

Address
174 North Hwy 343
Camden, N.C. 27921-7549
Telephone (252) 335-0831
Fax (252) 331-2300



Board Members
Christian A. Overton, *Chair*
Jason A. Banks, DDS, *Vice Chair*
Sissy Aydtlett
Kevin P. Heath
Chris Purcell

CAMDEN COUNTY BOARD OF EDUCATION

Dr. Joe Ferrell, Superintendent

Request for Proposal for Copiers, Multi-Function Devices and Printers: Equipment and Maintenance

General:

Camden County Schools is requesting proposals from experienced vendors to provide multi-function digital copiers/printers and related maintenance and support services for the Camden County School District for a term of 3 years with (2) one year optional extensions.

Date of RFP Posting: March 1, 2019

Q&A Period: March 1 – March 15, 2019

Deadline for proposals: March 22, 2019 at 3:00 pm

RFP Review: All proposals will be reviewed and ranked and the top vendors will be contacted to schedule a presentation by March 29, 2019

Presentations: Week of April 1, 2019

Recommendation to the Board: Thursday, April 11, 2019

Effective date of the contract: on or before July 1, 2019

Please submit proposals in a sealed envelope marked “Response to RFP Copier 2019” to:

Camden County School

Attn: Faye Perry

174 Hwy 343 North

Camden, NC 27921

No oral or electronically transmitted proposals will be accepted. Proposals not received by the specified deadline will be rejected. Questions may be submitted via email only to fperry@camden.k12.nc.us no later than March 15, 2019. All responses will be collected and published at <https://tinyurl.com/y3kwjelk> for all potential vendors to view.

MISSION STATEMENT

The Camden County Public Schools, in partnership with home and community, will educate all to be productive citizens in an ever-changing global society.

Scope:

Camden County Schools (CCS) is a public school district located in North Carolina. CCS has 5 Schools, and a Central Office. Our current print/copy volume is approximately 2,500,000 copies per year.

The selected vendor will provide copiers throughout CCS. The vendor will furnish, deliver, and install New Equipment (not used, reconditioned, refurbished, newly remanufactured, or remanufactured equipment), properly train staff, and maintain to the end user's complete satisfaction. Vendor is responsible for operating supplies, delivery of supplies, (excluding paper and sorter staples), service requirements as necessary to meet the current and future volume demands, and copier/printer management software. All of this must be provided during the complete term of the contract and must be included in the bid price.

All charges associated with maintenance, delivery and removal, training, property tax and insurance must be included in the bid price.

CCS would like to retain the flexibility of adding equipment anytime during the contract term without any additional costs (ie delivery, install and/or training) other than the negotiated monthly cost. Any additional equipment added to the contract would also terminate on the same date as the original contract.

Equipment Requirements: CCS will decide on equipment models and accessories (see Attachment A). All copiers should have some type of surge protection on them. Contacting individual schools will not be required. Any communication should be with the Finance or Technology Departments only.

Usage Reporting: The selected vendor must provide quarterly readings of all equipment provided and submit the individual copier meters and totals. The units are to be identified by serial number and vendor identification tags, as well as by school name and location within the school.

Compensation: CCS will compensate the awarded vendor on a Local Average Daily Membership (ADM) basis or a yearly base charge per unit and will include all mono print/copies, color on a per copy basis, which will represent the TOTAL compensation to the vendor. The cost is to include ALL charges associated with the lease of the equipment, supplies, materials, delivery, shipping, training and service. The vendor will NOT inflate this AGREED rate for the duration of the contract, however, it may be decreased at any time during the program term. All cost will be outlined in the vendor proposal and will be expressed in a clear and precise manner.

Annual volumes: CCS will not guarantee any minimum print/copy volumes to the awarded vendor.

Service Response and Repairs: The awarded vendor must average a response time on service calls of 8 hours or less during business hours. A qualified, factory trained service technician

must respond to each service call with the appropriate replacement parts, applicable accessories and equipment. Vendor must provide a loaner at no additional cost if any defect is anticipated to remain unresolved for 48 hours or more. Frequent neglect or deviation from this response time will result in the termination of the contract by Camden County Public Schools. Upon arrival to any campus for service calls, service representatives must check in at the office and be properly badged and notify personnel of his/her arrival. Please provide a number of current technicians and their locations and current average response times with your proposal.

Training requirements: On-site training for the “key operator” and other department personnel will be provided by a fully qualified representative of the vendor at no cost. The date of the training shall be chosen by CCS after delivery and installation. Ongoing training is to be provided as needed at NO additional cost to CCS.

Ownership of equipment: The awarded vendor will maintain complete ownership of the equipment for the duration of the program. Upon completion of the program, the vendor will have no more than two (2) business weeks to remove all of the equipment. There will be NO costs to CCS for any removal or freight expenses. If vendor fails to comply, CCS will forward the equipment to the vendor on a “collect” basis by common or contract carrier. CCS will exercise reasonable and appropriate insurance guarding against fire, theft, vandalism, and other acts that a reasonable owner would normally maintain.

References: Prospective vendors shall include at least 3 references for customers of similar size and need that have worked with the vendor within the past three years. These references must include school districts.

If the vendor cannot meet any of the specifications, expectations or services in the RFP, or takes exception to any of the terms or conditions presented, these exceptions should be distinctly noted in the appropriate sections. If no exceptions are noted, CCS will assume full capabilities and agreement to expectations.

Camden County Schools reserves the right to accept or reject any or all proposals presented, and the right to waive any informalities or irregularities it deems is in the best interest of the school.

Camden County Schools Attachment A Request for Proposals MFPs

Mono/Color	Functions	Min Print	Max Media Size	Finisher	Proposed Location
Color	Color: Print, Copy, Scan, Email	35 PPM	at least 11 x 17	Y	Central Office - Front Office - 174 HWY 343 North
Color	Color: Print, Copy, Scan, Email	35 PPM	at least 8.5 x 14	Y	CECHS - Teacher's Workroom - 103A US HWY 158 West
Color	Color: Print, Copy, Scan, Email	35 PPM	at least 8.5 x 14	Y	CCHS - Media Center - 103 US HWY 158 West
Color	Color: Print, Copy, Scan, Email	35 PPM	at least 8.5 x 14	Y	CMS - Teacher's Lounge - 248 Scotland Road
Color	Color: Print, Copy, Scan, Email	35 PPM	at least 8.5 x 14	Y	CIS - Teacher's Lounge - 123 Noblitt Drive
Color	Color: Print, Copy, Scan, Email	35 PPM	at least 8.5 x 14	Y	GPS - Teacher Workroom - 175 North HWY 343
Mono	Print, Copy, Color Scan, Email	55 PPM	at least 11 x 17	Y	Central Office- Front Office - 174 HWY 343 North
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	Central Office - Finance - 174 HWY 343 North (Maybe Color)
Mono	Print, Copy, Color Scan, Email	30 PPM	at least 8.5 x 14	N	Central Office - Maintenance - 174 HWY 343 North (Can be Desktop)
Mono	Print, Copy, Color Scan, Email	30 PPM	at least 8.5 x 14	N	Central Office - Child Nutrition - 174 HWY 343 North (Can be Desktop)
Mono	Print, Copy, Color Scan, Email	30 PPM	at least 8.5 x 14	N	Central Office - Transportation - 174 HWY 343 North (Can be Desktop)
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	CECHS - Office - 103A US HWY 158 West
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	CECHS - Teacher Workroom - 103A US HWY 158 West
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 11 x 17	Y	CCHS - Media Center - 103 US HWY 158 West
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	CCHS - C4 Workroom - 103 US HWY 158 West
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	CCHS - A11 - 103 US HWY 158 West
Mono	Print, Copy, Color Scan, Email, Fax	35 PPM	at least 8.5 x 14	Y	CCHS - Guidance - 103 US HWY 158 West (add fax)
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	CCHS - A24 Workroom - 103 US HWY 158 West
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	CCHS - Gym - 103 US HWY 158 West
Mono	Print, Copy, Color Scan, Email	30 PPM	at least 8.5 x 14	N	CCHS - Band - 103 US HWY 158 West (Can be Desktop)
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 11 x 17	Y	CCHS - Main Office - 103 US HWY 158 West
Mono	Print, Copy, Color Scan, Email	30 PPM	at least 8.5 x 14	N	CCHS - Treasurer - 103 US HWY 158 West (Can be Desktop)
Mono	Print, Copy, Color Scan, Email	30 PPM	at least 8.5 x 14	N	CCHS - Principal - 103 US HWY 158 West (Can be Desktop)
Mono	Print, Copy, Color Scan, Email	30 PPM	at least 8.5 x 14	N	CCHS - Nurse - 103 US HWY 158 West (Can be Desktop)
Mono	Print, Copy, Color Scan, Email	30 PPM	at least 8.5 x 14	N	CCHS - EC - 103 US HWY 158 West
Mono	Print, Copy, Color Scan, Email	30 PPM	at least 8.5 x 14	N	CCHS - AP - 103 US HWY 158 West (Can be Desktop)
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	CMS - Main Office - 248 Scotland Road
Mono	Print, Copy, Color Scan, Email	55 PPM	at least 11 x 17	Y	CMS - Office Workroom - 248 Scotland Road
Mono	Duplicator	75 PPM	at least 8.5 x 14	Y	CMS - Office Workroom - 248 Scotland Road
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	CMS - Team Workroom Front Hall - 248 Scotland Road
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	CMS - Teacher's Lounge - 248 Scotland Road
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	CMS - Storage Rm 6 - 248 Scotland Road
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	CMS - Team Workroom Back Hall - 248 Scotland Road
Mono	Print, Copy, Color Scan, Email	30 PPM	at least 8.5 x 14	N	CMS - Conference Room - 248 Scotland Road (Can be a Desktop)
Mono	Print, Copy, Color Scan, Email, Fax	35 PPM	at least 8.5 x 14	Y	CIS - Main Office - 123 Noblitt Drive
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	CIS - Mail Room - 123 Noblitt Drive
Mono	Print, Copy, Color Scan, Email	55 PPM	at least 11 x 17	Y	CIS - Teacher's Lounge - 123 Noblitt Drive
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	CIS - 4th Grade Hall - 123 Noblitt Drive
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	CIS - 5th Grade Hall - 123 Noblitt Drive
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	CIS - 6th Grade Hall - 123 Noblitt Drive
Mono	Duplicator	130 PPM	at least 8.5 x 14	Y	CIS - Teacher's Lounge - 123 Noblitt Drive
Mono	Print, Copy, Color Scan, Email	55 PPM	at least 11 x 17	Y	GPS - Media Center - 175 North HWY 343
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	GPS - Media Center - 175 North HWY 343
Mono	Duplicator	130 PPM	at least 8.5 x 14	Y	GPS - Media Center - 175 North HWY 343
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	GPS - B-10A - 175 North HWY 343
Mono	Print, Copy, Color Scan, Email	55 PPM	at least 11 x 17	Y	GPS - Office Workroom - 175 North HWY 343
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	GPS - Office Workroom - 175 North HWY 343
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	GPS - 1st Grade Hall - 175 North HWY 343
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	Y	GPS - 3rd Grade Hall - 175 North HWY 343
Mono	Print, Copy, Color Scan, Email	35 PPM	at least 8.5 x 14	N	GPS - Conference Room - 175 North HWY 343
Fax	Fax		at least 8.5 x 14	N	CCHS - Main Office - 103 US HWY 158 West
Fax	Fax		at least 8.5 x 14	N	CECHS - Office - 103A US HWY 158 West
Fax	Fax		at least 8.5 x 14	N	CMS - Main Office - 248 Scotland Road
Fax	Fax		at least 8.5 x 14	N	GPS - Office Workroom - 175 North HWY 343
Fax	Fax		at least 8.5 x 14	N	Central Office - Child Nutrition - 174 HWY 343 North
Fax	Fax		at least 8.5 x 14	N	Central Office - Front Office - 174 HWY 343 North
Fax	Fax		at least 8.5 x 14	N	Central Office - Finance - 174 HWY 343 North
Shredder	Commercial Grade Cross Cut				Central Office - Finance - 174 HWY 343 North
Shredder	Commercial Grade Cross Cut				Central Office - Transportation - 174 HWY 343 North
Shredder	Commercial Grade Cross Cut				Central Office - Office Workroom - 174 HWY 343 North

50 MFPs Total - 44 B/W & 6 Color (9 Fax machines if not built into the copiers)

All MFPs must connect to our IP based network
 All MFPs must be capable of secure access either via PIN codes or other security means All MFPs must be capable of scanning documents to email, the user's desktop and USB devices
 Describe Any Additional Finishing Capabilities - ex. Staples, Folds, Hole Punch, etc.
 Google Integration Preferred but not required
 Describe Recommended Volume per month for each MFP Specify # and capacity of drawers
 Specify B/W PPM and Color PPM
 All MFPs must be duplex capable