LAMAR COUNTY SCHOOL DISTRICT REQUEST FOR QUOTES

RFQ 22-108

# DISTRICT WIDE-PROJECT FOR MULTI-FUNCTION EQUIPMENT, SUPPLIES and SERVICES

Sealed written replies to this RFQ must be received by Purchasing no later than the date, time and location indicated in the quote document. Submittal by fax or email not acceptable.

LAMAR COUNTY SCHOOL DISTRICT

REQUEST FOR QUOTE

424 MARTIN LUTHER KING DR.

PURVIS, MS 39475

601-794-1030

**INVITATION**: Sealed Quotes, subject to the conditions herein stated and attached hereto, will be received at this office until **2:30 P.M. MONDAY, MARCH 28, 2022**, for the purchase of the services listed below:

**DESCRIPTION**

**Multi-Function Equipment, Supplies and Services**

All information may be obtained at: [www.centralbidding.com](http://www.centralbidding.com). You may also obtain the documents in person at the Administrative Office Building of the Lamar County School District, located at 424 Martin Luther King Dr., Purvis, MS 39475.

Bidder must submit sealed quote form to: Lana Lucus, Director of Purchasing, Lamar County School District, 424 Martin Luther King Dr., Purvis, MS 39475, 601-794-1030.

In order to be considered the following must appear on the outside of the envelope:

**MULTI-FUNCTION EQUIPMENT, SUPPLIES AND SERVICES– LCSD RFQ #22-108**

**DATE:**

**ATTN: Lana Lucus, Director of Purchasing**

The Lamar County Board of Education reserves the right to reject any and/or all bids or any groups thereof and waive formalities.

Quotes cannot be withdrawn for a period of forty-five (45) days after the opening date. Once accepted by the School Board, no quotes may be withdrawn.

Inquires regarding this quote can be directed to businessoffice@lamark12.org.

## Section 1. Overview

The Lamar County School District (LCSD) is seeking information on products, solutions and services for its printing and duplication needs. The current rental/lease agreement expires June 30, 2022. At expiration, LCSD will need to replace the existing fleet of approximately 70-80 digital copiers/multi-function devices located throughout the district.

The primary goals of this project include the following: device optimization, acquisition of reliable equipment that have a minimal burden to IT staff for device maintenance, and reduction of printing and copying costs through viable solutions.

The initial term of the contract will be for a four-year period beginning July 1, 2022.

## Section 2. General Information

* 1. Purpose of RFQ
		1. To solicit quotes from dealers authorized to sell Digital Copier/Multi-Function Equipment, Supplies, and Services through the state contract with the Department of Finance and Administration.
		2. To review the information provided in response to this RFQ and to award one contract to one vendor to provide Digital Copier/Multi-Function Equipment, Supplies, and Services for LCSD.
	2. Responses to RFQ
		1. Information on products, solutions, supplies and services meeting the requirements of this RFQ shall be included in the written response.
		2. Please submit an original and six (6) copies of your written response in a sealed envelope to the contact person shown below **no later than 2:30 p.m. on Monday, March 28, 2022.** Faxed, electronic or oral quotes will not be accepted.
	3. Inquiries
		1. RFQ Responses and all inquiries for information shall be directed to:

Lamar County School District 424 Martin Luther King Drive Purvis, Mississippi 39475 **Attn: Lana Lucus**

601-794-1030

businessoffice@lamark12.org

* + 1. To prevent opening by unauthorized individuals, all copies of your response must be sealed in one package. The following must be clearly typed on a label and affixed to the package in a clearly visible location on the outside of the envelope:

**MULTI-FUNCTION EQUIPMENT, SUPPLIES AND SERVICES– LCSD RFQ #22-108**

**DATE:**

**ATTN: Lana Lucus, Director of Purchasing**

* + 1. Offerors are cautioned that any statements made by the vendor’s contract or technical contract person that materially change any portion of the response shall not be relied upon unless subsequently ratified by a formal written amendment to the Request for Quote response.
		2. If any offeror contemplating submitting a quote under this solicitation is in doubt as to the meaning of the specifications or anything in the RFQ documents, the offeror must submit a “request of clarification” to Lana Lucus, Director of Purchasing, Lamar County School District at businessoffice@lamark12.org.
	1. Type of Proposed Contract

The proposed contract that would result from this RFQ is considered a fixed fee contract.

* 1. Terms of Proposed Contract
		1. Upon acceptance of a Quote by the LCSD School Board, and receipt of signed contract, the successful vendor shall be obligated to deliver the stated services in accordance with the specifications. All equipment and services shall be installed and operational no later than July 8, 2022. LCSD will be close on June 17, 2022 and will reopen on July 5, 2022. The term of the proposed contract will be four (4) years beginning on July 1, 2022.

It shall be the responsibility of the offeror to thoroughly familiarize themselves with the provisions of the specifications. After executing the contract, no consideration will be given to any claim of misunderstanding.

* + 1. The offeror agrees to abide by the rules and regulations as prescribed herein and as prescribed by the Lamar County School District, as the same now exists, or may hereafter from time- to-time be changed in writing.
	1. Acknowledgement of Amendments to RFQ/Specifications

Offerors shall acknowledge receipt of any amendment to the RFQ by signing and returning the amendment with the quote, by identifying the amendment number and date in the space provided for this purpose on the form, or by letter. The acknowledgment must be received by the Lamar County School District, by the time and at the place specified for receipt of responses.

* 1. Rejection of Quotes

Quotes which do not conform to the requirements set forth in this RFQ may be rejected by LCSD. Quotes may be rejected for reasons which include, but are not limited to, the following:

* + 1. The quote contains unauthorized amendments to the requirements of the RFQ;
		2. The quote is conditional;
		3. The quote is incomplete or contains irregularities which make the quote indefinite or ambiguous;
		4. The quote is received late;
		5. The quote is not signed by an authorized representative of the offeror;
		6. The quote contains false or misleading statements or references
		7. The quote does not offer to provide all services required by the RFQ.
	1. Informalities and Irregularities
		1. The LCSD has the right to waive minor defects or variations of a quote from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance time of the services being procured.
		2. If insufficient information is submitted by an offeror with the quote, for the LCSD to properly evaluate the quote, the LCSD has the right to require such additional information as it may deem necessary after the time set for receipt of bids, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured.
	2. Errors or Omissions
		1. The offerors will not be allowed to take advantage of any errors or omissions in the specifications. Where errors or omissions appear in the specifications, the offeror shall promptly notify the LCSD in writing of such error(s) or omission(s) it discovers.
	3. Disposition of Quotes

All submitted quotes become the property of the Lamar County School District.

* 1. Competitive Negotiation
		1. The procurement method to be used is that of competitive negotiation from which the LCSD is seeking the best combination of price, experience and quality of service.
		2. Discussions may be conducted with offerors who submit quotes determined to be reasonably susceptible of being selected for award.
		3. Likewise, the LCSD also reserves the right to accept any quote as submitted for contract award, without substantive negotiation of offered terms, services or prices. For these reasons, all parties are advised to propose their most favorable terms initially.
	2. RFQ Does not Constitute Acceptance of Quote
		1. The release of the RFQ does not constitute an acceptance of any offer, nor does such release in any way obligate the LCSD to execute a contract with any other party.
		2. The LCSD reserves the right to accept, reject, or negotiate any or all offers on the basis of the evaluation criteria contained within this document. The final decision to execute a contract with any party rests solely with the LCSD.
	3. Exceptions and Deviations
		1. Offerors taking exception to any part or section of the solicitation shall indicate such exceptions in the quote and shall fully describe the issue. Failure to indicate any exception will be interpreted as the offeror’s intent to comply fully with the requirements as written.
		2. Conditional or qualified offers, unless specifically allowed, shall be subject to rejection in whole or in part.
	4. Non-Conforming Terms and Conditions
		1. A quote that includes terms and conditions that do not conform to the terms and conditions in the Request for Quote is subject to rejection as non-responsive.
		2. The LCSD reserves the right to permit the offeror to withdraw nonconforming terms and conditions from its quote prior to a determination by the LCSD of non- responsiveness based on the submission of nonconforming terms and conditions.
	5. Quote Acceptance Period

Quotes shall remain binding for forty-five (45) calendar days after due date.

* 1. Expenses Incurred in Preparing Quotes

The LCSD accepts no responsibility for any expense incurred by the offeror in developing, submitting, and presenting the quote. Such expenses shall be borne exclusively by the offeror. The LCSD will not provide reimbursement for such costs.

* 1. Debarment

By submitting a quote, the offeror certifies that it is not currently debarred from submitting quotes for contracts issued by any political subdivision or agency of the State of Mississippi and that it is not an agent of a person or entity that is currently debarred from submitting quotes for contracts issued by any political subdivision or agency of the State of Mississippi.

## Section 3. LCSD Environment

* 1. Mission

The Lamar County School District mission is to provide a quality education in a safe and healthy learning environment with opportunities for all students to experience success.

* 1. Facilities
		1. The Lamar County School District (LCSD) consists of eighteen schools in Lamar County.
		2. The Lamar County School District (LCSD) also consists of the LCSD Administration Office, Transportation Office, Maintenance Office, Information Technology Office, Child Nutrition Office, all in Purvis and Hattiesburg, MS.
		3. Over the life of the contract, LCSD anticipates that the number of devices is subject to change by an estimated ± 5 – 10%.

## Section 4. Format and Content of Response

Vendors are required to answer questions in Section 5 and submit response as indicated below:

* 1. Vendor is required to submit one original and six (6) identical copies of quote.
	2. Vendor should note that original signatures are required on each copy of the Submission Cover Sheet and Configuration Summary, which are attachments to this RFQ.
	3. Vendor must have page numbers in their quote.
	4. Vendor should respond to the attachments in the order in which they are presented and label each attachment of the quote.
	5. Vendor must completely fill in and include in their quote and/or respond to each outline point on all attachments of the specifications.
	6. Where an outline point/attachment asks for information, vendor must respond by furnishing the information requested.
	7. Where an outline point/attachment requests information which is not applicable to products/services proposed, vendor should respond with the statement "NOT APPLICABLE."
	8. Where an outline point/attachment specifies a minimum requirement, vendor must respond by stating the item (i.e.: device name/model no., guaranteed response time, etc.) proposed to meet that requirement and the characteristics of the item proposed which determine it to meet or exceed specifications.
	9. Where an outline point/attachment is information provided for vendor's information only, vendor need only acknowledge that he has read that point by responding, “ACKNOWLEDGED.”
	10. LCSD reserves the right to reject quotes from vendors who submit poorly completed responses.
	11. Information, which the Offeror desires to present, that does not fall within any of the requirements of the RFQ should be inserted at an appropriate place or be attached at the end of the quote and designated as additional material. Quotes that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFQ requirements are specifically addressed.
	12. All quote material submitted in writing shall become the property of the LCSD.
	13. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire response as proprietary or trade secrets is not acceptable and will result in rejection of the response.

## Section 5. RFQ Questions

* 1. Organization and Structure
		1. What is the legal name of your company?
		2. Please state the number of years your company has been in business.
		3. Are you a subsidiary, affiliate, or franchise? If yes, what is the name of your parent company?
		4. What are the headquarters’ location address, phone number and Web site?
		5. What is the company ownership structure?
		6. What kind of geographical classification applies to your company?
			1. Local: (i.e., operates in only one city)
			2. Regional: (i.e., operates in only one geographical area)
			3. Multi-regional: (i.e., operates in more than one region, but not national)
			4. National: (i.e., provide services across the U.S, only)
			5. International: (i.e., conducts business in the U.S. and abroad)
		7. How many employees do you have to serve the Lamar County School District area?
		8. Provide your tax identification number
		9. Provide your Dun & Bradstreet number
		10. Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
		11. Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a contract to provide the products and services outlined in this RFQ.
		12. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
		13. Does your company have its own internal financing department or are contracts handled by “private label” third party leasing companies?
	2. Project Staff and Qualifications
		1. Provide the name of the Project Director that would oversee all aspects of the project from initiation to sign-off and acceptance.
		2. Supply an organizational chart identifying the personnel that will be assigned to the project, and the chain of command inside the Vendor’s organization. The Vendor’s project staff will work with the LCSD for the duration of the project. Project management activities will include: establishing and administering controls to ensure the quality of deliverables are acceptable to LCSD, providing and regularly updating a detailed work plan and schedule, monitoring project activities to ensure project schedules are met and providing weekly status reports.
		3. Name key personnel that will be assigned for the duration of the project and specify the percentage of time that each person will commit to the project. All project personnel, both key and others, must have previous experience appropriate to the proposed project assignment. Technical personnel must possess all requisite skills appropriate to their assignments. Key Vendor staff are considered as follows:
			1. Project Manager,
			2. Technical/Implementation Manager,
			3. Trainer(s)
		4. Provide the name of the employee that will serve as the single point of contact from the negotiation stage through completion of the contract.
		5. The Vendor must provide the necessary staff to direct, guide and perform all aspects of the project, with limited LCSD support.
		6. The Vendor Project Manager must give oral status reports to LCSD management upon request and provide written status reports weekly. These status reports must describe the following: status of major activities, target dates for completion of remaining tasks, any potential delays in reaching target dates and the basis for those delays and any proposed revisions to the overall work schedule.
	3. Service and Support
		1. Please outline and describe your service organization structure.
		2. Will your company provide service district wide or will it contract services through a third party? If not list all other dealerships or agents, who service will be provided by, and the areas they cover.
		3. List the county of residence, tenure, certifications, specific title and role as it relates to Field Service and Installation for all personnel who will support this account.
		4. Explain in detail how service calls are placed? Is there a call center or helpdesk?
		5. Does every location call the same number for service?
		6. Do you provide a secure Web based or automated method for placing service calls, reviewing service history, ordering supplies and providing meter readings? Can this be viewed by both the school/department and the district office?
		7. If your company does not provide a Web based method for reviewing service history, how will you provide LCSD with a detailed report which shows: Location, Model Number, Serial Number, Number of Service Calls placed each month, Response Time, Time to Repair, and Number of Copies between service calls.
		8. What preventive maintenance tasks are provided for installed equipment and at what frequency?
		9. Explain how the Technicians receive their service calls.
		10. What technology do you provide for your technicians (such as Laptop Computers, smartphones, cell phones, etc.)? Explain how each of these is used to provide better service and support to LCSD.
		11. How are your technicians trained on new equipment and/or new technology?
		12. Does your company have a certification system and policy to ensure that technicians are factory trained? Explain.
		13. What is your company’s target response and call completion time for service calls?
		14. Do you measure and track response time?
		15. Do you measure and track call completion time?
		16. Do you measure and track “First Call Completion” rate? Explain. What is your average rate?
		17. Indicate what type of product training methods your organization intends to utilize in the training of LCSD personnel.
		18. Does your company have an employee dedicated to end user training? How many?
		19. Please describe in detail your companies plan to install approximately 70-80 multi- function devices spread out across the district and what time frame you could complete all phases of the installation from shipment, connectivity, and training to end users.
	4. Account Management
		1. How is your organization structured locally and nationally and how does this structure support your ability to provide the services you are proposing?
		2. Do you have one point of contact for any and all issues which need to be resolved (service problems, invoicing problems, etc.)?
		3. Describe your process of issuing credits for billing disputes.
		4. Detail your capabilities for reporting service calls and monthly volumes. Does the report categorize by type, i.e. number of copies, scans, faxes, prints? Include sample reports.
		5. What is the process for replacing a malfunctioning copier? And is there a removal fee?
		6. Detail your capability to bill one consolidated invoice by school/department. Include sample invoices.
	5. Technology Capabilities
		1. Outside of your copier and printer capabilities, please describe any third-party alliances that your company works with to provide software applications and enablers. Please describe how these partnerships are managed, how you engage these providers, and how service is provided for their applications.
		2. Does the equipment included in your response have advanced scanning software? If so, please describe the capabilities, especially as it relates to OCR capabilities for PDF formats.
		3. Describe the methodology for adding end-users to a newly installed multi- function device, i.e. will an LCSD IT technician need to configure/ “touch” each workstation that will print to the device?
		4. Do your products have standard network accessible administration tools throughout the entire line proposed?
		5. Is there a software that can be used to centrally manage status of devices across the enterprise for the entire fleet, including monitoring paper levels, paper jams, job queues or any active alerts (error codes, low consumable levels, etc.)? If so, is it included at no additional charge?
		6. Describe your company’s philosophy in regard to cost reduction strategies and how you plan to achieve this during the contract period.
		7. Is there a software included in your proposed solution that can be used to monitor print volumes, job sizes, user activity so that print can be managed more effectively, devices appropriately allocated, and print controlled? If so, please describe the features of the software, where will it run, i.e. will it need to reside on the client workstations, etc.
		8. Multi-function devices should improve productivity and not be a detractor of user productivity. What features on your equipment allow five or more users to print to a single device, while not compromising user privacy, ease of document separation, etc.?
		9. Does your equipment handle concurrent multi-functions? Explain.
		10. Describe the display window size and information viewable at the device.
		11. Does your system allow for scan to file, email, network folder, desktop, and hard drive? Is scan to email integrated with active directory? Can a global address book be available through your equipment’s touch screen?
		12. When sending a document via email, do your products provide attachment size control? If so, describe how this is accomplished.
		13. What additional workflow features or products are available through your solution? Are they standard or available as an option?
		14. Does your product/solution natively support printing via Chrome OS(Chromebooks)?
	6. References
		1. Provide a list of at least three previous or current contracts of a similar size and scope of the Lamar County School District. The Vendor must include the following information:
			1. Contract duration and dates;
			2. Geographic area served;
			3. Number of devices maintained;
			4. A brief written description of the contract purposes, problems solved, and the methodology employed;
			5. Name, address and telephone number of contracting agencies which may be contacted for verification of all data submitted;
			6. Operations volume on an annual basis;
			7. Name, address and telephone number of sub-contractors utilized, if any
		2. Unless the Vendor intends to supply all the services that are required for conducting the project, subcontract services must be anticipated. The Vendor must prepare and submit a preliminary subcontractor list that identifies and describes subcontract requirements. Three references must be furnished on all such firms or individuals.
	7. Implementation Plan
		1. Provide a draft high level “Project Work Plan” and approach which outlines the overall strategy for developing and implementing the solution including resources, approach, and estimate duration to achieve the objectives as outlined in this RFQ.
		2. The Project Work Plan should include the timetable for visiting each location/school to discuss their equipment needs and number of copies used.
		3. The final Project Work Plan will be submitted within the two weeks after award.
	8. Cost Calculations and Billing
		1. How is the cost per copy calculated?
		2. Will LCSD pay for a minimum number of copies whether or not that minimum is hit? If so, what is the minimum?
		3. Is there a cost per scan?
		4. Describe which supplies, consumables and parts will not be included within your service and supplies pricing.
		5. Who would be the main contact for additional equipment needs and on-going pricing?
		6. Detail your meter read collection process including any electronic and automated methods.
		7. If LCSD fails to submit a meter read for a given period, what method would be used to determine billing for service and supplies?
		8. Will LCSD be able to add units to the agreement after contract award with the contract period for those units coterminous with the original deployment?
		9. Detail any software, services or products, as relates achieving the objectives of this RFQ, which may result in additional charges.
	9. Equipment Model Specifications
		1. Please describe the product including features and specifications for each model that you would propose as part of your solution. Indicate whether the item comes standard or if it is priced as an option. Be sure to consider the attachments provided that detail current devices, speeds, functionality, print volumes, copy volumes, number of users, or other comments provided. You may use the sample table below as a guide. Use one table per model proposed.
		2. LCSD is limiting the different number of models that can be submitted to five (5). Please make sure to submit one model for each category. These are based on PAGE PER MINUTE speeds for 8 ½ by 11 paper:
* 41—50
* 51—60
* 61—70
* 71—80
* 81—90

# Sample

|  |  |
| --- | --- |
| **PRODUCT/ FEATURE** | **Proposed by Vendor** |
| MAKE & Model No. |  |
| Copier Speed | 40 ppm |
| Reversing Automatic Document | Minimum 100 sheet |
| Control Panel | Half VGA Tilable LCD Touch Panel |
| Reduction/ Enlargement Range | 25% - 400% |
| Bypass Tray | Statement R to Ledger |
| Maximum Original Size | 11" x 17" |
| Copy Size | 11" x 17" |
| Multiple Copying | Up to 999 copies |
| Paper Supply | Standard (2) 550 Sheet Cassette |
|  | Standard 100 Sheet Bypass |
|  | (1) LCF 2500 Sheet |
| Copying Resolution | 2,400 x 600 dpi |
| Automatic Duplex | Stackless |
| Option Network Printing and Scanning | PCL6, PostScript 3, Xps Compatible |
| Certification | WHQL, Novell |
| Connectivity | 10 base T/100 Base TX Ethernet,802.11b/g |
|  | Wireless Lan, USB 2.0 Bluetooth (HCRP) |
| Finisher (*identify whether standard or* | Multi-Position Stapling Finisher w/Hole Punch |
|  |  |
| Warm-up Time |  |
| First Copy Time |  |
|  |  |
| **Available Options:** |  |
| Option Scanning | eCopy Compatible |
| Automatic File Conversion | Convert Scanned Documents to editable file |

## Section 6. Standard Terms and Conditions

The Generic Rental Agreement, located on the Department of Finance and Administration website under the following link <http://www.dfa.ms.gov/media/5881/genericrentalagreement-> february-2017.pdf shall be used for rental transactions associated with items covered under this procurement.

**Submission Cover Sheet and Configuration Summary**

Legal Name of Company:

Address:

City: State: Zip Code:

Telephone: Fax: Website:

W-9 is attached

Legal Form of Company (check all that apply):

 Corporation LLC

 Private Not-For-Profit Private For-Profit

 Government Other

State of Domicile: Year Organized: FEIN:

List the contact person for your quote. This person should also be the contact for questions and/or clarifications.

Person’s Name: Title:

Address:

City: State: Zip Code:

Telephone: Fax: \_

Email:

As an official representative of (company name), I

 (your name) acknowledge that I accept the terms and conditions as outlined in this RFQ. I further certify that (company name) is an authorized dealer in good standing of the products/services included in this quote submitted in response to this RFQ.

 /

**Original Signature of Officer in Bind of Company / Date**

**Pricing Sheet**

SPEED MODEL NUM. MONTHLY RENTAL PRICE

 41--50

 51--60

 61--70

 71--80

 81--90

TYPE COST PER PAGE

 B/W

 COLOR

**References**

Provide three (3) references for which your company has provided in the past or currently provides the described services. LCSD intends to contact these references prior to executing a final contract with the selected Vendor.

1. Agency:

Contact Person: Title:

Address:

Phone: Email:

Type of Services Provided:

Number of Devices Provided: Contract Dates:

1. Agency:

Contact Person: Title:

Address:

Phone: Email:

Type of Services Provided:

Number of Devices Provided: Contract Dates:

1. Agency:

Contact Person: Title:

Address:

Phone: Email:

Type of Services Provided:

Number of Devices Provided: Contract Dates: