

BONDURANT-FARRAR COMMUNITY SCHOOL DISTRICT

% Cari Aylsworth

1000 Grant Street N.

Bondurant, Iowa 50035

**REQUEST FOR PROPOSAL FOR
MANAGED COPIER SERVICES**

April 8, 2020

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1.0 PURPOSE

1.1 The Bondurant-Farrar Community School District (BFCSD or District) is requesting vendors to review the requirements found in this Request for Proposal (RFP) and submit bids to provide the necessary equipment and services needed to meet the printer/copier needs of the District. Once minimum requirements have been met, vendors are encouraged to provide options for increasing functionality or reducing cost, without sacrificing reliability.

1.2 The Bondurant-Farrar Community School District will enter into a 60-month contract for the fulfillment of 2 primary services by the selected vendor.

1. The leasing of equipment based on the District's equipment needs.
2. Managed printer/copier services for the leased devices and current District owned devices. In addition, the awarded vendor is required to cover the entire scope of work outlined in Section 5.0.

2.0 RFP TIMELINE

April 8, 2020	Release RFP
April 28, 2020	Deadline for submitting questions
May 7, 2020	Bids due by 9 am CST
May 7, 2020	Bid Opening
May 11, 2020	Board Approval @ 5pm CST
July, 2020	New solution installation completed
July, 2020	Equipment Lease Begins
July, 2020	Managed Print/Copy Services Begins
August 2020/TBD	New solution installed @ renovated locations (MS & District Office)

3.0 BIDDING INSTRUCTIONS TO VENDORS

3.1 Before making their bid, the vendor shall examine the instructions and specifications carefully to make themselves thoroughly familiar with all requirements.

3.2 All bids should include the attached "Bidder Proposal Form" (Section 12.0) as a cover sheet to the additional vendor specific information included with the bid.

3.3 All bids shall include firm prices, which are to be held for a period of sixty (60) days after date bids are due to allow adequate time to tabulate bids and make selections desired. No vendor may withdraw a bid within sixty (60) days of receipt of the bid.

3.4 All questions from vendors must be made through email to address: bieghlerc@bfschools.org and shall be received no later than April 28, 2020. All responses will be posted on a District FAQ page (<https://www.bfschools.org/copierRFP>) as they are answered and shall be made available to all proposing vendors. Answers will be provided to all questions no later than April 29, 2020.

3.5 Each bid shall be submitted electronically in PDF format to: Cari Aylsworth, aylsworthc@bfschools.org

3.6 BFCSD may reject any or all bids, if it is in their best interest to do so, and may award a contract as they see fit in their sole and absolute discretion. BFCSD will accept the bid that offers the best overall value to the district and not solely based on lowest price.

3.7 The Bondurant-Farrar Community School District may require a performance bond in the amount of 100 percent of the contract.

3.8 Bidding vendor is required to provide a list of three (3) school district sites where such equipment has been supplied and is currently operating. At least two (2) of the three references listed must be educational entities in Iowa. References should include: **Entity Name, Address, Contact name and title, Phone number and email address, # of students, and applications** in use at that entity.

3.9 BFCSD is not liable for any costs incurred by the vendor(s) in connection with preparation and submission of a response to the RFP.

3.10 BFCSD is currently renovating portions of the Middle School where newly leased equipment would be located. The vendor will need to schedule a secondary installation after the renovations are complete.

3.11 The prices quoted shall include all delivery, assembly, interface, and installation costs. The vendor must provide a price for each component listed. The BFCSD should be able to determine the cost of each copier or a total cost for a combination of copiers. In addition, the maintenance costs should be all-inclusive prices, which includes all service charges, maintenance and all supplies with the exception of paper and staples.

3.12 The vendor must provide a detailed summary of potential overages and their costs.

4.0 CURRENT STATE

4.1 Bondurant-Farrar Community School District is a public school supporting over 2300 students and 300 employees for grades Pre-K through 12th. The District has 4 school buildings, building names and locations are included below.

Building Name	Address	City, State Zip
Anderson Elementary	400 Garfield St SW	Bondurant, Iowa 50035
High School	1000 Grant St N	Bondurant, Iowa 50035
Middle School <i>(includes District Office)</i>	300 Garfield St SW	Bondurant, Iowa 50035
Morris Elementary	700 Garfield St SW	Bondurant, Iowa 50035

4.2 The District currently has seventeen (17) MFPs located throughout the District. A full list of all current equipment is available in **Exhibit A**. Each of the 17 devices allows users to Print, Copy and Scan. **Exhibit B** lists all current equipment minus 1 copier from each building. The District will review monthly pricing based on the devices leased in **Exhibit A** versus **Exhibit B** and decide which solution is the most cost effective for the district.

4.3 Our current computer environment is primarily a Windows Operating System environment that includes Windows (10, Server 2012,2016) and also a few Apple devices as well as Chromebooks (Chrome OS).

4.4 We are currently managing all print and copy volume through PaperCut MF. In addition, ***we use AptiQ access cards from Allegion that allow for PaperCut authentication at each of the copiers.*** The new system that is installed will be required to work with those types of cards. We also have a “Follow-me” print queue that allows for jobs to be automatically released from the print server when a user successfully logs in. We have PaperCut licenses installed on all devices so that we can report out through PaperCut on both print and copy volume for an individual user.

4.5 Our “Follow me” print driver works on all devices so you do not need a different printer or driver depending on which model you are printing to.

5.0 SCOPE OF WORK

5.0.1 This section outlines the necessary components of a successful bid as well as the evaluation criteria

5.1 EVALUATION CRITERIA

5.1.1 These factors will be critical in the selection of the winning bid:

- Monthly cost per length of contract
- Cost per copy
- Overage costs
- Copies per minute of proposed lease equipment
- Reliability (based on references and/or experience with the product line)
- Meeting the minimum requirements (beyond speed)
- Meeting the desired requirements (in a cost-effective manner)

5.2 EQUIPMENT LEASE

5.2.1 The Bondurant-Farrar Community School District is looking to lease a quantity of seventeen (17) MFP copy machines for a 60-month term paid in monthly installments. The included **Exhibit A** lists the current leased equipment and proposed changes to leased devices. **Exhibit B** lists the same, minus 1 copier per building.

5.2.2 All copy machines must be newly manufactured. No used, demo, refurbished or remanufactured products will be accepted. Equipment should have a new machine serial number and designation.

5.2.3 Any cost associated with the return of the current leased equipment shall be the responsibility of the successful vendor. The vendor will obtain contract information from BFCSD and will make arrangements to return all existing leased equipment to the appropriate vendor/leasing company.

5.2.4 The vendor shall be responsible for removal of ALL old copiers and copier equipment. **This includes all communication and expenses related to the previous vendor to remove ALL equipment.** The vendor will also be responsible for clean-up and removal of all packing cartons, boxes, crates, packaging materials, etc. from the premises after delivery and set-up of equipment and/or software.

5.2.5 The vendor shall install and test the copiers. BFCSD will participate in testing and review results and may recommend modification and changes to meet contract specifications.

5.2.6 Please describe the electrical requirements for the machine(s) you are proposing.

5.2.7 The District shall be responsible for providing insurance coverage on the leased copy equipment.

5.2.8 Leased equipment should interface with the District's use of PaperCutMF in both copy and print accounting.

5.2.9 The following lists the minimum requirements and qualities desired two (2) types of leased devices:

5.2.9.1 - DEVICE A - Large Footprint Color MFP Copier *(Currently our Sharp MX-3640N)*

- MUST allow and include the use of Allegion AptiQ cards.
- Copiers must allow the option to force all jobs to be B&W by default.
- Scan to email, scan to USB, and scan direct to Google Drive.
- Automatic reversing document feed
- Automatic trayless duplexing - 1:1, 1:2, 2:2, 2:1
- Automatic tray switching
- Capable of fax
- Interrupt (pause)
- Local preset templates options
- Job Memory (minimum of 10 jobs)
- Collating, Stapling and Duplex
- Capacity to process paper weights from 16 lb. bond to 110 lb. index.
- Saddle Stitch and Hole Punch
- Multiple paper trays (options for size, at least 1 tray with 2,000 page capacity required)
- NIC (RJ45 supporting TCP/IP)
- Google Print supported
- Sheet size capacity from 5.5"x8.5" to 11"x17"
- Bypass tray (50-sheet intelligent bypass tray)
- Minimum speed of 55 sheets per minute
- Capable of reductions and enlargements from 25-400% (1% increments)

5.2.9.2 - DEVICE B - Large Footprint Black & White MFP Copier *(Currently our Sharp MX-M565N)*

- MUST allow and include the use of Allegion AptiQ cards.
- Scan to email, scan to USB, and scan direct to Google Drive.
- Automatic reversing document feed
- Automatic trayless duplexing - 1:1, 1:2, 2:2, 2:1
- Automatic tray switching
- Capable of fax
- Interrupt (pause)
- Local preset templates options
- Job Memory (minimum of 10 jobs)
- Collating, Stapling and Duplex
- Capacity to process paper weights from 16 lb. bond to 110 lb. index.
- Saddle Stitch and Hole Punch
- Multiple paper trays (options for size, at least 1 tray with 2,000 page capacity required)
- NIC (RJ45 supporting TCP/IP)
- Google Print supported
- Sheet size capacity from 5.5"x8.5" to 11"x17"
- Bypass tray (50-sheet intelligent bypass tray)
- Minimum speed of 55 sheets per minute
- Capable of reductions and enlargements from 25-400% (1% increments)

5.2.10 Device A and B (or any combination) can be the same model as long as they meet the minimum requirements of each type in the most cost effective way. Strong preference will be given to bids with all 2 device types being the same manufacturer.

5.3 MANAGED PRINTER/COPIER SERVICES

5.3.1 The Bondurant-Farrar Community School District is looking for a **fixed monthly maintenance fee for managed printer/copier services on each leased device** . This includes the newly leased equipment detailed above and in **Exhibit A** or **Exhibit B** (depending on which solution is selected by BFCSD).

5.3.2 The managed printer/copier services should include, but not limited to, help desk support, remote device monitoring, on-site service, routine device maintenance and supplies.

5.3.3 The successful bidder will assume responsibility for the services listed above at a fixed cost per image. This cost can vary based on device types.

5.3.4 The District will supply only the paper and staples for the devices and all other supplies should be included in the fixed cost per image.

5.3.5 Maintenance must be available from 8:00 am to 5:00 pm, Monday through Friday, with suggested response time of 4 hours.

5.3.6 Vendor must state their maximum service response time in the included Bidder Response Form (Section 12.0)

5.3.7 Preventative maintenance should be performed on a minimum of a monthly basis on all machines in the district. This schedule will be reviewed after the first six months of the contract and on a yearly basis thereafter.

5.3.8 BFCSD technical staff require the ability to manage all devices from a centralized location. Management software should allow system administrators to check the status of machines (toner levels, paper jams, maintenance issues, etc) as well as make configuration changes to each proposed device. Management software must be web-based.

5.3.9 If at any time during the term of this agreement any part of the MFP system is determined to be inadequate to meet the needs of the district, the vendor shall furnish a substitute that is mutually acceptable to both the district and the vendor to meet the needs of the district.

5.3.10 If machines have repeated issues that cannot be corrected after many attempts, the vendor would need to replace the troubled machine at no expense to the school district and without changing the lease contract terms and Conditions.

5.3.11 The District will purchase and maintain the primary server-side PaperCutMF license. That cost should not be included in the printer/copier managed services. However, any device level licenses should be included by the vendor for all devices being covered. All current devices have PaperCutMF 9 licenses so it would simply be extended that license if those are not perpetual Licenses.

5.3.12 Any system that is adopted should function on OS X, Chromebook and/or Windows workstation. Strong consideration will be given to systems that use web browsers as workstation clients. Windows emulation (i.e. virtual PC) will not be Accepted.

5.3.13 The managed services should include support with print drivers and workstation setup to provide the functionality described in this RFP.

5.3.14 The managed services should include support and troubleshooting with PaperCutMF functionality. This might include, but not limited to, report creation, user quotas, and print queue setup to meet the District's needs of PaperCutMF.

5.3.15 Full documentation of all warranty and maintenance agreement information must be included with the proposal.

5.3.16 Vendor supplied black and white toner may not be off brand and must be OEM. Unlimited toner should be part of the contract. Consumable supplies must meet original equipment manufacturer's specifications. Consumable supplies should not exceed 1% failure rate.

5.4 DELIVERY AND INSTALLATION

5.4.1 The vendor must provide BFCSD with an installation/implementation plan as well as a proposed timeline for the plan. The plan should include the delivery and installation process for both the leased equipment as well as the managed printer/copier services. The successful vendor and BFCSD technical staff will work together to manage the implementation at each location. This can be done after contracts have been executed.

5.4.2 Prices shall include delivery FOB to destination. The price shall include delivery, setup, and any necessary hardware adjustments to ensure the operational effectiveness of the system.

5.4.3 The successful bidder can begin installing equipment as soon as possible after a final decision is made on May 11, 2020 as long as the leased agreement is for 7/1/20 or after and there are no outside costs associated with the installation. Equipment should be installed and working by July 29, 2020. Please list any deviations from that in the Bidder Response Form (Section 12.0).

5.4.4 BFCSD is currently renovating portions of the Middle School where newly leased equipment would be located. The vendor will need to schedule a secondary installation after the renovations are complete. BFCSD estimates this install window to be between July & August.

5.5 TRAINING

5.5.1 The vendor shall provide training to BFCSD staff in the use of all leased equipment. Primary training will be provided to technical staff upon installation and setup with follow up training provided to both operators (administrative and secretarial staff) and users.

5.5.2 A one or two page “easy use” document must be designed to help users with the overall functions and capabilities of the leased equipment.

5.5.3 Documentation must be designed to acquaint technical users with the overall functions and capabilities of the equipment as well as the managed printer/copier system and how it operates.

6.0 PAYMENT AND INVOICING

6.1 All invoices shall be sent to:

Business Manager
Bondurant-Farrar Community School District
300 Garfield St SW
Bondurant, Iowa 50035

6.2 Any invoice failing to comply with the below requirements will be returned to the vendor for proper processing. Invoices submitted to an incorrect office/address may result in a delay in issuing payment. Invoices will only be accepted for items that have been delivered.

6.3 The vendor must provide one (1) monthly invoice that includes all items and costs incurred to the District in that month. Each invoice should include a breakdown per building showing the beginning and ending count for each machine each month.

6.4 BFCSD reserves the right to withhold payment for either hardware and/or software to the involved vendors pending resolution of any operational questions or concerns to the satisfaction of the BFCSD.

6.5 BFCSD will review the contract on a yearly basis, and if the arrangement is not satisfactory, either party will be able to terminate the arrangement by giving 90 days notice. There will be no penalty assessed either party in the event that a termination of the lease arrangement occurs.

6.6 Upon completion of the initial 60 month term, the Bondurant-Farrar Community School District reserves the right to renew the contract for three (3) additional one (1) year terms, with mutual assent. Any renewal agreed upon shall occur ninety (90) days prior to expiration of the contract then in force.

6.7 Payment procedures will be consistent with the provisions of Section 573.12 of the Iowa Code.

6.8 Termination - BFCSD may terminate the contract resulting from this request at any time that a vendor fails to carry out its provisions. BFCSD shall provide the vendor within thirty (30) days notice of conditions endangering performance. If after the notice, the vendor fails to remedy the conditions contained in the notice, BFCSD shall terminate the contract. BFCSD shall be obligated only for those services rendered and accepted before the date of notice of termination, which may be of use to the BFCSD, less any damages that may be assessed for non-performance. With the mutual agreement of both parties, upon receipt and acceptance of not less than thirty (30) days written notice, the contract may be terminated on an agreed date before the end of the contract period without penalty to either party.

7.0 ADMINISTRATIVE PRIVILEGES

7.1 EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national or ethnic origin, handicap, or any other basis prohibited by Iowa law. The vendor will take affirmative action in regard to employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation and selection for training, so as to ensure that applicants are employed and that employees during employment are treated without regard for their race, color, religion, sex, age, national or ethnic origin, handicap, or any other basis prohibited by Iowa law.

7.2 REJECTION OF PROPOSALS - WAIVERS AND MODIFICATIONS

BFCSD reserves the right to waive any or all informalities in technical or price proposals. The BFCSD may waive or modify provisions of this request for proposal at any stage of the bidding or negotiation process if the waivers or modifications do not substantially change the conditions of the RFP of an offer and do not provide a competitive advantage to any vendor. The BFCSD reserves the right to reject any or all bids, or parts thereof, and to make the award of the contract in the best interests of the BFCSD.

7.3 GIFTS

Chapters 68B and 722 of the Code of Iowa provide that it is either a serious misdemeanor or a felony to solicit, offer, promise, or give anything of value or benefit to a person serving in a public capacity including a school district employee by a person contracting with a public agency or seeking to do so, or by a person who will be affected financially with an intent to influence that employee's acts, opinion, judgment or exercise indiscretion with respect to the employee's duties.

7.4 CONFIDENTIALITY

All District information and data is and shall remain the property of the District and all such information and data shall be considered confidential by the proposing vendor. Proposing vendor agrees that all District information and data shall be used only for the intended purpose and that it shall not disclose any such information and data to any third party except as may be required by law.

7.5 PUBLIC INFORMATION

Iowa laws require that at the conclusion of the selection process, the contents of the bids be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information are recognized as such and are protected by law, and may be withheld if clearly identified as such in a bid.

7.6 SIGNATURE

The offer made and any clarification to the offer shall be signed by an officer of the offering vendor or designated agent authorized to bind the vendor.

7.7 FAILURE TO PROVIDE FUNDS

If funds anticipated for these services do not become available for any reason, the BFCSD shall have the right to terminate the contract without penalty by giving not less than 10 days written notice documenting the lack of funding. In such case the contract shall become void on the last day of the fiscal year for which appropriations were received, except if an appropriation to cover the cost of the contract becomes available after termination under this clause or becomes available retroactively to the time during which the funds became insufficient, the BFCSD agree to re-enter a contract with the terminating vendor under the same provisions, terms, and conditions as the original contract.

7.8 AUDIT OR EXAMINATION OF CONTRACT

Vendors agree that any authorized auditor, and where federal funds are involved, the controller general of the United States or a representative of the United States Government, shall have access to and a right to examine, audit, excerpt, and transcribe any directly pertinent books, documents, papers, and records of the vendor relating to the orders, invoices, or payment of this Contract.

7.9 SUBCONTRACTS

The names of all subcontractors known, or contemplated, shall be listed. The BFCSD may wish to approve all subcontracts. The primary vendor will be responsible for the work performed by the subcontractors.

7.10 VENDOR OR SUBCONTRACTOR PERSONNEL

The BFCSD reserves the right to require replacement of any vendor or subcontractor personnel believed unable to carry out responsibilities, or those who exhibit unsuitability for work, in a public school environment.

7.11 IMMUNITY FROM LIABILITY

Every person party to this agreement is notified and agrees that the BFCSD is immune from liability and suits for or from the vendor's activities involving third parties arising from this contract. It is understood that the BFCSD School Board is not financially responsible for any costs incurred by the submitter in responding to this RFP (including visitation costs, legal costs for any reason, reproduction, postage, mailing, etc.), whether or not it is the successful submitter. The BFCSD may waive any requirements of this RFP should it deem it to be in its best interest. While the BFCSD foresees continuing with the process to procure the application based on this RFP, it reserves the right to terminate the procurement process at any time, should it deem it to be in its best interest to do so.

7.12 TAXES

The BFCSD is exempt from federal excise taxes and no payment will be made for any taxes levied on the vendor's employee's wages. The BFCSD is exempt from state sales and use taxes on equipment and services provided pursuant to the contract. Sales or use taxes shall not be included in the bid price. A tax exemption certificate will be furnished upon request. If a vendor includes in a price any federal or state tax which may be refunded, the vendor shall furnish proof as required by law which will enable the BFCSD to obtain the refund or credit to which it is entitled. If an item is to be sold free of federal tax or any state tax, the seller shall not include such tax in the price and shall furnish all proof required by law to ensure such tax will not be imposed upon the BFCSD.

7.13 EXCEPTION - RIGHT OF BFCSD

The BFCSD reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of this RFP. The BFCSD may choose to negotiate a resolution of any exception. The contract shall be a combination of the specifications, terms, and conditions of this RFP, the offer of the vendor, cost proposals and any agreements, letters, memorandums, and written clarification, modifications, or changes made.

7.14 INDEPENDENT VENDOR

The selected vendor will be an independent vendor and not an employee of the BFCSD. The vendor is responsible for all withholding taxes, Social Security, unemployment, worker's compensation, and other taxes, and shall hold the BFCSD harmless for any claim for the same.

7.15 WARRANTY

Proposing firm represents and warrants that it is the owner of or otherwise has the right to use, distribute, and license or sublicense all materials and methodologies proposed to be used in connection with providing the products and services which are the subject of this RFP and that such materials and methodologies shall not infringe any patent, copyright, or other proprietary right of a third party. Vendor further represents and warrants that the work proposed to be performed and services proposed to be provided will be rendered using sound, professional practices and in a competent and professional manner by knowledgeable, trained and qualified personnel.

7.16 LIQUIDATED DAMAGES — INSURANCE LIABILITY

In the event that the equipment and/or software is not received, delivered and ready for use in accordance with the specifications by July 1, 2020, BFCSD reserves the right to assess a "late delivery fee" of not less than \$100 per day per site which shall be deducted from moneys owed or which may become due to the vendor(s). BFCSD will waive such claim provided that appropriate documentation is submitted from award vendor(s) supporting the delivery delay to be beyond the control of the said vendor(s). The successful vendor shall purchase and maintain such insurance, including but not limited to worker's compensation, as will protect the vendor from claims that may arise out of or result from the vendor's operations under the contract. BFCSD and the vendor waive all rights against each other, and their subcontractors for damages caused by perils covered by insurance, except such rights as they may have to the proceeds of such insurance held by BFCSD and the vendor as trustees.

8.0 REQUIRED BIDDER COMPLIANCE FORM

8.1 CERTIFICATION

The undersigned bidder or contractor hereby certifies that he is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotation provision of Iowa Code 55.314, as amended. He also certifies that he has read, understands and agrees that acceptance by Bondurant-Farrar Community School District of the bidder's offer by issuance of a purchase order (specifications and bidding conditions per bid and bid addendums contained therein) will create a binding contract.

8.2 NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent states that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He further states that no person, firm or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

8.3 SEXUAL HARASSMENT

Each bidder certifies that he has complied with the requirements of Iowa Code Chapter 216, as amended, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

8.4 NO SMOKING

Bidder agrees that he, his employees and subcontractors, will abide by the District no smoking policy on all Bondurant-Farrar Schools properties.

8.5 SEXUAL OFFENDER NOTICE – see attachment (SECTION 9.0)

8.6 DEBARMENT CERTIFICATION STATEMENT – see attachment (SECTION 10.0)

Signature below signifies bidder's compliance with the six requirements above.

Firm

Bidder/Contractor Signature

Address

Phone

Address

Date

9.0 IOWA SEX OFFENDER REGISTRY LAW FORM

Permitted Conduct

Any person on the Sex Offender Registry (SOR) or required to be registered on the SOR and whose conviction involved a sex offense against a minor:

- Who is legally entitled to vote may be on school property solely for the period of time reasonably necessary to exercise the right to vote in a public election if the polling location of the offender is located in a school;
- Who is the parent or legal guardian of a minor may be on school property solely during the period of time reasonably necessary to transport the offender's own minor child or ward to or from a school

CERTIFICATE OF COMPLIANCE

___ I CERTIFY THAT I AM A VENDOR, FIRM, CONTRACTOR or AGENCY to the Bondurant-Farrar Community School District and that I and all employees are in compliance with the new Sex Offender Registry Laws and Regulations who would be on or within 300 feet of the school's boundary. I further certify that no employees who service the Bondurant-Farrar Community School District are sexual offenders whose conviction involved a sex offense against a minor.

Business Name _____

Print Name

Title

Signature

_____/_____/_____
Date

10.0 DEBARMENT CERTIFICATION STATEMENT FORM

Bondurant-Farrar Community School District

These rules shall apply to all companies submitting a response to the Bondurant-Farrar Community School District request.

Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds for \$25,000 or more, and all sub recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Website: <https://www.epls.gov/epls/search.do>

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she understands its terms, and that he/she has signed it knowingly and voluntarily.

Dated: _____

("Company")

By: _____
(Signature)

Printed Name: _____

Title: _____

12.0 BIDDER PROPOSAL FORM

Vendor Information

Company Name	
Company Address	Company Phone
Representative Name (Print)	Representative Phone/Email
<input type="checkbox"/> Check here to indicate that you have carefully examined all of the items in this RFP and that your submittal proposes to furnish all materials and comply with all requirements in accordance to the RFP. Exceptions must be clearly identified in this Bidder Proposal Form.	
Authorized Representative Signature	Date

The vendor acknowledges the receipt of the following addenda (if any) to the specifications and/or bid documents (give No. and Date of each)

Addendum No:	Dated:
Addendum No:	Dated:

EXHIBIT A - Equipment Lease Specifications

Device A Model	Device A Meets Specifications (5.2.9)? <input type="checkbox"/> Yes <input type="checkbox"/> No (list deviations below)
Device A Monthly Lease Cost (5 yr term)	Device A estimated Lead Time
Device B Model	Device B Meets Specifications (5.2.9)? <input type="checkbox"/> Yes <input type="checkbox"/> No (list deviations below)
Device B Monthly Lease Cost (5 yr term)	Device B estimated Lead Time
Equipment Lease Deviations:	
Based on your estimated lead times for devices. If contracts are awarded on May 11, 2020, do you feel confident about getting equipment on-site and tested on or before July 21, 2020? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, your projected deliver and install date would be _____	
Other Equipment Lease Notes or Deviations	

EXHIBIT B - Equipment Lease Specifications

Device A Model	Device A Meets Specifications (5.2.9)? <input type="checkbox"/> Yes <input type="checkbox"/> No (list deviations below)
Device A Monthly Lease Cost (5 yr term)	Device A estimated Lead Time
Device B Model	Device B Meets Specifications (5.2.9)? <input type="checkbox"/> Yes <input type="checkbox"/> No (list deviations below)
Device B Monthly Lease Cost (5 yr term)	Device B estimated Lead Time
Equipment Lease Deviations:	
Based on your estimated lead times for devices. If contracts are awarded on May 11, 2020, do you feel confident about getting equipment on-site and tested on or before July 21, 2020? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, your projected deliver and install date would be _____	
Other Equipment Lease Notes or Deviations	

Managed Services Specifications

Device A Price Per Click (B/W)	Device A Price Per Click (Color)
Device B Price Per Click (B/W)	Device C Price Per Click (B/W)
Device D Price Per Click (B/W)	Device D Price Per Click (Color)
Device E Price Per Click (B/W)	Do scan jobs count as page clicks? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does this proposal include automatic replacement toner ordering? If so, please describe how	
State location of nearest service office	
Maximum Service Response Time	Are you currently supporting PaperCutMF elsewhere?
Managed Services Deviations	
Other Notes or Deviations	

REFERENCES

Reference #1 Entity Name	
Address	# of Students
Contact Name/Title	Contact Phone/Email
Applications in Use (Papercut, Card readers, etc)	Devices Installed

Reference #2 Entity Name	
Address	# of Students
Contact Name/Title	Contact Phone/Email
Applications in Use (Papercut, Card readers, etc)	Devices Installed

Reference #3 Entity Name	
Address	# of Students
Contact Name/Title	Contact Phone/Email
Applications in Use (Papercut, Card readers, etc)	Devices Installed

EXHIBIT A - LEASED EQUIPMENT (current configuration)

COUNT: 17 total

Building	Location	Model	Monthly Avg (Includes BW & Color)	Replace with Device Type
Anderson	POD 1	Sharp MX-M565N	24,301	Device B
Anderson	POD 3	Sharp MX-M565N	30,440	Device B
Anderson	Main Office	Sharp MX-3640N	3,690	Device A
Anderson	Specials Hall	Sharp MX-M565N	11,238	Device B
High School	Guidance	Sharp MX-M3070	1,222	Device B
High School	Library	Sharp MX-M565N	18,185	Device B
High School	Main Office	Sharp MX-3640N	8,066	Device A
High School	Teacher Workroom	Sharp MX-M565N	18,162	Device B
Middle School	District Office	Sharp MX-3640N	2,530	Device A
Middle School	Library	Sharp MX-M565N	7,435	Device B
Middle School	Main Office	Sharp MX-3640N	15,213	Device A
Middle School	Room 200 Ofc	Sharp MX-M565N	11,233	Device B
Middle School	Teacher Workroom	Sharp MX-M565N	18,419	Device B
Morris	Main Office	Sharp MX-3640N	9,349	Device A
Morris	North Lab	Sharp MX-M565N	30,034	Device B
Morris	South Closet	Sharp MX-M565N	27,097	Device B
Morris	Teacher Workroom	Sharp MX-M565N	28,083	Device B

EXHIBIT B - LEASED EQUIPMENT (minus 1 copier from each building)

COUNT: 13 total

Building	Location	Model	Monthly Avg (Includes BW & Color)	Replace with Device Type
Anderson	POD 3	Sharp MX-M565N	30,440	Device B
Anderson	Main Office	Sharp MX-3640N	3,690	Device A
Anderson	Specials Hall	Sharp MX-M565N	11,238	Device B
High School	Library	Sharp MX-M565N	18,185	Device B
High School	Main Office	Sharp MX-3640N	8,066	Device A
High School	Teacher Workroom	Sharp MX-M565N	18,162	Device B
Middle School	District Office	Sharp MX-3640N	2,530	Device A
Middle School	Main Office	Sharp MX-3640N	15,213	Device A
Middle School	Room 200 Ofc	Sharp MX-M565N	11,233	Device B
Middle School	Teacher Workroom	Sharp MX-M565N	18,419	Device B
Morris	Main Office	Sharp MX-3640N	9,349	Device A
Morris	South Closet	Sharp MX-M565N	27,097	Device B
Morris	Teacher Workroom	Sharp MX-M565N	28,083	Device B