

**Council Rock School District  
Multi-Function Printer/Copier Request for Proposals #20-13**

**Request for Proposals #20-13  
Multi-Function Printer/Copier Networked Devices**

**Issued by  
Council Rock School District**

**Council Rock School District  
Multi-Function Printer/Copier Request for Proposals #20-13**

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## **1. Administrative Items**

This Request for Proposal (RFP) is being issued by Council Rock School District (CRSD), 30 N. Chancellor Street, Newtown, PA 18940.

Council Rock School District is an equal opportunity education institution and will not discriminate on the basis of race, color, ethnicity, national origin, religion, ancestry, age, sex, sexual orientation, marital status, familial status or non-job-related disability in its activities, programs, contracts or employment practices.

For information regarding civil rights or grievance procedures, contact Dr. Robert Fraser at Council Rock Administration Offices, 30 North Chancellor Street, Newtown, PA 18940. For information regarding services, activities and facilities that are accessible to and usable by handicapped or disabled persons, contact Dr. Charles Lambert, Director of Special Services.

Notwithstanding anything contained herein expressly or implicitly to the contrary, the Council Rock School District reserves the right to reject any or all bid proposals submitted in response hereto. By submitting a bid proposal hereunder, a bidder acknowledges that this invitation for bid proposals does not constitute an offer to contract and, further, that no agreement between the Council Rock School District and any bidder shall be formed until and unless such agreement is reduced to a writing dated subsequent to the submission deadline for bids and in a form substantially similar to the Independent Contractor Agreement set forth below and signed by the President of the Board of the Council Rock School District.

### **1.1 Background and Purpose**

CRSD is interested in reducing its overall paper and print costs by, wherever possible, placing multifunction networked printer/copier devices. In 2008, and again in 2016, CRSD realized some significant savings across the district by implementing MFP devices via a four-year lease. With the expiration of the lease, and the changes/improvements in technology, CRSD is hoping to implement a new five-year lease program at the same or lower costs and realize the same or better service/technology.

### **1.2 Issuing Officer**

The Issuing Officer is the official point of contact for all matters relating to this procurement process. The Issuing Officer is:

Donna Heverly  
Purchasing Department  
30 N Chancellor Street  
Newtown, PA 18940  
Email: [dheverly@crsd.org](mailto:dheverly@crsd.org)

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All contact with the issuing officer will be **via email** – **NO PHONE CALLS** regarding this RFP will be accepted.

### **1.3 Timeline for the Procurement Process**

Publication of Request for Proposal (RFP)	May 1st, 2020
Addendum Posting of Q & A received via email	May 12, 2020
Responses due by 2:00 PM	May 15th, 2020
Vendor Presentations May	May 18 <sup>th</sup> – May 29 <sup>th</sup> , 2020
Anticipated award date	June 18th, 2020
Installation completion date	July 24 <sup>th</sup> , 2020

### **1.4 Scope of Request**

The intent of CRSD is to enter into a **five-year contract** for the provision of:

- printing/photocopying equipment,
- training
- service
- supplies
- printer toner and maintenance - printer list is available at Attachment 7

based on a straight cost-per-copy fee. This contract is primarily to meet CRSD’s need for black and white and color multi-function devices.

This document will address copiers and printers at 19 locations throughout CRSD:

The Chancellor Center	30 N Chancellor Street, Newtown, PA 18940
CR High School North	62 Swamp Road, Newtown, PA 18940
CR High School South	2002 Rock Way, Holland, PA 18966
<b><i>Sloan School</i></b>	<b><i>661 Penn Street, Newtown, PA 18940</i></b>
Newtown Middle School	116 Richboro Rd, Newtown, PA 18940
Holland Middle School	400 East Holland Rd, Holland, PA 18966
<b><i>Richboro Middle School</i></b>	<b><i>98 Upper Holland Rd, Richboro, PA 18954</i></b>
Churchville Elementary School	100 New Rd, Churchville, PA 18966
Goodnoe Elementary School	298 Frost Lane, Newtown, PA 18940
<b><i>Hillcrest Elementary School</i></b>	<b><i>420 E. Holland Rd, Holland, PA 18966</i></b>
Holland Elementary School	597 Beverly Rd, Holland, PA 18966
MMW Elementary School	750 New Road, Churchville, PA 18966
Newtown Elementary School	1 Wrights Rd, Newtown, PA 18940
<b><i>Richboro Elementary School</i></b>	<b><i>125 Upper Holland Rd, Richboro, PA 18954</i></b>

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<b><i>Rolling Hills Elementary School</i></b>	<b><i>340 Middle Holland Rd, Holland, PA 18966</i></b>
Sol Feinstone Elementary School	1090 Eagle Rd, Newtown, PA 18940
Wrightstown Elementary School	729 Penns Park Rd, Wrightstown, PA 18940
CR Maintenance	301 Twining Ford Rd, Richboro, PA 18954
Central Warehouse	470 S State Street, Newtown, PA 18940

It is anticipated that the locations in bold will be temporarily relocated during the life of this contract to allow for renovations to the buildings. Allowances should be documented clearly for any charges/credits for relocating of machines. A by unit adjustment should be clearly documented.

In addition to printer/copiers identified, CRSD is interested in entering into an agreement that includes the maintenance of existing printers NOT provided by the vendor. Agreement should include maintenance and replacement of these devices should they no longer be serviceable.

Although CRSD would like to award this contract to one bidder, it realizes that it may not be in CRSD's best interest to do so. Bidders shall highlight any cost or operational advantages of awarding all schedules to one vendor. CRSD reserves the right to award this proposal on a schedule by schedule basis or all to one bidder, whichever is in CRSD's best interest.

CRSD intends to replace all existing equipment at the beginning of the contract period and additional equipment may be required throughout the term of the contract. Equipment installed in year one of the contract will be new equipment and of the most current design model in accordance with the specifications, and equipment must be manufactured in 2019 or later. No used, reconditioned, or re-manufactured equipment is acceptable. Additional equipment requested in years 2-5 of the contract can be used, reconditioned, or remanufactured, subject to prior approval by CRSD. Used, reconditioned, or re-manufactured equipment must meet the same specifications and standards, and perform as new equipment.

All equipment will be digital and wired network ready, thus the cost-per-copy will include the required hardware/software components to allow connection to networks for printing capability. All equipment must have scan capability, with the ability to scan color to desktop, e-mail, network repository, and workflow applications.

## **1.5 Communications, Amendments and Addenda**

**Email is the only acceptable means of communication**, and will be considered the official means of communication, between potential bidders and the Issuing Officer. It is very important that interested bidders register with the Issuing Officer. The registration list will be used to communicate with prospective bidders about important RFP-related items, including amendments and addenda.

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An amendment is defined as an official communication that changes a stated requirement, including any of the associated deadlines. If it becomes necessary to issue an amendment, it will be emailed to all registered service providers.

An addendum clarifies items without changing requirements. As questions are submitted and items are explained, addenda may be emailed to all registered service providers.

## **1.6 Definition of Terms**

This section defines important terms used throughout this procurement document.

- Buyers. For this RFP, the term “buyers” refers to CRSD.
- Base Proposal. The “Base Proposal” represents the buyers’ best estimate of the services they expect to buy from this RFP and are fairly confident of the affordability of those services based on their knowledge of existing prices. Technical specifications are in Section 2.
- Provider’s Choice Alternate Proposals. “Alternate Proposals” are variations on the Base Proposal for consideration by the buyers. Such proposals may offer different specifications than those specified in the Base Proposal; services to some but not all of the sites; and other variations consistent with the buyers’ intent. The buyers are **NOT REQUIRED** to consider or evaluate any Alternate Proposals.

## **1.7 Instructions for Response**

To respond, bidders should submit a written response to every numbered paragraph in this RFP *Sections 1 through 5*. Valid responses are:

- “Company Name” has read, understands, and will comply.”
- “Company Name” has read, understands, and will not comply.”
- A specific written explanation to the response that answers a question, addresses a requirement or proposes an alternative to a requirement.

The buyers will consider any omitted response to any numbered item as an *affirmative* response to that particular requirement. Responding service providers are not permitted to change or supplement any part of the proposal after the submission deadline.

## **1.8 Submission Costs**

Neither the buyers nor any RFP participants or consultants are liable for any costs incurred by a provider or subcontractor in preparing or responding to the RFP.



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## **1.9 Confidential Information**

RFP responses will be held in confidence by the buyers and review team and will not be revealed to or discussed with third parties except as required by applicable local, state and federal law and regulations, including relevant state or federal grant programs. RFP proposals submitted to the buyers may be reviewed and evaluated by independent agents of the buyers who are not affiliated with any of the bidders and such persons will comply with these confidentiality provisions.

The Issuing Officer has the right to use any or all ideas presented in any RFP proposal. Selection or rejection of the RFP proposal does not affect this right. Any financial information disclosures that are considered of a proprietary and confidential nature by the provider must be clearly marked CONFIDENTIAL FINANCIAL INFORMATION.

Notwithstanding, all other material submitted with the RFP proposals becomes the property of the Issuing Officer and will be retained at the Issuing Officer's discretion.

## **1.10 Rejection or Acceptance of Responses**

**The buyers reserve the right not to award any contracts in response to the proposals submitted in response to this RFP.** The buyers will initially review the proposals for compliance with the procedural requirements set forth in Section 5 and may reject any proposal that materially fails to comply with Section 5. Any deviation from the performance requirements or other terms of the RFP, informalities, or defects, if in substantial compliance with the terms and intent of the RFP, may be accepted by the buyers; however, material deviation, informalities or defects also will be grounds to reject any proposal.

Alternate Proposals will be considered in accordance with the directives of Section 6.

## **1.11 Validity of Proposals**

Proposals must be valid for the duration of this process, at least until July 31<sup>st</sup>, 2020.

## **1.12 Debriefings**

Providers whose RFP proposals are not selected may be given the opportunity to have questions answered by the buyers, at the buyers' discretion. Questions must be submitted via email.

## **1.13 News Releases**

News releases pertaining to this project will not be made without prior approval from the Issuing Officer.

## **1.14 Notification of Selected Provider(s)**

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The selected provider(s) will be advised of selection by the Issuing Officer through the email issuance of a notification of award letter. Unsuccessful providers also will be notified by email.

### **1.15 Economy of Preparation**

All provider proposals should be prepared simply and economically, providing a straightforward, concise description of the provider's ability to meet the requirements of the RFP.

### **1.16 Presentation and Best and Final Proposal**

Each valid RFP response will be reviewed by the buyers for the purpose of selecting finalists for oral presentations. The number of finalists will depend on the number of and quality of proposers.

Virtual presentations will be scheduled by the Issuing Officer. If invited, the Issuing Officer will contact the company representative soon after RFP submission to schedule a time for their presentation.

Presentations provide opportunities for the finalists to clarify their responses and allow the buyers to ask additional questions. After the presentations, finalists will have the opportunity to submit best and final proposals that put in writing the answers to any remaining questions; clarify any points; and offer final pricing. The buyers explicitly understand that best and final submissions may include changes in price. The buyers will evaluate best and final proposals to make award decisions in accordance with Section 6 of this RFP.

### **1.17 Selected Provider Responsibilities**

The selected provider(s) will be required to assume full responsibility for all products, services and warranties offered in its RFP proposal whether or not the services are provided by the provider or its subcontractors. Further, the buyers will consider the selected provider to be the sole point of contact with regard to contractual matters.

### **1.18 Subcontracting**

The service provider must identify in writing any subcontractors to be used on the project in order to deliver services. The service provider must provide a description of each intended subcontractor and a statement of the work to be performed. Subcontractors are subject to the same general conditions as the prime service provider. The buyers have the sole right to reject any subcontractors based on legitimate business concerns.

### **1.19 Security and Pennsylvania Act 34 Clearance/Act 151 Clearances**

All personnel (contractors and subcontractors) that will be working on this project in the schools must observe all security and safety procedures of each school facility and must secure all record checks required by law (and submit the results thereof) such as:

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- For Pennsylvania Residents: Form SP4-164-Pennsylvania State Police “Request for Criminal Record Check” – Call 717-783-5494; ACT 34
- Out-of-State Residents: Pa. Form SP4-164 and FBI Background Check; ACT 114 Online cy113
- Pennsylvania “Child Abuse History Clearance” – Call 717-783-6211; ACT 151
- Fingerprints, as required ACT 114

On-site work at the schools cannot commence until the provider has obtained all relevant certifications, licenses, permits and/or required qualifications for its workers and each school has cleared the personnel for work in the school.

### **1.20 Tax Exempt Status**

The schools in this RFP are exempt from Pennsylvania Sales and Use Tax and enjoy other federal and state tax exemptions afforded to public school entities and/or similar political subdivisions. This notice shall serve to satisfy any notification required by the provider as to these tax exemptions. Providers must ensure that their cost proposals include all applicable taxes and surcharges from which the schools are not exempt.

### **1.21 Penalties for Non-Performance**

Please be advised that the final terms and conditions will include penalties for non-performance of contracted obligations via the Service Level Agreement (SLA) language. All Services must perform according to contractual parameters and be available no later than the completion date(s) for each site as listed in the provider’s proposed project summary schedule.

### **1.22 Additional Information for the Providers**

The buyers have the right to:

- Amend, modify, cancel this RFP or not award any contract;
- Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all providers;
- Award a contract for any or all parts of the RFP to one or more service providers and negotiate terms and conditions to meet requirements consistent with this RFP;
- Utilize any and all ideas submitted in the RFP proposals received;
- Request providers to clarify their RFP proposals in addition to the process described in 1.17;
- **Purchase the most cost-effective proposal(s) and not necessarily the lowest-priced proposal(s).**

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## **2 Statement of Work**

Service providers should address each numbered heading in this Section 2: Statement of Work, by acknowledging the requirement, answering the question or responding as otherwise applicable.

The address, phone number and required technical information for each school participating in the RFP are listed in *Attachment 1- Pricing Templates*.

The buyers want all services in this RFP to start on or about July 1, 2020.

### **2.1 Buyers' Intent**

CRSD is interested in reducing its overall paper and print costs by, wherever possible, placing multifunction networked printer/copier devices. In 2008, and again in 2016, CRSD realized some significant savings across the district by implementing MFP devices via a four-year lease. With the expiration of the lease, and the changes/improvements in technology, CRSD is hoping to implement a new five-year lease program at the same or lower costs and realize the same or better service/technology

### **2.2 Technical Requirements and Features Sought**

Detailed specifications for each type of MFP device are attached as Attachment 2 – Technical Requirements. All devices must conform, at a minimum, to the specifications as contained within that Attachment. Service providers may, at their discretion, propose a model of device that exceeds the specified requirements, or includes additional functionality. These additional functions and capabilities will NOT be considered when selecting the service provider. Only those features and functionality as it concerns meeting the minimum specifications as stated will be considered.

The equipment is to be furnished new, and of the most current design model in accordance with the specifications.

The service provider shall provide an automated system for collecting copier meter readings monthly. This system must be accessible to designated CRSD employees for reviewing and validating the readings.

All equipment must also conform to the following specifications:

- A Product Specification Sheet must be included for each device being recommended.
- Each MFP must be able to scan and send in full color and require no additional PC workstation to facilitate any scan or e-mail functionality.

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- Each MFP must be able to scan new jobs while the device is network printing or copying without network interruption.
- Each MFP must be able to scan to email, network repository, workflow applications.
- Each MFP must be able to provide for the storage of all network community email addresses to reside at the device, retrievable and editable only by an authorized network administrator for updating and revision using LDAPS.
- Each MFP must be able to allow network users to access CRSD mail server via authorized network login and password.
- Each MFP must be able to allow walk-up users mail accounts, personal sent-to lists, distribution lists.
- All devices must have Secure Print enabled and configured.
- Scanning software (i.e. eCopy ShareScan Enterprise and MEAP or equivalents) must be provided as part of the lease, installed and maintained during the life of the contract on twenty-seven (27) devices (to be identified during the installation phase).
- Vendor must provide, install, upgrade, and configure the scanning management software on a CRSD provided server and maintain all MFP PCL and MEAP licensing during the life of the contract. Upon request, vendor **MUST** provide a device similar to the ones being offered, with the installed software, for testing by CRSD staff.
- Service provider must provide, license, install and support PCL 5e, PCL6 on twenty-seven (27) devices (to be identified during the installation phase) during the life of the contract.
- All devices must be configured and maintained to support Google Cloud Print™\* allowing documents and photos to be printed from a range of popular Google-based platforms, including Google Docs™, Google Chrome™ and Chromebooks during the life of the contract. Additional cloud printing services should be available on an as needed basis.
- Vendor must configure all devices to allow a specific remote GUI Administrative login (to be identified during the installation phase) during the life of the contract.
- Devices must log copy/print usage.
- Service provider must provide/support drivers for Windows (7, 8, 10); Windows Server (2008 or higher); MAC OSX, and Linux. Both 32- and 64-bit drivers will be required.
- All devices must support the TCP/IP protocol over an Ethernet network via a 100/1000 MB NIC.
- All devices must provide native support for the following fonts:

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- Windows standard
- MAC OS X standard
- Linux
- Bar code (39, UPC, Code 25 Interleaved 2 of 5)
- OCR
- All equipment must be Energy Star qualified.
- Equipment must maintain a consistent physical platform facilitating ease of use and implementation.
- Equipment must have a common user-friendly interface.
- Allow for absolute network integrity and security via password protection or network login restricting access to the device as well as the network.
- Enable end users to easily replace consumable components including:
  - Toner
  - Staples if not “Eco Staple” capable.
  - Paper
- Manufacturer of proposed equipment must be ISO 9001 Certified, to meet Independent Service Organization Standards.

### **2.3 Terms of Service**

The terms of service for this contract will be five years. The provider acknowledges that the District shall have the right to terminate the contract **at any time for its convenience or for cause** with written 30-day notice. This notice may be mailed OR delivered via email.

### **2.4 Additional Equipment**

CRSD may have the need for short term rental equipment. Rentals may be anywhere from one day to three or more months. Service providers must supply desktop units and 25 CPM (approximate) copiers when requested to meet this need.

CRSD reserves the right to request additional equipment and to request removal (deletion) of equipment throughout the term of the contract. Additions and deletions will be at no cost to the district.

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## **2.5 Service Level Agreement**

The provider shall offer a Service Level Agreement (SLA) covering each service proposed as part of this RFP. This section details the buyers' expectation for service performance as enforced by the SLA. To be considered, **providers MUST submit an SLA with the proposal response that clearly delineates how the provider will modify, meet and enforce minimum standards.**

The provider's ability to cost-effectively meet the service parameters in this subsection will be evaluated by the buyers and considered in accordance with Section 6: Criteria for Selection. If a provider is not able to meet the service parameter and back it up with an SLA, the provider needs to propose an alternative measure. The buyers want the SLA to address the following parameters and meet the following minimum standards for all services:

- Machines shall be kept in good working order so that work delays and copy problems will be minimized.
- Equipment maintenance and repairs shall be performed by qualified maintenance personnel during regular office hours.
- Maintenance and repair calls must be performed on site within **one business** day of request for service.

CRSD reserves the right to request a new or similar model replacement copier at the bidder's expense in the event that any more than **three recurring problems** cannot be corrected in **one month** to the satisfaction of the School District for the full term of the lease. The School District, and not the vendor, will determine if a matter has been resolved.

Custom SLA reports will be provided to the District designated contacts monthly.

The provider will also schedule an account review annually until the end of the contract. The account review will occur at the District central office, located at 30 N. Chancellor Street, Newtown, PA 18940.

### **2.5.1 Service Availability**

The buyers seek at least 99.999 percent service availability for all services in this RFP, measured daily. This translates to less than nine hours of downtime a year, except for scheduled outages for maintenance.

Provider will provide buyer with monthly service reports, via email, listing incidents, response times, resolutions, and service availability to date. The list of recipients will be provided at contract award. Additional information may be provided at provider's discretion.

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### **2.5.2 Responding to Problems**

Within 30 minutes of a service call to the service provider, a service technician is required to call that department and inform them that he/she has been notified and when he/she will respond to their call. Service completion time shall not be more than four (4) working hours from the time the service call is placed. A loaner of similar make and model with similar features shall be provided, upon request, at no expense to CRSD, for devices which cannot be repaired and are not in good working condition 24 hours after the service call, as needed. The service provider is responsible for furnishing all parts and supplies at no additional cost to CRSD. Original equipment manufacturers (OEM) parts only.

Maintenance and repair service for all equipment installed under this contract must be available 8:00 am – 4:30 pm, Monday through Friday, except Holidays. Holiday schedules must be provided by the service provider to CRSD on an annual basis for the next twelve months, covering the period July 1<sup>st</sup> through June 30<sup>th</sup>.

Copies produced during service calls will not be billed to CRSD. Service technicians must record beginning and ending copy counts when performing service. Invoices must reflect an adjustment, by individual machine, for service copies.

The service provider guarantees that replacement parts will continue to be manufactured and made available for all devices placed under this contract. If replacement parts are discontinued prior to the end of the contract period, the service provider shall provide a comparable model device for replacement at no additional cost to, and with approval from, CRSD.

Service provider must provide an escalation procedure and checklist, including key phone numbers, for CRSD to contact should service levels fall outside the scope of the SLA.

### **2.5.3 SLA Penalties and Credits**

An outage is when the buyer's service does not work like it is supposed to work. Outage Time is defined as the total time in a given period that a buyer's service does not meet the minimum standards as defined in the provider's contractual obligations (the SLA).

Outage time is measured from the time the provider opens a trouble ticket to the time a problem is resolved. Outage Time does not include outages of less than 60 seconds in duration, time attributed to a buyer's delay in responding to a provider's request for assistance to repair an outage, or the following exclusions: force majeure events; the buyer's negligence or willful misconduct or the negligence or willful misconduct of others authorized by the buyer to use the services, including without limitation, work repair or maintenance performed on equipment located on the buyer's premises by persons other than the provider or provider-authorized technicians; outages due to scheduled maintenance.

If the outage time is greater than that specified above, then the service provider will credit the account the actual daily cost of leasing the device, for each day the device is not operational.



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If the device is not operational for greater than three days, the unit will be replaced, and the account will be credited for an entire month of the monthly rate of leasing the unit.

Monthly Maximum - Service credits issued in any month under an SLA will not exceed the buyer's total monthly recurring charge for the affected device.

Yearly Maximum - The combined cumulative total of service credits issued during a contract year under an SLA will not exceed 100% of a buyer's annual contract for provider services.

#### **2.5.4 Scheduled Maintenance**

Service providers must coordinate with the buyers for all scheduled maintenance with at least one-week advance notice to accommodate the unique schedules of K-12 schools. If the provider does not provide advanced notice, any outages due to the maintenance will be considered Outage Time. This does not apply to maintenance related to a trouble ticket, although advance notice is still imperative wherever possible.

#### **2.5.5 Reporting**

Monthly reports will be emailed to the buyers (final list to be determined at contract award) regarding serviceability and any items as discussed previously in section 2.5. **A list of all reports and their contents must be provided as part of the response to this RFP.**

### **2.6 Project Planning**

This section identifies preferences and requirements related to the launch of new services from this RFP. It includes information about installation requirements, project schedules and testing procedures.

Service providers must offer end-to-end solutions that include all aspects of successful installation and service launch, including: planning and design; installation and configuration of equipment and materials.

Please specify the installation requirements that will be the responsibility of the customers and not the responsibility of the provider. Additional services required for network operations must be specifically disclosed.

#### **2.6.1 Installation of Services**

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All site surveys, engineering, design planning, applications, and all other appurtenances and inspections required for the installation of devices required for service delivery are the sole responsibility of the provider.

**2.6.1.1 Debris**

The contractor shall remove any debris associated with the installation of new facilities and return the surrounding area to its previous condition.

**2.6.1.2 School Operations**

Disruptions to school operations must be minimized; all device cut-overs must be performed after normal school hours, on the weekends or otherwise coordinated with school officials to avoid disruption to students and staff. All work areas and materials shall be secured in a safe environment maintained for students and staff.

**2.6.1.3 Codes**

All work shall meet all local codes, ordinances, the National Electrical Code (NEC), the National Electrical Safety Code (NESC), good standard practice, and Building Industry Consulting Service International (BICSI) guidelines for installation.

**2.6.1.4 Special Requirements**

The service provider must coordinate with the buyers to accommodate any special installation requirements.

**2.6.2 Target Service Start Dates**

All services are expected to start on or about July 1, 2020.

**2.6.3 Project Plan**

A project plan must be submitted with the proposal response delineating the timeline leading up to and including the go-live target date. The project plan should include enough interim milestones to track progress and allow for proactive identification of potential delays.

Providers should propose a realistic project plan that identifies the start date for each type of service to each location. Providers will be evaluated on their ability to meet the July 1st goal for

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all services. However, respondents should offer accurate schedules, even if all or some of the services will not meet the hoped-for goal.

**2.6.3.1 Project Summary Schedule**

Consistent with the project plan, the provider must submit a Project Summary Schedule with its RFP response that identifies the “go-live” dates.

If the provider misses a service “go-live” date for any of the components (or sub-components required for the service to work properly and completely) the provider will be subject to late penalties pursuant to the SLA. Providers cannot start billing for services until the service is first installed, tested and accepted by the buyers.

**2.6.3.2 Project Status Meetings**

There are to be regularly scheduled project status meetings between the provider’s project manager and the buyers. At a minimum, these project status meetings are to occur on the dates associated and identified with each of the key milestones in the submitted project plan; the provider may propose more frequent meetings, such as weekly or monthly. At each project status meeting, the provider’s project manager is to give a verbal report with a summary written report of the current status of all project milestones and identification to the buyers of any problems or potential problems that might delay overall project completion on schedule.

**2.6.3.3 Single Point of Contact for Installation**

The buyers require a single point of contact for project management regardless of the number or type of subcontractors or partners.

**2.6.4 Testing and Acceptance Plan**

The service provider shall provide a Testing and Acceptance Plan before the actual implementation that will detail and certify each device. The Plan also will demonstrate proper installation, and other appurtenant requirements the customer deems necessary in order to assure that the device meets the technical requirements of this RFP.

The Testing and Acceptance Plan shall itemize the duties and responsibilities of the service provider and the buyers and a timeline for user testing. Services will not be “accepted” by the buyers until the Plan has been approved by the buyers in writing, and until the proper documentation has been submitted to show each site was accepted, witness tested, and signed off by a technology coordinator or responsible administrator.

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### **2.6.5 Additional Planning and Launch Information**

Please provide any additional information necessary to describe the proposed project plan and schedule. This should, at a minimum, include training for both technical and administrative staff.

### **2.7 Business Administration Capabilities**

This section identifies items of importance regarding the service providers' ability to provide the services sought and accommodate the distinct needs of the Buying Groups.

#### **2.7.1 Project Experience**

Provide a concise overview of your company as it relates to your ability to provide the services in this RFP. Please describe your company's experience in successfully implementing similar projects.

- Identify projects of similar size and scope and technical complexity.
- Demonstrate past experience with clients providing similar services.
- Please submit three references for similar projects that may be contacted, including phone number of contact, contact name and title, description of the project, services provided, topology implemented, term of services, dates of services provided, and other relevant information. K-12 school district or other education projects are preferred.
- Provide information on any proposed subcontractors and their roles on the project.

#### **2.7.2 Desired Company Qualities**

The buyers seek to purchase services from a company that demonstrates the following qualities:

- Excellent financial stability
- Outstanding technical competencies
- Proven ability to provide cost effective solutions
- Flexible billing systems/methodologies
- Customer-friendly account management

Please describe your company's ability to demonstrate those qualities.

#### **2.7.3 Additional Items Related to Company Experience**

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Please provide any additional information regarding your company's ability to successfully provide the proposed services.

**2.7.4 Billing**

CRSD will sign one contract on behalf of all the schools/locations within the district. Individual contracts with separate schools will not be necessary and are prohibited.

**2.7.4.1 Partners**

The buyers shall have a single point of contact for administration even if multiple partners or subcontractors are used to provide services. Please describe the role of any partners (including sub-contracted providers) you will be using to provide the requested services.

**2.7.4.2 Taxes and Fees Included**

All taxes and fees must be included in the proposal and disclosed in the Pricing Spreadsheets. Failure to include taxes and fees at current rates may be grounds for rejection of an otherwise complete proposal.

**2.7.5 Best and Final Pricing**

Please understand that service providers may or may not have the opportunity to offer best and final proposals pursuant to Section 1.17. Therefore, providers are encouraged to offer their most competitive pricing with their initial submission.

**2.7.6 Flexibility in Pricing**

Given the nature of school district local governance, providers should understand that the commitments are firm but not guaranteed until the Board of School Directors authorize the contract.

**2.8 Value**

Please describe how your proposal provides added value to the buyers.

**2.9 Supplies and Toner**

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The service provider shall be responsible for supplying all commodities needed to fulfill this contract except for copy paper. All parts and supplies for equipment installed under this contract should be delivered within 2 business days.

All models shall use dry toner. Original equipment manufacturers (OEM) brands will be the only acceptable toner. If significant savings can be realized by using third-party toner, the service provider may recommend that on a separate line item in their proposal, but the use of third party toner will not in any way remove the provider from any commitments made under the SLA.

The service provider shall have in place a program for the collection of used toner cartridges and used toner (collected in the copier) and shall collect both for recycling or disposal on a regular basis.

All equipment installed under this contract must be capable of using copy paper with 30% post-consumer recycled content without problems.

### **3 Additional Response Requirements**

Providers must submit the following additional response requirements in the format required in Section 5: Format of Response.

#### **3.1 Non-Collusion Affidavit**

Providers are required to submit a Non-Collusion Affidavit (Attachment 3) with their proposals.

#### **3.2 Background Checks**

Contractor shall maintain a current Child Abuse History Clearance as provided by the Pennsylvania Department of Public Welfare and shall provide a satisfactory criminal history background check to the District for each individual engaged by Contractor to provide services who will come in direct contact with children.

#### **3.3 Financial Information**

Providers must include with their RFP proposals sufficient financial information to demonstrate the fiscal stability of the company (e.g. an annual report or a complete financial statement prepared by an independent certified public accountant). If the provider submits insufficient financial information or the financial information creates just cause, the buyers may require a performance bond or letter of credit in addition to the various SLAs.

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Any confidential financial information must be clearly marked CONFIDENTIAL FINANCIAL INFORMATION in accordance with Section 1.10.

### **3.4 Proof of Insurance**

The provider shall submit with its proposal a copy of its liability insurance, including types and amounts as outlined in Section 5.3.

### **3.5 Additional Information**

The Issuing Officer reserves the right to require providers to submit additional information, drawings, data, etc., for the purpose of clarifying their RFP proposals or to request additional in-person or phone presentations.

### **3.6 Independent Contractors Agreement**

Providers are required to submit an Independent Contractors Agreement (Attachment 4) with their proposals.

## **4 Contract Conditions**

If the awardee fails or refuses to promptly negotiate or execute a contract which is consistent with this RFP and the provider's response, the Issuing Officer may, at its option, disqualify and reject the proposal, discontinue communications with the provider, commence contract negotiations with any other provider or subcontractor, or reject all RFP proposals.

### **4.1 Contract Submission**

Submit the contract language that you expect the buyers to execute. To the extent possible, amend your standard language to reflect the terms of this RFP. You will have the opportunity to submit final amendments to your standard contract after award according to Section 4.2.

### **4.2 Contract Execution**

Upon notification of award, the successful service provider shall submit its final contract terms and conditions. This contract should reflect the provider's responses to the RFP requirements and must not simply be the provider's standard terms and conditions.

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Immediately after receiving this first draft, the provider and the buyers will commence negotiations on any disputed contract language with the goal of agreeing on terms and conditions within one week. All contract negotiations shall be complete no later than thirty days after the buyers submit final service parameters to the service provider.

### **4.3 Contract Terms and Conditions**

Lease pricing shall be firm for the contract period. No ownership of equipment at the end of term.

Maintenance Agreement shall be **fixed for the full term of the Lease**. MFP maintenance to include all parts, labor, trip charges, drums, toner, developer, and staples are to be included in the Maintenance Agreement. Cost Per Copy shall be firm for the contract period, unless a modification is deemed advantageous to the District, and approved by the Board of School Directors. No exclusions allowed.

The parties' contract will contain terms and conditions that are memorialized in this RFP. To the extent that a provider identifies a term or condition of this RFP with which it takes exception, the provider must note, explain and propose alternatives to such exceptions. All objections not explicitly noted will be deemed to be waived.

All costs, charges, fees must be broken down and clearly stated in all pricing submittals. These fees must include all taxes and other fees not elsewhere stated. Failure to provide a detailed cost breakdown will invalidate the bid.

### **4.4 Order of Precedence**

The provider's proposal and the RFP are to be included as additional exhibit attachments to the contracts awarded as a result of this RFP. In the event that any dispute arises in interpretation, the language of the contract (including the exhibits attached hereto) shall be the first point of reference; the "best and final proposal" the second point of reference and the original RFP response, the third point of reference.



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## **5. Submission Instructions**

RFP responses must be submitted to the Issuing Officer to the address in Section 1.2.

All RFP responses are due to the Issuing Officer, by email, no later than 2:00 P.M. EST on May 15, 2020.

Bidders are expected to examine the specifications and all instructions. Failure to do so will be at the bidders' risk. Bidders are expected to become familiar with the specifications, all measurements and other documents that would form part of the contract and requirements as necessary to satisfy themselves in regard to the character and amount of work required.

Bids and modifications or withdrawals thereof received after the time set for the bid opening of same will not be considered.

The bidder shall bring to the attention of the district any discrepancies or omissions noted on the specifications and all pertinent documents.

### **5.1 Specific Formatting Instructions**

Each submission must contain the following items:

#### Letter of Transmittal

The Letter of Transmittal must be on company letterhead with the signature of an authorized company representative that makes the proposal binding as presented. The Letter also must include the name, phone number and email address of the primary sales person supporting this RFP response.

Bids must contain proof of corporate authority and corporate seal affixed to the last page of the bid.

#### Executive Summary

Provide a concise overview of the provider's solution. Include a description of all proposed services and additional service categories as required.

- Tab 1. General Information for Providers - Providers acknowledgment of each numbered paragraph in Section 1 of this RFP.
- Tab 2. Statement of Work - Provider's response to each numbered paragraph identified in Section 2 of this RFP.

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- Tab 3. Additional Response Requirements - Provider's response to each numbered paragraph identified in Section 3 of this RFP.
- Tab 4. Contract Conditions - Provider's response to each numbered paragraph identified in Section 4 of this RFP.
- Tab 5. Attachments - Complete all attachments included in this RFP. Please pay special attention to ensure that Attachment 1 (pricing) is completed accurately.

References

The Bidder must submit the names of six references. All references must have an equal or larger amount of equivalent copier equipment and have had the equipment for at least three years. Ideal references will be from public K12 school entities similar to Council Rock. Please provide organization name, contact name, address, and phone number.

## **5.2 Human Relations Act**

The Contractor acknowledges application of the Pennsylvania Human Relations Act, 43 P.S. 951, et seq., prohibiting discrimination based on race, color, ethnicity, national origin, religion, ancestry, age, sex, sexual orientation, marital status, familial status or non-job-related disability, by employers, employment agencies, labor organizations, contractors and others. The Contractor shall comply with the provisions of the Act, as amended, which is hereby made a part of these specifications.

## **5.3 Insurance**

The successful bidder, who is awarded the contract, shall furnish evidence of insurance coverage as follows:

- Commercial general liability insurance which insures against claims for bodily injury (including death) and property damage arising out of or in connection with any operations or work under the contract whether such operations be by Contractor, its employees or Subcontractors or their employees. The policy shall provide minimum coverage limits as follows:
  - \$1,000,000 combined single limit per occurrence.
  - \$3,000,000 general aggregate.
  - \$3,000,000 products/completed operations aggregate.
  - Any aggregate limit shall apply per project. This insurance shall name the District, its elected and appointed officials, servants, agents and employees as additional insured. The commercial general liability policy shall afford coverage for explosion, collapse and underground hazards, contractual liability and liability arising from independent

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- contractors. Products and completed operations insurance shall be maintained for two years after completion of the work specified herein.
- Business auto liability insurance that insures against bodily injury and property damage claims arising out of the maintenance, use or operation of any auto. The minimum limit shall be a combined single limit of \$1,000,000 per accident. This policy shall include the Motor Carrier Act endorsement if applicable.
  - Workers' compensation insurance which satisfies Contractor's workers' compensation obligation to its employees in the states in which they operate on the District's behalf.

#### **5.4 Bid Bond**

Bidder shall submit a Bid Bond in the amount of ten (10) percent of the total bid or a certified, bank cashier's or treasurer's check in the amount of five (5) percent of the total bid.

#### **5.5 Submission Response Checklist**

For ease and completeness of response submission, verify that all submission requirements are met with the checklist below:

- Have you submitted a complete response that responds to each numbered item in Sections 1, 2, 3 and 4, as required in Section 5?
- Did you accurately fill out all applicable Pricing Spreadsheets in Attachment 1?
- Is your Letter of Transmittal on company letterhead with the signature of an official of your company authorized to bind your company to its provisions?
- Did you include all required attachments in Tab 5, including:
  - Non-collusion affidavit
  - Independent Contractors Agreement
  - Financial information
  - Insurance information
  - Contract language
  - Bid Bond
- Have you noted all objections, associated reasons and alternative conditions to all requirements of this RFP as required by Sections 1.8?
- Have you ensured that all copies of your RFP proposal will arrive to the Issuing Officer by 2:00 P.M. on the date and at the place specified in Section 5.1?

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## **6 Criteria for Selection**

Each qualified Base Proposal will be evaluated by the Evaluation Committee, which will consist of members of CRSD administrative and technical staff. Providers Choice Alternate Proposals may be evaluated at the Evaluation Committee's Discretion.

The Evaluation Committee will use the matrix at Attachment 5 to score the proposals. Only one score sheet will be used for each evaluated proposal, which will reflect the consensus views of the Evaluation Committee.

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**ATTACHMENT 1 – PRICING SPREADSHEETS**

Equipment required is detailed in Attachment 2.

Location	Quantity Needed By Type							Total
	1	2	3	4	5	6	7	
Chancellor Center	6*	1	0	0	1	0	0	8
CR North	20**	7	2	1	0	2	0	32
CR South	19***	3	1	3	0	1	0	27
Sloan School	2	0	0	0	0	0	0	2
Newtown Middle School	6	4	0	1	0	0	1	12
Holland Middle School	9	1	0	1	0	0	1	12
Richboro Middle School	0	0	0	0	0	0	0	0
Churchville Elementary School	5	2	0	0	0	0	1	8
Goodnoe Elementary School	5	3	0	0	0	0	1	9
Hillcrest Elementary School	2	2	0	0	0	0	1	5
Holland Elementary School	4	2	0	0	0	0	1	7
MMW Elementary School	3	3	0	0	0	0	1	7
Newtown Elementary School	4	3	0	0	0	0	1	8
Richboro Elementary School	4	2	0	0	0	0	1	7
Rolling Hills Elementary School	6	2	0	0	0	0	1	9
Sol Feinstone Elementary School	5	2	0	0	0	0	1	8
Wrightstown Elementary School	2	3	0	0	0	0	1	6
CR Maintenance	1	0	0	0	0	0	0	1
Central Warehouse	0	0	0	0	0	1	0	1
Total	103	40	3	6	1	4	12	169

\* - 2 machine will require a FAX card

\*\* - 7 machines at each of these locations will require FAX cards

\*\*\* - 5 machines at each of these locations will require FAX cards

Surge protectors will be required for each unit.

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Equipment Distribution By Type*	No. of Units Needed
Type 1 (Standard B/W)	103
Type 2 (Large B/W)	40
Type 3 (Standard Color)	3
Type 4 (High Speed B/W)	6
Type 5 (High Volume Color)	1
Type 6 (Desktop B/W)	4
Type 7 (Small Color)	12

\* - Vendor must provide documentation that demonstrates the units proposed meet the technical specifications as outlined in Attachment 2.

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Contract Term: 60 months

Cost Per Image: \$ \_\_\_\_\_

Cost for Additional Image\*:  
    Black and White: \$ \_\_\_\_\_  
    Color: \$ \_\_\_\_\_

eCopy Share Scan License: \$ \_\_\_\_\_  
\_ Monthly   \_ Annual   \_ Life of Contract

**Equipment Costs Breakdown:**

Monthly Equipment Costs Per Unit:

Type 1	\$ _____
Type 2	\$ _____
Type 3	\$ _____
Type 4	\$ _____
Type 5	\$ _____
Type 6	\$ _____
Type 7	\$ _____

For estimation purposes only, our current annual usage counts are as follows:

Total:	39,721,389
B&W:	39,248,016
Color:	473,373

**THESE NUMBERS DO NOT REPRESENT A MINIMUM OR MAXIMUM COMMITMENT FROM THE BUYER.**

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**ATTACHMENT 2 – TECHNICAL REQUIREMENTS**

**Multifunction Device Specifications**

The following describes the requirements for the various multi-function printers/copiers. Where listed, the specific requirements are to be considered as minimum requirements for each category/functional description. Specifications are summarized based on the existing equivalent. All attempts should be made to match or exceed the existing equivalent specifications.

Bidders shall include literature listing technical specifications describing the various standard and optional features for each model being proposed. ***Bidders must clearly indicate which options are included in their proposal.*** For example, which document feeder, finisher, paper trays, network components, amount of memory, etc.

**Bidders will clearly state how their devices are accessible for someone with a disability.**



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**Type 1 - Standard Unit (existing unit Canon imageRunner Advance 4245)**

Type:	Monochrome Black and White
Acceptable Originals:	Sheets, Books, and 3-Dimensional Objects up to 4.4 lb
Max. Original Copy Size:	11" x 17"
Min. Copy Size:	3-7/8" x 5-7/8"
Memory	512MB RAM 20GB HDD
Max. Mailboxes Supported:	100
Actual Resolution:	600 x 600 dpi
Interpolated Resolution:	1200x600 dpi - Copy
Exposure Control:	Automatic or Manual
Copy/Print Speed:	45 ppm
Multiple Copies:	1 – 999
Document Feeding Method:	100-Sheet Duplexing Automatic Document Feeder (Standard)
Paper Supply:	Minimum 3-drawer: 550-Sheet Paper Cassettes (any size letter to 11x17)
Acceptable Paper Sizes	Legal Letter Letter-R Statement-R Executive 11x17
Acceptable Paper Sizes – Stack Bypass	Legal Letter Letter-R Statement-R Executive 11x17 Free Size - (3-7/8" x 5-7/8" to 11-5/8" x 17") Envelopes
Acceptable Paper Weight	Trays: 17lb to 20lb bond Stack Bypass: 17lb to 32 lb bond
Duplexing	Standard Automatic Trayless Duplexing
Interfaces:	10/100/1000Base-TX (RJ-45) USB
Power Requirements:	120V AC, 60Hz, 10A
Power Consumption:	Maximum: 1,500W ENERGY STAR® Qualified
Plug:	NEMA 5-15P
Paper Supply Options:	Please note cost difference for large quantity hopper or paper sizes that require add-on cassette

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Stapling (Metal):	Please note cost difference if metal Staple Finisher is an add-on
ECO Stapling	Please note cost difference if ECO Stapling Finisher is an add-on
Hole Punch:	Please note cost difference if Hole Puncher is an add-on
Fax card	Please note cost difference if fax card is an add-on
Collating:	Please note cost difference if Collating is an add-on
Booklet printing Options:	Please note cost difference if Booklet Printing is an add-on

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**Type 2 - Large Unit (existing unit Canon imageRunner Advance 6575i)**

Type:	Monochrome Black and White
Acceptable Originals:	Sheets, Books, and 3-Dimensional Objects up to 4.4 lb
Max. Original Copy Size:	11" x 17"
Min. Copy Size:	4" x 7-1/4"
Memory	3.0 GB RAM Standard: 250 GB HDD
Max. Mailboxes Supported:	100
Actual Resolution:	600 x 600 dpi
Interpolated Resolution:	1200x600 dpi - Copy
Exposure Control:	Automatic or Manual (9 Levels)
Copy/Print Speed:	75 ppm
Multiple Copies:	1 – 9,999
Document Feeding Method:	300-Sheet Duplexing Automatic Document Feeder (Standard)
Paper Supply:	Minimum 3-drawer: dual 550-Sheet Paper Cassettes (any size letter to 11x17)
Acceptable Paper Sizes	Legal Letter Letter-R Statement-R Executive 11x17
Acceptable Paper Sizes – Stack Bypass	Legal Letter Letter-R Statement-R Executive 11x17 Free Size - (4 x 5-7/8" to 11-3/4" x 17") Envelopes
Acceptable Paper Weight	Trays: 14 lb. Bond to 80 lb Stack Bypass: 14 lb. Bond to 140 lb.
Duplexing	Standard Automatic Trayless Duplexing
Interfaces:	10/100/1000Base-TX (RJ-45) USB
Power Requirements:	120-127 V AC, 60 Hz, 16 A
Power Consumption:	Maximum: Approx. 2.1 KW ENERGY STAR® Qualified
Plug:	NEMA 5-20P
Paper Supply Options:	Please note cost difference for large quantity hopper or paper sizes that require add-on cassette

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Stapling (Metal):	Please note cost difference if metal Staple Finisher is an add-on
ECO Stapling	Please note cost difference if ECO Stapling Finisher is an add-on
Hole Punch:	Please note cost difference if Hole Puncher is an add-on
Fax card	Please note cost difference if fax card is an add-on
Collating:	Please note cost difference if Collating is an add-on
Booklet printing Options:	Please note cost difference if Booklet Printing is an add-on

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**Type 3 - Standard Color Unit (existing unit Canon imageRunner Advance C5235)**

Type:	Color
Acceptable Originals:	Sheets, Books, and 3-Dimensional Objects up to 4.4 lb
Max. Original Copy Size:	11" x 17"
Min. Copy Size:	3-7/8" x 5-1/2"
Memory	2 GB RAM 160GB HDD
Max. Mailboxes Supported:	100
Actual Resolution:	600 x 600 dpi
Exposure Control:	Automatic or Manual (9 Levels)
Copy/Print Speed:	30 ppm
Multiple Copies:	1 – 999
Acceptable Paper Sizes	Legal Letter Letter-R Statement-R Executive 11x17 12x18
Acceptable Paper Sizes – Stack Bypass	Legal Letter Letter-R Statement-R Executive 11x17 Free Size - (3-7/8" x 5-1/2" to 11-5/8" x 18") Envelopes
Acceptable Paper Weight	Trays: 14 lb. Bond to 80 lb. Cover Stack Bypass: 14 lb. Bond to 140 lb. Index
Duplexing	Standard Automatic Trayless Duplexing (Executive to 12 x 18)
Interfaces:	10/100/1000Base-TX (RJ-45) USB
Power Requirements:	120V AC, 60Hz, 15A
Power Consumption:	Maximum: 1.5kW ENERGY STAR® Qualified
Plug:	NEMA 5-15P
Paper Supply Options:	Please note cost difference for large quantity hopper or paper sizes that require add-on cassette
Stapling (Metal):	Please note cost difference if metal Staple Finisher is an add-on
ECO Stapling	Please note cost difference if ECO Stapling Finisher is an add-on

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Hole Punch:	Please note cost difference if Hole Puncher is an add-on
Fax card	Please note cost difference if fax card is an add-on
Collating:	Please note cost difference if Collating is an add-on
Booklet printing Options:	Please note cost difference if Booklet Printing is an add-on

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**Type 4 – High Speed B/W (existing unit Canon imageRunner Advance 8505i)**

Type:	Monochrome Black and White
Acceptable Originals:	Sheets, Books, and 3-Dimensional Objects up to 4.4 lb
Max. Original Copy Size:	11" x 17"
Min. Copy Size:	5-1/2" x 7-1/8"
Memory	3 GB RAM 250GB HDD
Max. Mailboxes Supported:	100
Actual Resolution:	600 x 600 dpi
Interpolated Resolution:	1200x600 dpi - Copy
Exposure Control:	Automatic or Manual (9 Levels)
Copy/Print Speed:	105 ppm
Multiple Copies:	1 – 9,999
Document Feeding Method:	300-Sheet Duplexing Automatic Document Feeder (Standard)
Paper Supply:	Minimum 2-drawer: dual 550-Sheet Paper Cassettes (any size letter to 11x17)
Acceptable Paper Sizes	Legal Letter Letter-R Statement-R Executive 11x17
Acceptable Paper Sizes – Stack Bypass	Legal Letter Letter-R Statement-R Executive 11x17 Free Size - (4" x 7-1/4" to 13" x 19-1/4") Envelopes
Acceptable Paper Weight	14 lb. Bond to 80 lb. Cover Stack Bypass: 14 lb. Bond to 140 lb. Index
Duplexing	Standard Automatic Trayless Duplexing
Interfaces:	100/1000Base-TX (RJ-45) USB 2.0
Power Requirements:	120-127 V AC, 60 Hz, 16 A
Power Consumption:	Approx. 2.1 KW ENERGY STAR® Qualified
Plug:	NEMA 5-20P
Paper Supply Options:	Please note cost difference for large quantity hopper or paper sizes that require add-on cassette

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Stapling (Metal):	Please note cost difference if metal Staple Finisher is an add-on
ECO Stapling	Please note cost difference if ECO Stapling Finisher is an add-on
Hole Punch:	Please note cost difference if Hole Puncher is an add-on
Fax card	Please note cost difference if fax card is an add-on
Collating:	Please note cost difference if Collating is an add-on
Booklet printing Options:	Please note cost difference if Booklet Printing is an add-on



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**Type 5 – High Volume Color Unit (existing unit Canon imageRunner Advance C5255)**

Type:	Color
Acceptable Originals:	Sheets, Books, and 3-Dimensional Objects up to 4.4 lb
Max. Original Copy Size:	11" x 17"
Min. Copy Size:	3-7/8" x 5-1/2"
Memory	Standard: 2 GB RAM Standard: 160 GB
Max. Mailboxes Supported:	100
Actual Resolution:	600 x 600 dpi
Interpolated Resolution:	1200x1200 dpi – Copy/Print
Exposure Control:	Automatic or Manual (9 Levels)
Copy/Print Speed:	Letter: Up to 55/51 ppm
Multiple Copies:	1 – 999
Document Feeding Method:	150-Single-Pass Duplexing, Automatic Document Feeder
Paper Supply:	Standard: Dual 550-sheet Paper Cassettes
Acceptable Paper Sizes	Legal Letter Letter-R Statement-R Executive 11x17
Acceptable Paper Sizes – Stack Bypass	Legal Letter Letter-R Statement-R Executive 11x17 Free Size - (3-7/8" x 5-1/2" to 12-5/8" x 18") Envelopes
Acceptable Paper Weight	Trays: 14 lb. Bond to 80 lb. Cover Stack Bypass: 14 lb. Bond to 140 lb. Index
Duplexing	Standard Automatic Trayless Duplexing (Executive to 12" x 18")
Interfaces:	100/1000Base-TX (RJ-45) USB
Power Requirements:	120V AC, 60Hz, 15A
Power Consumption:	Maximum: 1.8 kW ENERGY STAR® Qualified
Plug:	NEMA 5-20P
Paper Supply Options:	Please note cost difference for large quantity hopper or paper sizes that require add-on cassette
Stapling (Metal):	Please note cost difference if metal Staple Finisher is an add-on

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ECO Stapling	Please note cost difference if ECO Stapling Finisher is an add-on
Hole Punch:	Please note cost difference if Hole Puncher is an add-on
Fax card	Please note cost difference if fax card is an add-on
Collating:	Please note cost difference if Collating is an add-on
Booklet printing Options:	Please note cost difference if Booklet Printing is an add-on

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**Type 6 – Desktop Copy/Printer (existing unit Canon imageRunner 1435i)**

Wired Networked Multifunction Imaging System: B/W Print, B/W Copy, Color Scan, Send.

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**Type 7 - Small Color Unit (existing unit Canon imageRunner C350iF)**

Type:	Color
Acceptable Originals:	Sheets, Books, and 3-Dimensional Objects up to 4.4 lb
Max. Original Copy Size:	Legal (8-1/2" x 14")
Memory	2GB RAM 80GB HDD
Max. Mailboxes Supported:	100
Actual Resolution:	600 x 600 dpi
Exposure Control:	Automatic or Manual (9 Levels)
Copy/Print Speed:	36 ppm
Multiple Copies:	1 – 999
Document Feeding Method:	Duplexing Automatic Document Feeder (Standard)
Paper Supply:	Minimum 3-drawer: dual 550-Sheet Paper Cassettes (any size letter to Legal (8-1/2" x 14"))
Acceptable Paper Sizes	Legal Letter Executive
Acceptable Paper Sizes – Stack Bypass	Legal Letter Executive Free Size - (3-7/8" x 7-1/2" to 8-1/2" x 14") Envelopes
Acceptable Paper Weight	Trays: 17lb to 110lb bond Stack Bypass: 17lb to 110 lb bond
Duplexing	Standard Automatic Trayless Duplexing (Statement to Legal)
Interfaces:	10/100/1000Base-TX (RJ-45) USB
Power Requirements:	120 V, 60 Hz, 6.9 A
Power Consumption:	1.5 kW Max Energy Star Compliant
Plug:	NEMA 5-15P
Paper Supply Options:	Please note cost difference for large quantity hopper or paper sizes that require add-on cassette
Stapling (Metal):	Please note cost difference if metal Staple Finisher is an add-on
ECO Stapling	Please note cost difference if ECO Stapling Finisher is an add-on
Hole Punch:	Please note cost difference if Hole Puncher is an add-on
Fax card	Please note cost difference if fax card is an add-on
Collating:	Please note cost difference if Collating is an add-on
Booklet printing Options:	Please note cost difference if Booklet Printing is an add-on

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**ATTACHMENT 3 - NON-COLLUSION AFFIDAVIT**

**INSTRUCTIONS AND FORM**

1. This Non-Collusion Affidavit is material to any contract pursuant to this RFP. According to the Pennsylvania Anti-Bid-Rigging Act, 73 P.S., Sections 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the RFP.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the Bid Documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

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**NON-COLLUSION AFFIDAVIT**

State of: \_\_\_\_\_ :  
County of: \_\_\_\_\_ : s. s

I state that I am \_\_\_\_\_(Title) of \_\_\_\_\_ (Name of my Firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. \_\_\_\_\_ its affiliates, subsidiaries, officers directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_(Name of Firm) understands and acknowledges that the above representations are material and important, and will be relied on by Council Rock School District in awarding the contract(s) for which this bid is submitted. I understand that my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Council Rock School District of the true facts relating to the submission for this contract.

\_\_\_\_\_  
(Names and Company Position)

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY  
Of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires \_\_\_\_\_

## ATTACHMENT 4 – INDEPENDENT CONTRACTORS AGREEMENT

1. **SERVICES:** The District hereby retains the Contractor and the Contractor hereby agrees to render services upon the terms and conditions of this Agreement and the specifications, terms and conditions of the District's Invitation to Bid dated \_\_\_\_\_ and the Bid Proposal submitted by the Contractor dated \_\_\_\_\_, the specifications, terms and conditions of the Invitation to Bid and Bid Proposal being incorporated herein as though set forth at length. This Agreement, the Invitation to Bid and the Bid Proposal are complementary, and what is required by one shall be as binding as if required by all. In the event of conflicts or discrepancies among such documents, interpretations will be based on the following priorities with the highest being (i) descending to (iii):
  - (i) This Agreement.
  - (ii) The Invitation to Bid.
  - (iii) The Bid Proposal.
  
2. **TERM:** The term of this Agreement shall be from the date set forth above until this service has been rendered to the satisfaction of the District, subject to the District's right to terminate as set forth in paragraph 6.
  
3. **SERVICE:** The Contractor shall provide the following services:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contractor will operate within the policies of the District, as amended from time to time, and the goals, policies and procedures now or at some date established or approved by the District. Contractor shall maintain a current Child Abuse History Clearance as provided by the Pennsylvania Department of Public Welfare and will provide a satisfactory criminal history background check to the District for each individual engaged by Contractor to provide services who will come in direct contact with children, including Contractor (if an individual).
  
4. **OTHER EMPLOYMENT:** The Contractor shall devote such reasonable time as shall be needed to render such services. The District acknowledges that the Contractor may, during the term of the Agreement, be engaged in other business activity and may be engaged in rendering the same or similar services to other organizations.
  
5. **COMPENSATION:** The Contractor's compensation for all services to be rendered under this Agreement shall be in accordance with the Bid Proposal.
  
6. **RESERVATION OF RIGHTS/TERMINATION:** Unless expressly waived or modified herein, the District reserves all rights conferred upon it by law, whether express

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or implied. Without limiting the foregoing, the District shall have the right to terminate this Agreement at any time for its convenience or for cause.

7. **ILLEGAL COMPENSATION:** The Contractor acknowledges and agrees that Contractor shall not accept or receive, directly or indirectly, any bribes, kickbacks, donations, loans, commissions, or other payments regardless of form whether in money, property or services, in connection with this Agreement and, further, Contractor shall not allow anyone under Contractor's supervision or employment to receive, directly or indirectly, any bribes, kickbacks, donations, loans, commissions, or other payments regardless of form whether in money, property or services, in connection with this Agreement. All compensation to the Contractor relating to any business transaction, in which the District is involved, shall be paid by the District only.
8. **RELATIONSHIP:** Nothing in the Agreement shall be considered to create the relationship of employer and employee between the parties hereto and the Contractor shall be deemed at all times an independent contractor.
9. **ADHERENCE TO APPLICABLE POLICIES, REGULATIONS AND LAWS:** Contractor will abide by the District's policies and procedures to keep the District's facilities and property free from damage. Contractor will observe all safety rules of the District as well as those of state and federal authorities. Contractor shall abide by all applicable federal, state and local laws, and regulations.
10. **CONFIDENTIALITY:** Contractor acknowledges that this Agreement creates a relationship of confidence and trust on the part of Contractor for the benefit of the District. During the term of the Agreement, Contractor may be responsible, in whole or in part, for the creation of, or may acquire, certain confidential information of the District, including but not limited to education records under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g et seq. and protected health information under the Health Insurance Portability and Accountability Act of 1996, Pub. L. 104-191 and acknowledges that the District would not have entered into this Agreement unless it were assured that all confidential information would be held in confidence by Contractor and for the sole benefit of the District. During the term of this Agreement and at all times thereafter, Contractor will keep all such confidential information in confidence and will not disclose any of the same to any other person, except the Contractor's personnel who are entitled thereto and other persons designated in writing by the District. Contractor will not cause, suffer or permit the confidential information to be used for the gain or benefit of any party other than the District or for Contractor's gain or benefit outside the scope of Contractor's engagement by the District under this Agreement. Contractor shall take all reasonable action that the District deems necessary or appropriate to prevent the unauthorized use or disclosure of, or to protect the District's interests in such confidential information.
11. **COMPLIANCE WITH POLICY/LAW:** Contractor shall comply with all policies, procedures and regulations of the District as established and amended from time to time



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as well as all applicable state and federal laws and regulations, including but not limited to the provisions of the Pennsylvania Right to Know Law, 65 P.S. 67.101 et seq., regarding possession of public records by agency contractors. In the event the District receives a request for access to a public record that is in the possession of Contractor, the District shall notify Contractor of the request and Contractor shall provide the District with the requested record in a timely manner so as to enable District compliance with the Pennsylvania Right to Know Law.

12. **INDEMNITY/INSURANCE:** Contractor hereby agrees to indemnify, defend and hold harmless the District from and against any and all claims, suits, damages and liability of any kind arising as a result of or caused by the negligence of Contractor, its agents, officers, employees or contractors and/or the breach by Contractor of any of its obligations hereunder. Contractor shall maintain insurance in accordance with the provisions of the District's Invitation to Bid.
13. **NOTICE:** Any notice required or permitted to be given under this Agreement shall be sufficient if in writing, and sent by Registered Mail or delivered: (i) to the office of the Contractor and (ii) to the District at the administrative offices of the District at The Chancellor Center, 30 N. Chancellor Street, Newtown, PA 18940.
14. **WAIVER:** The Waiver by the District of a breach of any provisions of this Agreement by the Contractor shall not operate or be construed as a waiver of any subsequent breach by the Contractor.
15. **BINDING EFFECT:** The Agreement shall be binding upon and shall insure to the benefit of the parties hereto, their respective heirs, representatives, successors and assigns, but shall not be assignable by the Contractor without the prior written consent of the District.
16. **ENTIRE AGREEMENT:** This Agreement shall be deemed to express, embody and supersede all previous understandings, agreements and commitments, whether written or oral, between the parties hereto with respect to the subject matter hereof and to fully and finally set forth the entire agreement between the parties hereto. No modifications shall be binding unless stated in writing and signed by both parties hereto with the approval of the Board of Directors of the District.
17. **GOVERNING LAW:** This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania and the venue of any dispute hereunder shall be in the Court of Common Pleas of Bucks County.
18. **LEGAL FEES:** Contractor agrees that should the District prosecute or be required to defend against any legal action regarding any provision of this Agreement, the Contractor shall pay the District's attorneys' fees and litigation costs incurred in prosecuting or defending against such legal action should the District prevail.

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19. **BACKGROUND CHECKS:** Contractor shall maintain a current Child Abuse History Clearance as provided by the Pennsylvania Department of Public Welfare and shall provide a satisfactory criminal history background check to the District for each individual engaged by Contractor to provide services who will come in direct contact with children.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in \_\_\_\_\_ copies on the day and year first above written.

Attest:

\_\_\_\_\_

\_\_\_\_\_

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

Contractor

By \_\_\_\_\_

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City)

DISTRICT (Owner)

\_\_\_\_\_  
Board President

Attest:

\_\_\_\_\_  
(Secretary)

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**ATTACHMENT 5 – SCORING MATRIX**

The grid below will be used to summarize the evaluation of each individual bid proposal. In general, the evaluations will be based on the following:

- cost, including payment terms and discounts, over the contract period.
- clarity and detail of submitted proposal.
- ability to meet specifications and responsiveness to terms and conditions.
- desirability of equipment offered, including but not limited to networking, faxing & scanning options, and centralized management of accounting for networked equipment.
- longevity of business and financial stability of bidder.
- ability to perform as evidenced by previous experience via references from customers with similar programs.
- level of commitment to service aspects of this contract.
- availability of equipment, parts, and supplies as evidenced by inventory location and levels, delivery guarantees.
- commitment to implementation schedule.
- flexibility to add, delete, and change equipment during the term of the contract.
- authority to make local decisions in regard to management of this contract.
- level of paperwork involved as equipment is added, deleted, or changed.

Evaluation Criteria	Possible Score	Evaluators' Score
Compliance with general provisions	5	
Technical Requirements	10	
Terms of Service	10	
SLA	10	
Project Plan	10	
Business Administration Capabilities	10	
Value Added	5	
Contract Conditions	20	
Pricing	20	
<b>TOTAL</b>	<b>100</b>	
<b>Comments</b>		

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**ATTACHMENT 6 – CERTIFICATION**

CERTIFICATIONS

I, \_\_\_\_\_, certify that I am the  
\_\_\_\_\_ of the Corporation  
named as Contractor herein, that \_\_\_\_\_ who signed  
this Agreement on behalf of the Contractor, was then \_\_\_\_\_ of  
said corporation; that said Agreement was duly signed for and on behalf of said corporation by  
authority of its governing body, and is within the scope of its corporate powers.

\_\_\_\_\_

(Corporate Seal)

\_\_\_\_\_  
(Print or type the names underneath all signatures)

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**ATTACHMENT 7 – EXISTING PRINTER LIST**

Below is the list of printers (by model number) that currently exist in the District.

Quantity	Model
1	Brother HL-2170W
1	Brother HL-2270DW
1	Brother HL-8250cdn
1	Epson Artisan (photo)
14	GBC HeatSeal Ultima 65 Roll Laminator *or similar model
1	HP Color LaserJet 2600N
1	HP Color LaserJet 3505X
1	HP Color LaserJet 3600N
1	HP Color LaserJet 4600DN
2	HP Color LaserJet 4650
3	HP Color LaserJet 4700dn
1	HP Color LaserJet 5550DTN
5	HP Color LaserJet CP2025N
1	HP Color LaserJet CP4005N
1	HP Color LaserJet CP4025N
2	HP Color LaserJet M451dn
18	HP Color LaserJet M553n
1	HP Color LaserJet M750DN
1	HP Color LaserJet Pro M252dw
7	HP DesignJet 500 (24") Plotter Poster
1	HP DesignJet 800 (42) Plotter Poster
6	HP DesignJet T520 e-Printer (24") Plotter Poster
1	HP DesignJet Z5200 Plotter Poster
1	HP LaserJet 1022N
1	HP LaserJet 1300N
3	HP LaserJet 1320
1	HP LaserJet 2100
6	HP LaserJet 2200DN
2	HP LaserJet 2300N
1	HP LaserJet 2420D
6	HP LaserJet 4000
6	HP LaserJet 4050
7	HP LaserJet 4100
4	HP LaserJet 4250

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3	HP LaserJet 5100N
2	HP LaserJet 5200DTN
1	HP LaserJet 8000N
1	HP LaserJet Enterprise 600 M603
1	HP LaserJet M401N
1	HP LaserJet M700
4	HP LaserJet P1505N
1	HP LaserJet P2055dn
2	HP LaserJet P3005dn
2	HP LaserJet P4014
1	HP LaserJet Pro 200 Color M251nw
5	HP LaserJet Pro 400
1	HP LaserJet Pro M477dn
1	HP M652 DN
1	HP M712N (CF235A#)
1	HP Officejet Pro 8100 Inkjet
1	Ricoh Aficio AP 400N
1	Samsung Xpress C410W
1	Sawgrass Virtuoso SG800 Sublimation Printer
2	Xante Platemaker