume | Minimum Pages Per Minute | Proposed Model |
|--|------------|--------------------------|--------------------------|----------------|
| Old Office | | 19,273 | 95 | |
| Upstairs | | 16,501 | 95 | |
| 7 th /8 th Grade | | 14,542 | 95 | |
| Office | Yes | 20,308 | 95 | * |

Corinth High School

| Location | Fax Needed | Projected Monthly Volume | Minimum Pages Per Minute | Proposed Model |
|-------------|------------|--------------------------|--------------------------|----------------|
| CHS Office | Yes | 5,245 | 45 | * |
| CHS Library | | 8,338 | 45 | |
| CHS Library | | 18,996 | 95 | |

Corinth District Office

| Location | Fax Needed | Projected Monthly Volume | Minimum Pages Per Minute | Proposed Model |
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| Workroom | Yes | 19,327 | 85 | * |

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Proposal Checklist

| | Y | N |
|--|----------|----------|
| 1. Proposal covers 48-month contract | _____ | _____ |
| 2. Proposal includes maintenance, toner, and staples | _____ | _____ |
| 3. Proposal includes same day service requests | _____ | _____ |
| 4. Proposal includes loaner copiers for extended repairs | _____ | _____ |
| 5. Equipment is new equipment (not refurbished) | _____ | _____ |
| 6. Included proposal inventory completed | _____ | _____ |
| 7. Pre-qualification, reference, and key personnel documents completed | _____ | _____ |

I acknowledge that the vendor is responsible for completing installation by January 4, 2022, and that all equipment must be operating and functional. If not, liquidated damages in the amount of \$100.00 per day will be assessed until complete.

Name (Printed): _____

Date: _____

Signature: _____