

**Request for Proposals – Multifunctional Devices  
(Copy-Scan-Print-Fax)**

**Release Date: November 20, 2014**

**TABLE OF CONTENTS**

**PROPOSED TIMELINE .....1**

**REQUEST FOR PROPOSALS.....2**

**DEVICE/VOLUME LISTINGS.....10**

**BIDDER CHECKOFF SHEET.....20**

**APPENDICES FOR SUBMISSION**

**A: VENDOR INFORMATION FORM.....21**

**B: FAMILIAL DISCLOSURE STATEMENT.....22**

**C: TECHNICAL SPECIFICATIONS OF DEVICES PROPOSED**

**D: PRICING SHEET**

**E: TOTAL COST OF OWNERSHIP**

## **PROPOSED TIMELINE (SUBJECT TO CHANGE/NEGOTIATION\*)**

Release RFP	Thursday, November 20, 2014
Pre-Bid Meeting/Walkthrough	Thursday, December 04, 2014 at 2:00 p.m.
<b>Bids Due 2:00 p.m.</b>	<b>Thursday, December 18, 2014</b>
BOE Committee Meetings	January 13-14-15, 2015
Board Award	Monday, January 19, 2015 at 5:30 p.m.
Contracts Finalized	NLT Friday, January 30, 2015
Delivery and Installation	Saturday, February 28, 2015 (*negotiable)

## **SECTION 1 GOALS OF THIS RFP**

The overarching goal of this Request for Proposals is to provide the tools necessary to deliver instruction and support services to students in an effective and efficient manner. Each building has its own unique needs due to the student populations it serves as well as the physical footprint of the building. The District desires to achieve the following goals with this RFP:

### **1.1 Standardization**

Standardize on fewer types, brands and models of devices to enable:

- 1.1.1 Less costly supplies.
- 1.1.2 More efficient and responsive maintenance.
- 1.1.3 More flexibility through redeployment and swapping of particular devices as needs change across the District.
- 1.1.4 Remove and replace older devices such as stand-alone fax machines, inkjet printers, etc. that require additional and/or more expensive or non-standard supplies, or have outlived their useful lives, on a District-determined priority basis.

### **1.2 Upgrade Capability**

Upgrade by providing all sites with newer essential capabilities that include:

- 1.2.1 Document scanning.
- 1.2.2 Color copying and printing.
- 1.2.3 Secure and completely networked solutions that perform to standard.
- 1.2.4 Ease of use.
- 1.2.5 Economical and efficient procurement and billing for supplies and service under a one-click payment system.
- 1.2.6 Potential growth into document archival and retrieval solutions.
- 1.2.7 Environmentally friendly, e.g., lower energy costs, cartridge recycling programs, etc.

## **SECTION 2 GENERAL CONDITIONS**

### **2.1 Submission of Bid**

- 2.1.1 Sealed bids clearly labeled "**Multifunctional Device Bid**" will be received by (NAME) Public Schools, \_\_\_\_\_ **until 2:00 p.m. December 18, 2014** at which time all bids will be publicly opened and read aloud. Bids are to be delivered to the attention of \_\_\_\_\_ . Bids received after this time will not be accepted.
- 2.1.2 The bids must include the Specifications Sheet checklist of features and functions, fully completed by the vendor. Failure to complete this checklist for each unique device type may be grounds for disqualification.
- 2.1.3 Emailed and/or facsimile bids cannot be accepted. However, emailed Excel versions of the completed Specifications Sheet, as submitted, will be accepted and appreciated after the bid deadline has passed, to assist in a side-by-side analysis of all responses.
- 2.1.4 Bids must be considered firm for 90 days from the bid opening date. Bidders are granted the privilege of withdrawing their bids, if they desire, between the time they are submitted and the bid opening date.
- 2.1.5 Three complete copies of all bid responses shall be submitted, including original brochures, specifications, calculations and so forth.

### **2.2 Inquiries and Requests for Clarification**

- 2.2.1 There will be a **mandatory pre-bid meeting** held **on Thursday December 4, 2014 at 2:00 p.m.** in \_\_\_\_\_. **Only those companies who attend this meeting will be allowed to submit a proposal.** (This does not include leasing companies).
- 2.2.2 All questions regarding the bidding process must be directed in writing to \_\_\_\_\_ and all questions regarding technical specifications must be directed in writing to \_\_\_\_\_; any oral communications will not be considered.

### **2.3 Right to Reject Bids and Related**

- 2.3.1 The Board of Education reserves the right to waive irregularities and to accept and/or reject any or all Bids, or to split awards, as they may deem to be in the best interest of the School District. Failure to provide all information as requested within this RFP may be cause for proposal rejection as non-compliant. Notwithstanding any other provision of this RFP, the District expressly reserves the right to:
- 2.3.1.1 Make all decisions, without limitation, as to whether a proposal does or does not comply with the requirements of this RFP.

- 2.3.1.2 Accept, reject, or negotiate terms of any proposal, or any parts thereof, for the purpose of obtaining the best and final offer.
  - Yes,
  - 2.3.1.3 Re-issue a Request for Proposal or cancel the Proposal process.
- 2.3.2 The District shall not be held responsible for cost incurred during the preparation of proposals.
- 2.3.3 The District reserves the right to opt for a 'rent per click' service contract, make outright purchases of devices, to enter into lease arrangements with Vendors per this RFP, or secure its own financing source to procure the devices, in whatever combination and number it chooses. There shall be no minimum guarantee of volumes, device quantities, or type of agreement or arrangements under this RFP.

## **2.4 Affidavits and Other Legal Requirements**

- 2.4.1 Bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board of Education or Superintendent. The Board of Education shall not accept a Bid Proposal that does not include this sworn and notarized disclosure statement. The Familial Form must accompany your bid proposal.
- 2.4.2 Upon entering into an agreement with the District, the successful Vendor shall not assign or delegate any obligation to another Vendor without the express written consent of District. All subcontractors supplying services must be identified within the proposal including name, address, phone number, and Vendor information sheets, with designated service identified.
- 2.4.3 Unless specifically authorized in writing by the District Business Office, on a case by case basis, the successful Vendor shall have no right to use, and shall not use, the name of PS, or its officials or employees; in advertising, publicity, or promotion; nor to express or imply any endorsement of the Vendor products or services.
- 2.4.4 While present on PS grounds, the Vendor, including all employees and agents, agrees to abide by, and comply with all PS, federal, state and local policies, regulations, and laws that pertain to sexual harassment and non-discrimination. The Vendor shall be proactive in assuring that applicants, employees, and customers are treated fairly without regard to, or in discrimination of their race, religion, sex, national origin, marital status, age, sexual orientation, veteran status, or disability. Vendor further agrees that Vendor employees and agents while on PS property shall comply with and observe all applicable rules and regulations concerning conduct which are imposed upon PS employees and agents. All PS facilities are smoke-free.
- 2.4.5 Vendor employees and agents who will be servicing the machines during the duration of this agreement, will be asked to complete the PS fingerprinting and background check with all costs incurred by the Vendor.
- 2.5.5 Any dispute, controversy or claim arising out of or relating to this bid and resultant contract shall be adjudicated in \_\_\_\_\_, the state of Michigan.

## 2.5 Confidentiality

2.5.1 All information provided through this request and ensuing process will be held in confidence and will not be revealed nor discussed with any competitor until final execution of the agreement. At that time, all documents of this process shall become public (excluding proprietary or financial information as determined by the District) regardless of statements contained within submittal to the contrary. Furthermore, all material submitted shall become the property of the District and may be returned only at the District's option.

## 2.6 Required Supplier Information

All Vendors (equipment company, all subcontractors, and/or lease company) submitting a proposal must provide:

2.6.1 Proof of liability insurance and worker's compensation coverage of \$1,000,000 or more.

2.6.2 Copy of standard agreement for each transaction type (see 3.2 below), **modified in accordance with the terms of this RFP**, which will require signature from District.

2.6.3 Credit references and DUNS number.

2.6.4 A list of comparable size installations and previous experience, including organization names and contacts. See 2.8.6 below for more details.

## 2.7 Award

2.7.1 It is the intent of the Board of Education to award the Bids at their **January 19, 2015** meeting. It is highly desirable for all equipment to be installed and operational as soon as possible after that date. All equipment is to be installed and operational, and on site personnel trained no later than **February 28, 2015** or as negotiated after the bid opening with the successful bidder.

2.7.2 Submission of a bid will be construed as a conclusive presumption that the bidder is thoroughly familiar with these instructions to bidders and that bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.

2.7.3 In the event a successful bidder fails, neglects, or refuses to execute a contract, including delivery of Certificates of Insurance, within fourteen (14) days after the mailing of said contract at the address given in the bid, the District may, at its option, terminate and cancel its action in awarding said contract to bidder. Upon such termination, the agreement shall become null and void and of no effect. The District will subsequently be free to reconsider other bids or solicit new bids.

## 2.8 Evaluation Criteria

The following criterion shall be considered in making an award:

2.8.1 Cost of the equipment (lease or purchase) including rate of interest for any lease.

2.8.2 Maintenance/service agreement including supply and usage costs, i.e. "one-click" pricing structure(s).

- 2.8.3 Conformity to listed specifications.
- 2.8.4 Delivery and installation (including networking) of the equipment within the required time schedule.
- 2.8.5 Service and warranty provided, with demonstrated ability to provide the service level proposed.
- 2.8.6 References and credentials of bidders. This shall include the lease company for third party leasing arrangements. The Bidder must submit the names of three (3) northern Michigan governmental (schools preferred) or non-profit entities that have an equal or larger amount of equivalent equipment and have had the equipment for at least three years. Please provide reference entity name, contact name, address, phone number, and number of years the Bidder has serviced the entity.
- 2.8.7 Accurate representation of **Total Cost of Ownership/Operation**, with all pertinent assumptions included.
- 2.8.8 The final determination shall be at the District's sole determination.

### **SECTION 3 - SPECIFIC REQUIREMENTS**

#### **3.1 General Considerations**

- 3.1.1 Bidder must clearly state in the bid any exceptions to the enclosed specifications. The listing of exceptions, if any, is mandatory. Any exceptions found in review not listed could be a basis for rejection of the bid.
- 3.1.2 The equipment is to be furnished in accordance with the specifications and deliveries are to be made only upon a District purchase order and/or executed contract and/or executed lease issued by the Board of Education. The equipment is to be delivered to the individual sites in the location(s), and in the time frame(s) determined by the building administrators.
- 3.1.3 It is understood that the School District is a governmental unit and, as such, is exempt from the payment of most state and federal taxes applying to the products specified in this document. Therefore, the prices quoted by the Bidder should not include any allocation for taxes.
- 3.1.4 It is further understood that Personal Property Taxes on rented or leased property shall not be the responsibility of the School District but shall remain the responsibility of the Vendor.

## 3.2 Pricing Structures and Bids

The following items must be included in your bid pricing (equipment costs, leasing costs, service and supplies, etc.) as applicable, taking into account three possible pricing models. (Vendors are encouraged to submit more than one option). The options are:

- A) Outright purchase by the District.
- B) Lease option, and
- C) A 'cost-per-click' rental agreement where no capital or lease costs are included but devices are furnished to the District for its use solely on the basis of the cost for each copy produced. For ease of reference, this shall be denoted a "Service Only" cost per click 'rental' arrangement.

- 3.2.1 The machines and devices offered including brand name, model number and market introduction date, and whether new, refurbished, remanufactured, or used. (New is specified.) None of the devices proposed under the bid are to be discontinued models at the time of bid. See 3.3 below.
- 3.2.2 Cost of delivery and installation of the machine including network connection must be included. Additionally, Vendor shall clearly itemize/indicate cost for relocation and installation/setup of existing devices to new locations, if any. Likewise, additional disposal costs for removal must be itemized or District shall conclude these services are included in the bid prices. Cost for removal of machines on a trade-in shall be solely at the expense of the Vendor.
- 3.2.3 Cost of instructions and in-services to individual building personnel concerning operation of equipment on a mutually acceptable date(s) as agreed to between the building administrator and Bidder. For the larger buildings, multiple in-service dates may be necessary. Include a user-training plan after installation for at least one person per building site to become proficient in the operation of the proposed machines and all available features. This plan should include training for the entire term of the contract (e.g., periodic updates) to cover new staff and turnover within the District. The training should be tailored to the staff requirements, e.g., baseline versus high-level web interface for selected staff.
- 3.2.4 A complete supplies and maintenance agreement for all devices. Maintenance of all machines in good working condition, including but not limited to all necessary inspections, repairs and adjustments, including replacement of parts and drums. The maintenance agreement will be implemented and performed by the equipment (not leasing) Vendor. **Bidders must indicate cost of maintenance and supplies parts, labor, toner, staples, fuser oil/lube, developer, drums, etc.) on a cost per click basis for duration of contract.**
- 3.2.5 An inventory of basic repair/maintenance (drums, staples, toner, etc.) items shall also be provided for the District's Technology Department's use to trouble-shoot and make simple repairs to eliminate unnecessary delays in restoring uptime.
- 3.2.6 For lease options, a 60-month ownership dollar out or FMV (fair market value) lease option with the initial payment beginning 30 days after the equipment is installed, as follows:

- 3.2.6.1 The lease document should indicate whether the equipment will be titled to (NAME) Public Schools or remain with the company under the leasing arrangement specified. A copy of the lease agreement, **complete with alterations to meet this RFP's specifications**, shall be included with the bid proposal.
  - 3.2.6.2 It must be clearly called out in the lease option if the lease is to be held by a third party.
  - 3.2.6.3 Lease agreement must include a clause that provides that the lease may not be assigned without the express written approval of the district.
  - 3.2.6.4 The proposal shall include the stated as well as the actual internal rate of return for the lease. An Amortization Schedule showing both the principal and interest portions for the monthly lease payments shall be included for each unique device lease.
- 3.2.7 Any allowances for trade-ins of existing equipment must be clearly spelled out.

### **3.3 Equipment Specifications**

- 3.3.1 Equipment furnished must be "digital" and include all new parts of standard first grade quality, constructed of 100% new components. Detailed specifications shall be considered as minimum requirements for each unique device type and model.
- 3.3.2 Equipment furnished must produce readable, useful, plain paper prints/copies of such typical originals as handwritten and typewritten pages, copies of copies, halftones, carbon-less forms, books and colored stock. Under normal office use and storage conditions, copies shall be resistant to smudging and shall have readability and file life in excess of seven (7) years.
- 3.3.3 Copier noise level, when in stand-by mode, shall not produce a noise level from fans or other device which exceeds the normal office background noise level as determined by District.
- 3.3.4 All equipment shall meet or exceed the requirements of Underwriters Laboratory (U.L.). Each machine shall have the U.L. label affixed in a conspicuous place. Energy Star Ratings are also desired. The School District will furnish suitable electric current to operate the equipment with properly grounded receptacles.

### **3.4 Meter Reading and Copy Allowance**

- 3.4.1 The Bidder shall provide a system for collecting meter/click readings monthly and shall report this information to the Business Office. The report should include: location, contact person, model, model accessories, number per month, and monthly average volume. Electronic reporting is preferred.
- 3.4.2 It is presumed under the terms of this RFP that individual machines shall not be subject to volume limits in the pricing structure but rather the entire District volume under the "one-click" structure shall be billed as a whole, provide, however, that individual devices are identified and monitored.



- 3.4.3 There shall not be a minimum order requirement for any of the necessary supplies under this arrangement. The Vendor shall identify an efficient ordering system for staff to follow.
- 3.4.5 Auditrons, FM Audit, PaperCut™ or similar devices and/or software shall be included as an option for all devices in order to provide each building with cost accounting (down to the user level) and copy usage by individual staff member. If the equipment and/or technology to do so comes at an additional cost, this must be clearly specified.

### **3.5 Installation and Site Preparation**

- 3.5.1 The sites should not require any modification or preparation. In the event they become necessary, any proposed modifications are subject to approval prior to the placement of any equipment at any location. The Bidder shall provide written requirements for the installation of their equipment if different than existing. It is the responsibility of the Bidder to profile the requirements of the site. Surge protectors, if required, shall be provided by the Bidder. Contact \_\_\_\_\_ for questions on site preparation.
- 3.5.2 The contractor shall be responsible for recycling or disposing of boxes and packing materials at each site by recycling or placing them in the dumpster provided at each building.
- 3.5.3 Costs for removal/storage/recycling/disposal shall be identified and itemized. See 3.2.2.
- 3.5.4 The vendor will be responsible for entering all the building staff member user information in each applicable MFP. PS will provide the vendor with basic staff information such as First/Last name, email, and any other information required for enabling requested MFP features. It is expected that after the initial user data is setup on each device staff members will have the capability to: Create copies with their own account code, be able to email their documents to themselves, and scan to their local network drive. Novell networking information/credentials will be provided by PS tech staff in collaboration with the vendor to enable the 'Scan to File' functionality.
- 3.5.5 The removal of PS owned equipment such as inkjet printers and laser printers will be handled solely by PS tech staff. It will be the vendor's responsibility to remove of the larger copiers. However, the destination of the current copiers has yet to be determined. The vendor will be prepared, for each on-site installation, to either:
  - 3.5.5.1 Relocate the current copier elsewhere in the building;
  - 3.5.5.2 Remove the copier from the building to be later relocated and re-installed to another school facility; or
  - 3.5.5.3 Remove the copier for disposal and/or trade in.

### **3.6 Maintenance Agreement**

Bidders must clearly indicate extent of warranties, guaranteed response times and ability to provide parts and services for the equipment on which they are bidding as follows:

- 3.6.1 In addition to the delivery and installation of the equipment, the successful Vendor will be required to perform all maintenance and repairs necessary to maintain the equipment.
- 3.6.2 Equipment maintenance and repairs shall be performed by qualified maintenance personnel during regular office hours. Regular office hours vary at each school location. The vendor is required to provide services at other times as required.
- 3.6.3 Maintenance and repair calls must be performed within four (4) hours of request for service. The maximum allowable downtime for any one piece of equipment is 48 hours. A "loaner" device must be placed in the building for any equipment that cannot be repaired and restored to normal operating service within 48 hours. Excluded from the requirements are delays resulting from acts of God, accidents, extreme weather conditions, strikes or similar causes. The intention is that necessary repairs be made.
- 3.6.4 Preventive maintenance will be performed by the Vendor according to manufacturer recommendation. It is the Bidder's responsibility to schedule preventive maintenance that meets those manufacturer's recommendations. The building will require 24 hour advance notice for preventive maintenance. The Bidder's service technician shall check in and out with the appointed key operator. Each machine should have a permanent record of machine maintenance kept with the machine. The District desires to receive copies of all service records (preventive and repairs) in electronic format on a periodic basis.
- 3.6.5 The Vendor agrees to replace, without charge, any machine that does not operate to expectations with an identical model, or a machine with comparable features and capabilities. The guarantee will be effective for five (5) years following the initial equipment delivery.
- 3.6.6 The Maintenance Agreement shall guarantee availability of service, parts and supplies for the life or the agreement. **Bidders must provide written confirmation from the original equipment manufacturer that the manufacturer will provide full maintenance should the bidder be unable to do so over the life of the contract.**
- 3.6.7 The agreement shall not contain any maintenance escalation clause.
- 3.6.8 Machines shall be kept in good working order so that work delays and copy/print problems will be minimized. Machines must meet **the total volume requirements** requested. District reserves the right to request a new replacement copier at the Bidder's expense in the event that a recurring problem cannot be corrected to the satisfaction of District or in the event that the device is unable to meet the total volume requirements. The conclusion that a device is experiencing a recurring problem or is unable to meet the total volume requirement, therefore requiring replacement, is at the sole discretion of the District.
- 3.6.9 Willingness to extend the terms and conditions of this Maintenance Agreement to existing PS equipment not being replaced under this RFP must be indicated. If Vendor is able to provide same under different terms, said terms must also be explicitly spelled out.
- 3.6.10 A copy of the complete Maintenance Agreement contemplated by the Bidder shall be included with the response, including all necessary alterations to conform with this RFP.

## DEVICE LISTINGS

### Replacement/Upgrade Program

The District has identified a listing of desired device parameters used in identifying functionality and coverage for each building. Additionally, the device listing may be prioritized in the likely event that it is not financially feasible for the District to replace or upgrade the devices and functionality of all sites under the purchase and/or lease pricing models.

Included later in this RFP is a detailed list of devices that the district has identified for acquisition (labeled as "new") to either replace existing equipment or to add functionality to a site. They are generically identified by purpose with the expectation that each vendor shall identify a standard model/configuration for the functionality requested, given the overarching goals of the RFP. These specifications are meant as parameters to provide general guidance but the overriding concerns remain those expressed in the goals and uptime and Total Cost of Ownership. Any and all 'extra' options on the devices above and beyond the standard 'out of the box' cost must be specifically itemized if there will be any additional cost, e.g. fax boards, print boards, scanning, etc.

The devices are generically identified as follows:

<b><u>Printers</u></b>	<b><u>Preliminary Specs</u></b>	<b><u>Purpose</u></b>
Heavy Laser	B&W, 55+ ppm, Min. down time	Designed for Labs and entire building to share (by default or as backup only as needed). At least one per school building.
Light Laser	B&W, 30+ ppm	Smaller units for locations in the building too far from main copier or lab printer or low volume locations.
Color Laser	Color, 30+ ppm	For wherever color is needed by lab curriculum or AHS houses.
Color MFP	Color, 30+ ppm, copy	Can conveniently act as mini copier if needed; good for AHS houses.
<b><u>Copiers</u></b>	<b><u>Required Specs</u></b>	<b><u>Purpose</u></b>
Production MFP	Color, 40+ ppm, Full Finisher, Secure Print, Network Scanning	The 'Main' building copier and only color source in most scenarios. All staff can print to (B&W by default). At least one per school building.
Heavy MFP	B&W, 50+ ppm	Serves as the 'high traffic' staff copier to reduce workload on the production MFP. Needs to be fast and basic, can also serve as printer. Color scanning may be included.*
Light MFP	B&W, 35+ ppm	Used by staff in remote locations that require copier functionality, low traffic areas, can also serve as printer. Color scanning may be included.*
Office MFP	B&W, 35+ ppm, Fax, Handle various media, Secure Print	Serves as the 'office' copier meant to be only used by office and select staff. Used for labels, envelopes, etc. For small print/fax/copy jobs.

\*Color scanning must be itemized in the bid if non-standard or additional cost.

## **Extension of Service**

Additionally, the list of devices identifies those devices for which the District wishes to secure service coverage. It is the desire of the District that the successful bidder assume service for all of these devices. The bidder must expressly and explicitly indicate in the bid submission the ability and willingness to accept or reject by device provision of service for these devices, including all terms and conditions if different from the devices provided under the Replacement/Upgrade (e.g. "New" devices) section above.

This is requested for those items not identified for replacement. However, please note that eventual device replacement/upgrade is dependent upon the cost and items currently listed for replacement may in fact drop off that list and become a retained device to be serviced. Consequently, it is recommended that the Vendor indicate the ability to service all devices by type/brand/model/age, number of impressions, etc., regardless of device status.

## **Finishers**

Due to the complexity of the base RFP, no itemization of individual finisher requirements for each device has been prepared at this time. Finisher requirements vary by site and circumstances. The Vendor is asked to include separate pricing for existing finisher options by device.

## **Volume Estimates**

The District is aware of the importance of good volume estimates and, to that end, has attempted to provide accurate information where it is available. However, accuracy cannot be assured due to the age and condition of devices. As additional information, the District typically purchases and consumes about 8,000 reams of paper and the assumption can be made that this paper is consumed as copies or printouts.

## **Excel Versions of Listings**

The attached listings are available in Excel format. In the event that the Excel format is different than what appears below, the **Excel version shall be considered as the most current and official**. Please send an email to \_\_\_\_\_ to obtain the official listings.

**DEVICES**

Building	Location	Make	Model	Type	B&W / Color	RFP ACTION
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**(INSERT LIST)**

**VOLUMES (ESTIMATES)**

Site	Room	9/1/2013	9/30/2013	MONTH OF 9/2013	9/1/2014	9/30/2014	MOHTH OF 9/2014	9-1-13 to 9-1- 14 FULL YEAR	Comments

## BIDDER CHECKOFF SHEET

The following items must be included with your bid. Failure to include these items may be grounds for disqualification. This list should not be construed as a complete list of requirements and the bidder is responsible for ensuring all requested information is provided.

### Legal:

- \_\_\_\_\_ Familial Disclosure Statement\*
- \_\_\_\_\_ Proof of Liability Insurance and Worker's Compensation Coverage

### References:

- \_\_\_\_\_ References, service
- \_\_\_\_\_ References, credit (Vendor Information Form) \*

### Financing Arrangements:

- \_\_\_\_\_ Leasing Company (Vendor Information Form) \*
- \_\_\_\_\_ Form of Leasing Agreement
- \_\_\_\_\_ Complete Amortization Schedules for all unique leases.

### Service and Maintenance:

- \_\_\_\_\_ Form of Maintenance Agreement
- \_\_\_\_\_ Subcontractors(s) (Vendor Information Form)\*
- \_\_\_\_\_ Extension of Coverage to existing Devices
- \_\_\_\_\_ Delivery Schedules
- \_\_\_\_\_ Training/Inservice Plan

### Pricing:

- \_\_\_\_\_ Devices - Separate page for each unique device to be purchased
- \_\_\_\_\_ "One-Click" Service and Supplies
- \_\_\_\_\_ Trade In Allowances

### Other:

- \_\_\_\_\_ **Total Cost of Ownership/Operation** calculations
- \_\_\_\_\_ List of Exceptions to any and all specifications.

\* Use form supplied

**APPENDIX A: VENDOR INFORMATION FORM**

A. Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Email \_\_\_\_\_ Fax \_\_\_\_\_  
Website \_\_\_\_\_ Mobile \_\_\_\_\_

B. Contracting Classification: General ( ) Sub ( ) Supplier ( ) Lessor ( )

C. Service provided by your firm:

1 Primary Services \_\_\_\_\_  
2 Other Services \_\_\_\_\_

D. Business Structure: Corporation ( ) Partnership ( ) Sole Proprietor ( ) \_\_\_\_\_ ( )

E. Number of years in business as the company above \_\_\_\_\_

F. Largest single contract this company held \$ \_\_\_\_\_

G. Annual gross volumes for last four (4) years:

2013 \_\_\_\_\_ 2012 \_\_\_\_\_ 2011 \_\_\_\_\_ 2010 \_\_\_\_\_

H. Name of your Insurance company \_\_\_\_\_

I. Insurance Limits \_\_\_\_\_

Please attach a copy of any current certificate(s) showing limits you normally carry.

J. Geographical area of operations for your firm \_\_\_\_\_  
\_\_\_\_\_

**I confirm that I have the authority and ability to bind the aforementioned entity and agree to abide by all of the terms of this request for proposal unless otherwise stated in my bid proposal.**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name and Title (Please Print)**

\*Complete one form for each respondent: Vendor, Subcontractor, Leasing Company

**APPENDIX B: SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT**

(Complete one for each Respondent: Vendor, Subcontractor, Leasing Company)

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid proposal. The bid proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the (NAME) Public Schools Board or Superintendent. The District will not accept a bid proposal that does not include this sworn and notarized disclosure statement.

The members of the (NAME) Public School District Board are:

\_\_\_\_\_

The (NAME) Public School District Superintendent is: \_\_\_\_\_

**The following are the familial relationships:**

<b>Owner/Employee Name:</b>	<b>Related to:</b>	<b>Relationship:</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Attach additional pages if necessary to disclose familial relationships.

**There is no familial relationship that exists:** between the owner or any employee of the bidder and any member of the (NAME) Public Schools District Board or the (NAME) Public School District Superintendent.

BIDDER'S FIRM NAME \_\_\_\_\_

BY (SIGNATURE) \_\_\_\_\_

PRINTED NAME AND TITLE \_\_\_\_\_

Subscribed and sworn before me, this \_\_\_\_\_ Seal:

Day of \_\_\_\_\_, 20\_\_\_\_, a Notary Public

In and for \_\_\_\_\_ County, \_\_\_\_\_

\_\_\_\_\_  
(Signature)

NOTARY PUBLIC

My Commission expires \_\_\_\_\_