

AMENDED 03/12/2024

- Added part numbers to accessory components to ensure responses are all quoting the same products (see Appendix A - Equipment Breakdown – Amended.XLS).

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# REQUEST FOR BID PROPOSAL

Leased Sharp Copier Services

BARROW COUNTY SCHOOL DISTRICT

**The Barrow County School District**  
179 W. Athens Street  
Winder, Georgia 30680  
E-mail [ITSbids@barrow.k12.ga.us](mailto:ITSbids@barrow.k12.ga.us)

# Barrow County Board of Education

179 W. Athens St.  
Winder, Georgia 30680

John St.Clair

Email: [itsbids@barrow.k12.ga.us](mailto:itsbids@barrow.k12.ga.us)

## REQUEST FOR PROPOSAL (RFP) FOR Leased Sharp Copier Services

To: All Interested Vendors

You are invited to submit a formal proposal (bid) for Leased Sharp Copier Services for the Barrow County School District in accordance with the attached General Conditions and Specifications, for use in all district locations from July 1, 2024 – June 30, 2027.

Proposals from bidders will be received by Barrow County Schools, 179 W. Athens St., Winder, Georgia 30680 until 11 AM local time, on Monday, March 18. Proposals must be emailed to the attention of John St.Clair at [itsbids@barrow.k12.ga.us](mailto:itsbids@barrow.k12.ga.us).

All questions should be emailed no later than Monday, March 11th, to John St.Clair - [itsbids@barrow.k12.ga.us](mailto:itsbids@barrow.k12.ga.us). Any modifications to the RFP based on questions and answers regarding this offering will be posted as addendums to the RFP, and made available on the web site at <http://www.barrow.k12.ga.us/bids.html>. Vendors are responsible for checking the web site for amendments to the RFP. Vendors should check for RFP updates prior to submitting final proposal.

**Emailed proposals will only be deemed accepted for consideration upon delivery of a confirmation email from [jstclair@barrow.k12.ga.us](mailto:jstclair@barrow.k12.ga.us) to vendor's email indicating receipt of proposal. If vendor does not receive confirmation of receipt of proposal via email, vendor should consider proposal not to have been delivered.**

Barrow County reserves right to postpone bid opening to later the same day beyond original due date/time in event of delay of email services. Once time has been called and the first proposal has been opened, any proposals received thereafter will be rejected. **Proposals must be valid for 90 days from due date.** Barrow County Schools reserves the right to reject any and all bids or to waive any informality in bidding.

## **GENERAL CONDITIONS & SPECIFICATIONS**

The Barrow County School System seeks competitive bids for Leased Sharp Copier Services as per the general conditions here and specific criteria to follow.

### **GENERAL CONDITIONS**

1. District is only considering Sharp branded copiers for this lease.
2. Barrow Board County of Education is exempt from all state sales tax, federal excise tax, property tax, etc. These taxes shall not be included in the quote.
3. Include digital copies of the manufacture catalog and/or brochure showing a picture of each proposed item along with details such as mfg model, item description and specifications, and site requirements.
4. All equipment proposed MUST be brand new and not include ANY remanufactured or refurbished components, frames, or parts.
5. The quoted price must include any assembly and/or installation fees and charges. The vendor is responsible for removal of debris from Barrow County Board of Education schools and offices the same day installation takes place.
6. Describe maintenance/support procedures and contact information, and guaranteed response times for service calls.
7. Describe means by which toner and staple supplies are ordered and delivered, and whether this is automated or requires manual intervention by customer.
8. Vendor must supply a direct contact person to handle all invoicing and billing problems, a representative responsible for assisting Barrow County Board of Education throughout the term of the lease to monitor copy/image consumption on a monthly/quarterly basis upon request, and a representative to assist with supply orders/items. Contact(s) must provide phone number, email address, and mailing address.
9. The awarded vendor must agree to provide to the district, for destruction by district, the hard drives of the proposed new equipment at the end of the lease term and whenever equipment is removed or swapped out during the lease.
10. In a separate attachment to proposal email, include your company's latest audited financial statement. Failure to provide this statement will result in rejection of proposal. Financial statement will be reviewed by district purchasing department.
11. Proposal specifications must include paper size and weight minimums and maximums for input and output, environmental requirements, electrical requirements and space requirements. Clearly specify power requirements (amperage and/or outlet requirements) for each model.
12. All copiers proposed must be networkable and connected to the school districts network through ethernet (not wireless).
13. Vendor must employ vendor-supplied monitoring system such as FMAudit or similar to gather copier usage and other metrics for billing and support purposes, and not rely on district manually providing usage or other metrics to vendor. District must not be required by vendor to provide usage metrics. Vendor must specify in proposal monitoring system to be used.
14. Vendors provide pricing options in many ways. ALL pricing options and applicable charges should be listed separately to ensure the comparison is fair and equitable. It is the vendor's responsibility to include all components required.
15. Supplies must be included for all equipment excluding paper for copiers leased. Monthly maintenance for Copiers should include all parts, labor and replenishment of supplies, including toner and staples where applicable, excluding paper. Lease plans must include delivery, installation, removal at end of contract, network connectivity and ongoing training. Barrow County Board of Education will order supplies as needed

throughout the lease term. District must have the ability to maintain extra supply items as requested throughout the term of the lease at no additional cost.

16. Pricing submitted must meet or beat current State of Georgia contract pricing where applicable, and be fixed for the duration of the lease. No increase of rates is allowed during the term of the contract.
17. A sample contract must be submitted with proposal package.
18. At any time during the contract period, should the vendor introduce new or improved models of copiers as replacements, they shall be allowed to propose substitutions. Vendor must describe in response the process for upgrading or downgrading copier units during the course of the contract in order to properly size for usage, including how replacing units impacts leasing costs.
19. Vendor should describe pricing model for mid-term additions to the lease (for instance, if additional units added later in lease will the cost be higher due to shorter term?). Any additions during the lease must be co-terminus with the end of the lease.
20. All vendors must provide five (5) business references with at least three (3) having the proposed or similar equipment in operation. The listing shall include contact name, email address, and phone number.
21. Vendor must provide monthly Excel or CVS report to district indicating the number of b&w and color copiers used per machine broken out by facility.
22. For all copiers proposed, maintenance must be provided as a group or pool copy allotment for Barrow County Board of Education – billed monthly with all overages billed annually. For all color units proposed – color usage will be billed on a per image basis quarterly. The awarded vendor must include service and lease in one monthly invoice with all B/W overages billed annually. All Color usage must be included in regular monthly invoice (billed quarterly).
23. District is requesting multiple responses to this RFP based on varying pooled/group maintenance plan annual B&W image quantities. Responses must include a pooled/group maintenance plan including 22,000,000 black/white images annually for all Copiers, 24,000,000 black/white images annually for all copiers, and a final option of 26,000,000 black/white images annually for all copiers.

## SPECIFICATIONS

1. Please see attached “Exhibit A” for currently distributed equipment and requirements for new lease. In addition to any other response, vendor must fill out Exhibit A with proposed equipment and include in vendor response.
2. District will manage access, printing and copying through PaperCut, which district currently owns. Proposals must include pricing for a 3-year support renewal of the district-owned PaperCut licensing. Current licensing includes 109 Sharp Embedded licenses and the Advanced Print Enablement Pack. Additionally, proposals must specify the costs for adding additional PaperCut licenses for any additional Sharp copiers that may be leased during the term that exceeds current licensing.
3. District owns 109 PC Prox Plus (RDR-80531BKLJ) badge readers used to authenticate users to copiers. Vendor must specify if copier model proposed will support district-owned badge readers (see relevant column on Exhibit A), and provide alternate reader and cost if proposed copier will not support district owned reader. Vendor proposal must include installation and setup of card reader into vendor copiers. Vendor must also provide cost for additional card readers compatible with vendor copiers.

### **EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

- Cost – total annual cost to provide all requested items outlined
- Product Usability, Quality and Features – user friendliness and ease of use and features on copiers offered.
- Experience/References – vendor's experience in providing the same or similar services and consistency/satisfaction of services provided.
- Financial Stability – financial stability, years in business and the status of ongoing litigation.

### **PROPOSAL FORM AND CONTRACT ADDENDUM**

Respondents must use Proposal Submittal Form below in addition to any other bid submittal documents, and must include Barrow County Schools contract addendum in some form in proposal.

***Proposal form must be first page of response.***

### **Trade Names "or Equal" Clause**

No manufacturer substitutions will be allowed.

The Barrow County School System may accept any bid offered on an all, some, or none basis, within funds available, whichever is in the best interest of the school system.

## PROPOSAL FORM TO PROVIDE Leased Sharp Copier Services

I, the undersigned, acknowledge that I have read the Terms and Conditions in its entirety and agree to conform with its every requirement. Having carefully examined the Request for Proposals and Related Documents for this RFP for copiers, the undersigned proposes to furnish all services and comply with all requirements, as follows:

Submitted by:

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Address of Firm

\_\_\_\_\_  
Firm's sam.gov cage #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Expected delivery and setup time in business days after receipt of order

\_\_\_\_\_  
Prices quoted are firm until (date)

36-Month Lease Cost for all equipment and supplies as per Attachment A per month.

- Option 1: Service Base Cost for copiers including 22,000,000 B&W images per year:  
\_\_\_\_\_ per month.\*\*
- Option 2: Service Base Cost for copiers including 24,000,000 B&W images per year:  
\_\_\_\_\_ per month.\*\*
- Option 3: Service Base Cost for copiers including 26,000,000 B&W images per year:  
\_\_\_\_\_ per month.\*\*

B/W Overage Rate: \_\_\_\_\_ COLOR Overage Rate: \_\_\_\_\_

*\*\*Includes all service calls, replacement parts and supplies (including toner and staples, excluding paper).  
Also includes standard ground shipping of supplies.*

3-year PaperCut support renewal cost: \_\_\_\_\_

Cost per additional PaperCut license: \_\_\_\_\_

Cost per additional badge reader: \_\_\_\_\_

# Barrow County Schools Standard Contract Addendum

Vendor must include the following language in some form in proposal – if vendor requires contract, addendum should be incorporated into contract. If vendor does not require contract, terms of addendum must be reflected in some fashion in vendor's proposal. Any missing components of contract addendum may be sent back to vendor to rectify or may result in disqualification of vendor's response.

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STATE OF GEORGIA

COUNTY OF BARROW

## ADDENDUM

The foregoing contract is hereby amended, pursuant to O.C.G.A. §20-2-506, as follows:

1.

This contract shall terminate absolutely and without further obligation on the part of the School District at the close of the calendar year in which it is executed and at the close of each succeeding calendar year for which it may be renewed.

2.

This contract shall automatically renew on the first day of January, after the automatic termination described in paragraph one (1) above, unless the Board of Education takes action to terminate the automatic renewal provisions at least (30/60/90 days) prior to the automatic renewal. This automatic renewal shall be for one year and additional automatic renewal shall occur on each subsequent first day of January unless the Board of Education takes action to terminate the automatic renewal provision.

3.

The total fixed-cost obligation (not including b&w overages or color copy charges) of the School District for the current year and each year of renewal shall be:

2024 - \$_____	2025 - \$_____	2026 - \$_____
2027 - \$_____		

4.

In addition to the termination process described above, this contract shall terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligation to the School District under the contract.

5.

In the event any of the terms in this addendum are in conflict with the terms in the contract, the terms in this addendum shall control.



6.

All terms of this contract shall be interpreted pursuant to the laws of the State of Georgia. Any dispute arising under the terms of this contract shall be decided based upon the laws of the State of Georgia, and each party submits to the jurisdiction of the Superior Court of Barrow County, Georgia for any action arising under the terms of this contract.

7.

In the event any dispute arising under the laws of this contract which results in litigation between the parties, and that dispute is recorded in favor of the School District, INSERT VENDOR HERE shall pay to the District all attorneys fees and costs of litigation incurred by the District in connection with said litigation and dispute.

This \_\_\_\_ day of \_\_\_\_, 20\_\_.

BARROW COUNTY SCHOOL DISTRICT

By:\_\_\_\_\_

INSERT VENDOR HERE

By:\_\_\_\_\_

## **VENDOR SUBMISSION CHECKLIST**

- \_\_\_ Proposal form (must be page 1 of response)
- \_\_\_ General proposal including product spec sheets
- \_\_\_ Completed Appendix A spreadsheet (MUST BE IN SEPARATE EXCEL ATTACHMENT, NOT PDF)
- \_\_\_ Vendor's latest audited financial statement
- \_\_\_ Sample contract including district's addendum
- \_\_\_ References
- \_\_\_ Sample monthly usage report

## APPENDIX A

(See spreadsheet at <https://www.barrow.k12.ga.us/bids.html>)