



**Ravenna Public Schools  
12322 Stafford Street  
Ravenna, MI 49451**

**Request for Proposals**

**Copier & Printer Refresh**

**Issue Date September 15, 2023**

Ravenna Public Schools (the “School District”) is desirous of receiving proposals for a Copier & Printer Refresh for the School District. The purpose of this request for proposals for a Copier & Printer Refresh is to obtain sealed proposals from professional and qualified vendors who can provide a Copier & Printer Refresh in accordance with the terms and conditions of this RFP. The School District may select one or more qualified vendors to proceed with the negotiation process from those submitted Proposals. Past experience will also be judged through the reference of each entity.

**SCHOOL DISTRICT PROFILE**

The School District operates five (5) buildings, which include elementary, middle school, high school, early childhood center, and an administrative building.

**PROPOSAL SUBMISSION DEADLINE AND REQUIREMENTS**

The Due Date for submission of Proposals in response to this RFP is:

**September 29th, 2023 at 9:00 a.m. Local Time** (the “Due Date”)

All Proposals must be delivered to the School District’s High School Office on or before the Due Date as follows:

**Ravenna Public Schools  
Attn: Ryun Landheer, Director of Technology  
Ravenna High School  
2766 S. Ravenna Rd.  
Ravenna, MI 49451**

All Proposals must be marked “Copier & Printer Refresh” in the lower left hand corner of the Proposal package.

Oral, E-Mail or Facsimile Proposals will not be accepted. Any Proposals received after the Due Date listed above will not be accepted or considered and will be made available to the respective vendor, unopened, for pick-up at the vendor’s sole expense.

At the specified location and Due Date stated above, all timely submitted Proposals shall be publicly opened and dated. Any interested parties may attend. No immediate decision will be

rendered.

Proposals must be presented in the format requested. Proposals not submitted in the prescribed form may be rejected at the sole discretion of the School District. Vendors are to provide three (3) hardcopies and one (1) electronic copy of any Proposal within the sealed package.

The School District reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all Proposals with or without cause. The School District further reserves the right to waive any irregularity or informality in the RFP process or any Proposal, and the right to award the contract to other than the lowest bidder. The School District reserves the right to request additional information from any or all bidders. All Proposals shall be considered firm for ninety (90) days after Due Date for Proposals.

Requests for clarification or questions on bidding procedures or specifications may be directed to **Ryun Landheer**, Director of Technology by e-mail at **rlandheer@ravennaschools.org**. All requests for clarification or questions must be submitted on or before **September 22nd, 2023 at 12:00 noon**. All questions and requests for clarification must be submitted via e-mail. Oral questions will not be accepted. All e-mailed questions and responses will be e-mailed to each vendor who submitted an e-mail address.

From the issue date of this RFP until a vendor is selected and the selection announced, a prospective vendor shall not communicate about the subject of this RFP or a vendor's Proposal with the School District, its Board of Education, or any individual member, administrators, faculty, staff, students, or employees, except for Ryun Landheer, Director of Technology.

The School District intends that all vendors shall have equal access to information relative to this RFP, and that this RFP contains adequate information. No information communicated, either verbally or in writing, to or from a vendor shall be effective unless confirmed by written communication contained in an addendum to this RFP, a request for clarification/question or other written response thereto, or in the Proposal.

A recipient of this RFP is responsible for any and all costs and liabilities incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to this RFP, or any negotiations incidental to its Proposal or this RFP.

Each vendor certifies that their Proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a Proposal for the same subject matter and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

The following outlines the information that must be provided by each vendor and the required format for its Proposal. Any Proposal not providing the required information, or not conforming to the format specified, may be disqualified on that basis. Proposals must: (i) demonstrate an understanding of the scope of services desired under this RFP; (ii) services, including the features of each, proposed by the vendor; and (iii) include all necessary information to enable the School District to thoroughly evaluate each vendor's overall experience, expertise, qualifications and ability to deliver the services in accordance with the requirements and obligations of this RFP. Each Proposal shall also include any other information or explanations that the vendor feels is/are

significant with respect to the School District making an informed decision relative to its Proposal.

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## **I. General Vendor Information**

*The following items are of interest to the School District concerning each vendor. As a quality business relationship is important, each vendor should include anything else it feels the School District should understand about its company and/or Proposal. Please answer the following questions if they are applicable. If not, please indicate with a "N/A" response.*

- A. What is the legal name of your company?
- B. Please state the number of years your company has been in business.
- C. Are you a subsidiary, affiliate, or franchise? If yes, what is the name of your parent company?
- D. What are the headquarters' location address and relevant phone numbers?
- E. What is the company ownership structure?
- F. How many employees do you have locally?
- G. Outline the insurance coverage you carry.
- H. Provide Federal tax identification number.
- I. Describe all past and present lawsuits or legal actions that your company has had in the past three years. Also, please state whether these actions have had a material effect on the financial condition of your company.
- J. Has your company filed for "Chapter 11" within the past five years? If yes, how will this affect your ability to provide service?
- K. What kind of geographical classification applies to your company?
  - a. Local: (i.e., operates only one city)
  - b. Regional: (i.e., operates only in one geographical location)
  - c. Multi-Regional: (i.e., in more than one region but not national)
  - d. National: (i.e., provide services across the U.S. only)

## **II. Organizational Structure and Philosophy**

- A. How is your organization structured locally and how does this structure support your ability to provide the services you are proposing?
- B. What differentiates your organization from your competition?
- C. Describe your customer satisfaction guarantees of the services in your Proposal.

### III. Staffing

- A. How many Service Staff do you have in the local area?
- B. Please attach an organizational chart of your support teams for the School District, locations, indicate their names, titles, telephone numbers, areas of responsibility, years of experience in the industry, current organizations each team member is providing service to and years with your company.

### IV. Copier & Printer Refresh Specifications

- A. Hardware
  - a. The District is looking to do a one-to-one replacement of the current collection of copiers and printers (see attachment #1)
  - b. All devices must be hard-wire network connected (optional wireless connectivity)
  - c. All hardware must be able to do automatic duplexing
  - d. All hardware must have equivalent or greater features (see attachment #1) in regards to finishers, staple units, high capacity paper trays, etc. as compared to the district's current copiers and printers.
  - e. All hardware must be equivalent or faster than the page per minute (ppm) of the District's current hardware (see attachment #1)
  - f. All MFP devices must be compatible with PaperCut MF (current release) release functions and support PaperCut integrated applications.
- B. Software/Licensing
  - a. The District utilizes PaperCut MF print management software and wishes to continue using this product through the five years of use of the new copiers and printers
  - b. PaperCut MF unlimited user licensing is required
  - c. All MFP devices require PaperCut device/connector licensing
- C. Services
  - a. Physical installation of all copiers and printers
  - b. Installation of power suppression hardware on all MFP units
  - c. Configuration of all network settings (provided by District) and options
  - d. Configuration of automatic meter reading tools to provide automatic toner replenishment. **The District does not wish to manually provide "meter reads" to receive new toner.****
  - e. Apply all firmware or software updates to be current upon completion of installation.
  - f. All maintenance and support to be included in the contract cost.

### V. Other Financial Considerations:

- A. Please provide pricing for the following scenarios:
  - a. Five year lease
  - b. Direct purchase w/five years of support and maintenance

B. What are your acceptable forms of payment?

**VI. References**

A. Please provide at least two references where you have provided products/services to clients.

**VII. Required Attachments**

A. Please provide the following:

1. Familial Relationship Disclosure Form (**Appendix A**)
2. Affidavit of Compliance – Iran Economic Sanctions Act (**Appendix B**)
3. Certificate of Liability Insurance (**Appendix C**)
4. Organization Charts (**Appendix D**)
5. Copier & Printer Refresh Bid (**Appendix E**)
6. Terms and Conditions
7. W-9 Form
8. Device Warranty Information







**Appendix C: Certificate of Liability Insurance**

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**Appendix D: Organization Charts**



<b>Building</b>	<b>Location</b>	<b>Color or BW</b>	<b>Device Type</b>	<b>Details</b>	<b>Manufacturer</b>	<b>Model</b>	<b>Speed (PPM)</b>
Beechnau Elem	Workroom	BW	Full-sized MFP	Duplex, Finisher, staple, 2/3 HP, HCT, TA app	Kyocera	TA7002i	70
Beechnau Elem	Office	Color	Full-sized MFP	Duplex, Fax, Staple, 2/3 HP	Kyocera	TA5052ci	50
Administration	Business Office	BW	Full-sized MFP	Duplex, Fax, Staple, 2/3 HP	Kyocera	TA4002i	60
Administration	Business Office	Color	Printer	Duplex	Kyocera	P6035cidn	37
ECC	ECC Office	BW	Tabletop MFP	Duplex	Kyocera	M3645mfp	47
High School	Workroom	BW	Full-sized MFP	Duplex, Staple, 2/3 HP, HCT, TA app	Kyocera	TA7002i	70
High School	Online Learning Lab	BW	Tabletop MFP	Duplex	Kyocera	M3645mfp	47
High School	Office	Color	Full-sized MFP	Duplex, Fax, staple, 2/3 HP	Kyocera	TA5052ci	50
High School	Student Center	BW	Printer	Duplex and add 500 paper drawer	Kyocera	P3045dn +1tray	47
High School	FFA/Block	BW	Printer	Duplex	Kyocera	P3045dn	47
High School	Art Room	Color	Printer	Duplex	Kyocera	P6035cidn	37
Transportation	Office	Color	Tabletop MFP	Duplex and Fax	Kyocera	M6630cidn	30
Middle School	Workroom	BW	Full-sized MFP	Duplex, Staple, 2/3 HP, HCT, TA app	Kyocera	TA7002i	70
Middle School	Office	Color	Full-sized MFP	Duplex, Fax, Staple, 2/3 HP	Kyocera	TA5052ci	50
Middle School	Media Center	BW	Printer	Duplex and add 500 paper drawer	Kyocera	P3045dn +1tray	47
Middle School	Food Service Office	Color	Tabletop MFP	Duplex	Kyocera	M3645mfp	47
Middle School	Staff Lounge	BW	Full-sized MFP	Duplex, staple, 2/3 HP	Kyocera	TA4002i	60