



# **Irvine Unified School District**

**Orange County, CA**

## **RFI No. 22/23-01 IT Digital Copiers**

**Response Deadline: January 27, 2023 at 12:00 pm**

Contact: Michelle Bennett

Irvine Unified School District  
5050 Barranca Parkway, Irvine, CA 92604  
949-936-5022

Email: [MichelleBennett@iusd.org](mailto:MichelleBennett@iusd.org)

IUSD is seeking information from qualified Providers to provide and support digital copiers. Interested Providers must respond to the enclosed questions and email responses to the contact listed above no later than the deadline. Select providers may be invited to interview with District staff to discuss the upcoming project and the Provider's Proposal. The District reserves the right to reject any and all submissions, to negotiate with any or all responsible submitters, and to waive any deficiencies, irregularities or informalities in any proposal or during the evaluation process. All dates subject to change at the sole discretion of IUSD. Please continue to check our website for updates.

<https://iusd.org/about/departments/business-services/purchasing/current-bids-rfps>

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## Request For Information Details

### Purpose

This Request for Information (RFI) is intended to gather information from prospective copier providers (Providers) to support the Irvine Unified School District's (IUSD, District) upcoming digital copier needs related to procuring new digital copiers (Copiers, Equipment), add-on features such as fax capabilities, wireless capabilities, three-hole punch, extra paper trays, access to cloud services, saddle stitch finisher and card readers (Add-Ons), and maintaining new Copiers and currently owned Toshiba digital copiers (Toshiba Copiers).

### Current Environment

The District is comprised of a community of learners, committed to the highest quality educational experience we can envision. IUSD educates a diverse student population numbering over 35,000 (Pre-K through 12), in one (1) early childhood learning center, twenty-five (25) elementary schools, five (5) K-8 schools, six (6) middle schools, five (5) comprehensive high schools, one (1) alternative high school/ virtual school, one (1) adult education transition program, one (1) District Office, one (1) administrative facility, and one (1) Network Operations Center (NOC) located within the District's boundaries.

Currently, District copiers are under an existing lease and/or maintenance agreement with Toshiba America, Inc. (Toshiba) expiring October 14, 2023, with no new leases commencing after April 14, 2023. Some Kyocera copiers previously purchased by the District are currently maintained by Toshiba. IUSD anticipates replacing the Kyocera copiers and Toshiba copiers that are at end-of-life (Previous Copiers) when entering into a new agreement with the selected Provider. For purposes of this RFI end-of-life shall mean five (5) years old. The District plans to retain purchased Toshiba Copiers that are not yet at end-of-life.

### Desired Equipment and Services

This RFI is intended to provide a mechanism to assist IUSD in evaluating options for an agreement to provide school sites and administrative offices with high-quality digital Copiers and Maintenance to meet varied program requirements **by utilizing a previously established procurement vehicle (such as a NASPO Valuepoint or CMAS) available for current use in California** and incorporating this RFI, Provider's Response, and any additional negotiated terms (Agreement).

The District desires to enter into an agreement with a provider to support new Copier needs on an as-needed basis prior to April 14, 2023. Kyocera and Toshiba Copiers installed prior to October 2018 are anticipated to be decommissioned in early-mid August, 2023, or at a different date as agreed upon by IUSD and awarded Provider. All initial installations should be complete by October 14, 2023. The District anticipates leasing and/or purchasing additional Equipment on an as-needed basis.

Additional Toshiba Copiers obtained after the start of the previous agreement with Toshiba will be retained until they reach end-of-life (five years after installation), at which point the District anticipates replacing them with either purchased or leased Copiers, with lease end dates coterminous with copiers originally leased with awarded Provider. If Provider is unable to provide Maintenance Services for Toshiba Copiers this may not preclude the District from entering into an Agreement with

them.

IUSD desires that the Agreement resulting from this RFI shall include:

1. Copiers for IUSD school sites and District offices - purchased or leased under a sixty (60) month lease/contract term.  
Estimated Start Date: April 14, 2023 for option to lease/purchase new Copiers  
Estimated Replacement of Current Copiers: early - mid August 2023 (exceptions: Toshiba Copiers shall be replaced as they reach end-of-life and a small number of Toshiba copiers will be replaced October 2023)
2. Maintenance Services, including consumable supplies (excluding paper) for **Provider Copiers** for the full duration of the lease/contract term.
3. Maintenance Services including consumable supplies (excluding paper) for **Toshiba Copiers** currently owned by IUSD through their end-of-life (five (5) years old). If Provider is unable to provide maintenance services for Toshiba Copiers this may not preclude the District from entering into an agreement with them.  
Estimated Start Date for Toshiba Copier Maintenance: October 15, 2023

Desired Copier Bands and Estimated Volumes				
	Minimum Copier Speed (PPM)	Monthly Print Volume Range	Estimated Initial Number of Leased Devices	Estimated Add-Ons
<b>Band 1 - Black Image</b>	50	10,000 - 50,000	Total: 36 Start: 12	3 Hole Punch: 9 Saddle Stitch: 0 High Capacity Feeder: 0 Fax: 2 Card Readers: 36 Print Management Software: 36
<b>Band 2 - Black Image</b>	70	50,000 - 100,000	Total: 21 Start: 21	3 Hole Punch: 16 Saddle Stitch: 0 High Capacity Feeder: 5 Fax: 2 Card Readers: 21 Print Management Software: 21
<b>Band 3 - Black Image</b>	90	100,000 - 150,000	Total: 3 Start: 3	3 Hole Punch: 3 Saddle Stitch: 1 High Capacity Feeder: 1 Fax: 0 Card Readers: 3

				Print Management Software: 3
<b>Band 4 - Black &amp; Color</b>	50	10,000 - 30,000	Total: 75 Start: 47	3 Hole Punch: 42 Saddle Stitch: 1 High Capacity Feeder: Fax: 18 Card Readers: 75 Print Management Software: 75
<b>Band 5 - Black &amp; Color</b>	60	30,000 - 50,000	Total: 38 Start: 33	3 Hole Punch: 26 Saddle Stitch: 2 High Capacity Feeder: 3 Fax: 7 Card Readers: 38 Print Management Software: 38
<b>Band 6 - Black &amp; Color</b>	70	50,000 - 100,000	Total: 23 Start: 23	3 Hole Punch: 22 Saddle Stitch: 3 High Capacity Feeder: 18 Fax: 2 Card Readers: 23 Print Management Software: 23

**Total** = Current number of equivalent copiers in District use

**Start** = Anticipated replacement in early-mid August after entering into an Agreement with selected Provider.

**Print Management Software** = IUSD currently uses Papercut for all copiers and printers. IUSD prefers to continue to use Papercut as its management software. However, IUSD will consider alternatives that offer equivalent features and interoperability across printers and device platforms.

The estimated number of Copiers and Add-Ons are provided for reference only. The District makes no warranties that it will lease or purchase the number of machines listed within this RFI.

**Copier Band Requirements:**

The District anticipates lease and/or purchase of the following bands of Copiers. Please review District’s desired performance of each band to determine what Provider Equipment best meets District needs. When proposing Equipment please be sure to clarify any performance criteria not met.

**Volume Band One: Black 50 pages per minutes or greater**

<b>Minimum Features and Specifications</b>		<b>Security Features</b>	
Processor	1Ghz	Data Protection	Hard drive overwrite Hard drive encryption
Hard Drive	250GB	Device Access restriction	Restrict device access by IP or user
Memory	3GB	Authentication	Active Directory User/Department ID Card Reader
Speed	50PPM	<b>Management</b>	
<b>Copier requirements</b>		Fleet management software for IT	Centralized enterprise-level management software for configuring, patching, identifying, and reporting of all devices
Paper size	Letter/Legal/Ledger	Meter read	Centralized web-based management interface to report on meter reads for all devices. Info should include copy, print, and scan usage
Paper input capacity	1000 sheets	<b>Environmental Standards</b>	
Duplex	Automatic		Energy Star certified RoHS compliant
Automatic Document Feeder	100 sheets	<b>Options</b>	
Finisher	50-sheet staple		Fax card
<b>Print requirements</b>			Fax to email/folder
Printer Language and driver	PCL5, PCL6, PS3, Universal print driver		Wireless (a/b/g/n) connectivity
Connectivity	10/100/1000 Base-T Ethernet		Three hole punch finisher
Print resolution	1200x1200 dpi		Saddle stitch finisher
Operating system and mobile support	Windows 10/11, Mac OSX 10 AirPrint		Extra trays
<b>Scan requirements</b>			Access to cloud services (e.g., Google drive, OneDrive and SharePoint)
Scan functionalities	Scan to email (SMTP) Scan to file/folder (SMB) USB, SD Card		
Scan resolution	600x600 dpi		
Scan formats	TIFF, PDF, PDF/A, JPEG, High compression PDF, searchable PDF		

**Volume Band Two: Black 70 pages per minutes or greater**

<b>Minimum Features and Specifications</b>		<b>Security Features</b>	
Processor	1Ghz	Data Protection	Hard drive overwrite Hard drive encryption
Hard Drive	250GB	Device Access restriction	Restrict device access by IP or user
Memory	3GB	Authentication	Active Directory User/Department ID Card Reader
Speed	70PPM	<b>Management</b>	
<b>Copier requirements</b>		Fleet management software for IT	Centralized enterprise-level management software for configuring, patching, identifying, and reporting of all devices
Paper size	Letter/Legal/Ledger	Meter read	Centralized web-based management interface to report on meter reads for all devices. Info should include copy, print, and scan usage
Paper input capacity	3000 sheets	<b>Environmental Standards</b>	
Duplex	Automatic		Energy Star certified RoHS compliant
Automatic Document Feeder	100 sheets	<b>Options</b>	
Finisher	50-sheet staple		Fax card
<b>Print requirements</b>			Fax to email/folder
Printer Language and driver	PCL5, PCL6, PS3, Universal print driver		Wireless (a/b/g/n) connectivity
Connectivity	10/100/1000 Base-T Ethernet		Three hole punch finisher
Print resolution	1200x1200 dpi		Saddle stitch finisher
Operating system and mobile support	Windows 10/11, Mac OSX 10 AirPrint		Extra trays
<b>Scan requirements</b>			Access to cloud services (e.g., Google drive, OneDrive and SharePoint)
Scan functionalities	Scan to email (SMTP) Scan to file/folder (SMB) USB, SD Card		
Scan resolution	600x600 dpi		
Scan formats	TIFF, PDF, PDF/A, JPEG, High compression PDF, searchable PDF		

**Volume Band Three: Black 90 pages per minutes or greater**

<b>Minimum Features and Specifications</b>		<b>Security Features</b>	
Processor	1Ghz	Data Protection	Hard drive overwrite Hard drive encryption
Hard Drive	250GB	Device Access restriction	Restrict device access by IP or user
Memory	3GB	Authentication	Active Directory User/Department ID Card Reader
Speed	90PPM	<b>Management</b>	
<b>Copier requirements</b>		Fleet management software for IT	Centralized enterprise-level management software for configuring, patching, identifying, and reporting of all devices
Paper size	Letter/Legal/Ledger	Meter read	Centralized web-based management interface to report on meter reads for all devices. Info should include copy, print, and scan usage
Paper input capacity	4000 sheets	<b>Environmental Standards</b>	
Duplex	Automatic		Energy Star certified RoHS compliant
Automatic Document Feeder	100 sheets	<b>Options</b>	
Finisher	50-sheet staple		Fax card
<b>Print requirements</b>			Fax to email/folder
Printer Language and driver	PCL5, PCL6, PS3, Universal print driver		Wireless (a/b/g/n) connectivity
Connectivity	10/100/1000 Base-T Ethernet		Three hole punch finisher
Print resolution	1200x1200 dpi		Saddle stitch finisher
Operating system and mobile support	Windows 10/11, Mac OSX 10 AirPrint		Extra trays
<b>Scan requirements</b>			Access to cloud services (e.g., Google drive, OneDrive and SharePoint)
Scan functionalities	Scan to email (SMTP) Scan to file/folder (SMB) USB, SD Card		
Scan resolution	600x600 dpi		
Scan formats	TIFF, PDF, PDF/A, JPEG, High compression PDF, searchable PDF		



**Volume Band Four: Color 50 pages per minutes or greater**

<b>Minimum Features and Specifications</b>		<b>Security Features</b>	
Processor	1Ghz	Data Protection	Hard drive overwrite Hard drive encryption
Hard Drive	250GB	Device Access restriction	Restrict device access by IP or user
Memory	3GB	Authentication	Active Directory User/Department ID Card Reader
Speed	50PPM BW and Color	<b>Management</b>	
<b>Copier requirements</b>		Fleet management software for IT	Centralized enterprise-level management software for configuring, patching, identifying, and reporting of all devices
Paper size	Letter/Legal/Ledger	Meter read	Centralized web-based management interface to report on meter reads for all devices. Info should include copy, print, and scan usage
Paper input capacity	1000 sheets	<b>Environmental Standards</b>	
Duplex	Automatic		Energy Star certified RoHS compliant
Automatic Document Feeder	100 sheets	<b>Options</b>	
Finisher	50-sheet staple		Fax card
<b>Print requirements</b>			Fax to email/folder
Printer Language and driver	PCL5, PCL6, PS3, Universal print driver		Wireless (a/b/g/n) connectivity
Connectivity	10/100/1000 Base-T Ethernet		Three hole punch finisher
Print resolution	1200x1200 dpi		Saddle stitch finisher
Operating system and mobile support	Windows 10/11, Mac OSX 10 AirPrint		Extra trays
<b>Scan requirements</b>			Access to cloud services (e.g., Google drive, OneDrive and SharePoint)
Scan functionalities	Scan to email (SMTP) Scan to file/folder (SMB) USB, SD Card		
Scan resolution	600x600 dpi		
Scan formats	TIFF, PDF, PDF/A, JPEG, High compression PDF, searchable PDF		

**Volume Band Five: Color 60 pages per minutes or greater**

<b>Minimum Features and Specifications</b>		<b>Security Features</b>	
Processor	1Ghz	Data Protection	Hard drive overwrite Hard drive encryption
Hard Drive	250GB	Device Access restriction	Restrict device access by IP or user
Memory	3GB	Authentication	Active Directory User/Department ID Card Reader
Speed	60PPM BW and Color	<b>Management</b>	
<b>Copier requirements</b>		Fleet management software for IT	Centralized enterprise-level management software for configuring, patching, identifying, and reporting of all devices
Paper size	Letter/Legal/Ledger	Meter read	Centralized web-based management interface to report on meter reads for all devices. Info should include copy, print, and scan usage
Paper input capacity	2000 sheets	<b>Environmental Standards</b>	
Duplex	Automatic		Energy Star certified RoHS compliant
Automatic Document Feeder	100 sheets	<b>Options</b>	
Finisher	50-sheet staple		Fax card
<b>Print requirements</b>			Fax to email/folder
Printer Language and driver	PCL5, PCL6, PS3, Universal print driver		Wireless (a/b/g/n) connectivity
Connectivity	10/100/1000 Base-T Ethernet		Three hole punch finisher
Print resolution	1200x1200 dpi		Saddle stitch finisher
Operating system and mobile support	Windows 10/11, Mac OSX 10 AirPrint		Extra trays
<b>Scan requirements</b>			Access to cloud services (e.g., Google drive, OneDrive and SharePoint)
Scan functionalities	Scan to email (SMTP) Scan to file/folder (SMB) USB, SD Card		
Scan resolution	600x600 dpi		
Scan formats	TIFF, PDF, PDF/A, JPEG, High compression PDF, searchable PDF		

**Volume Band Six: Color 70 pages per minutes or greater**

<b>Minimum Features and Specifications</b>		<b>Security Features</b>	
Processor	1Ghz	Data Protection	Hard drive overwrite Hard drive encryption
Hard Drive	250GB	Device Access restriction	Restrict device access by IP or user
Memory	3GB	Authentication	Active Directory User/Department ID Card Reader
Speed	70PPM BW and Color	<b>Management</b>	
<b>Copier requirements</b>		Fleet management software for IT	Centralized enterprise-level management software for configuring, patching, identifying, and reporting of all devices
Paper size	Letter/Legal/Ledger	Meter read	Centralized web-based management interface to report on meter reads for all devices. Info should include copy, print, and scan usage
Paper input capacity	3000 sheets	<b>Environmental Standards</b>	
Duplex	Automatic		Energy Star certified RoHS compliant
Automatic Document Feeder	100 sheets	<b>Options</b>	
Finisher	50-sheet staple		Fax card
<b>Print requirements</b>			Fax to email/folder
Printer Language and driver	PCL5, PCL6, PS3, Universal print driver		Wireless (a/b/g/n) connectivity
Connectivity	10/100/1000 Base-T Ethernet		Three hole punch finisher
Print resolution	1200x1200 dpi		Saddle stitch finisher
Operating system and mobile support	Windows 10, Mac OSX 10 AirPrint		Extra trays
<b>Scan requirements</b>			Access to cloud services (e.g., Google drive, OneDrive and SharePoint)
Scan functionalities	Scan to email (SMTP) Scan to file/folder (SMB) USB, SD Card		
Scan resolution	600x600 dpi		
Scan formats	TIFF, PDF, PDF/A, JPEG, High compression PDF, searchable PDF		

**Toshiba Copiers Not at End-Of-Life**

The District purchased multiple Toshiba Copiers after IUSD’s initial start date with Toshiba and anticipates retaining them through their end-of-life (five years from the date of installation). If supported, include pricing for Maintenance Services for the Toshiba Copiers in the Pricing Forms. Be sure to include: full maintenance service, preventative maintenance service, and consumable supplies, excluding paper (Maintenance Services) for all Toshiba Copiers.

Toshiba Copiers Not at End-Of-Life:	
Toshiba Model No	Number of Copiers
e-studio 5015/5025	21
e-studio 5018	23
e-studio 6506/6516	5

\*The estimated number of Toshiba Copiers are provided for reference only.

**RFI Responses**

Providers should respond to all questions in the Request for Information (“RFI”). Responses, along with any supporting materials, must be submitted via email to the contact on the title page of this RFI no later than the specified submission deadline. Attachment files must be no greater than 25 megabytes. File sizes larger than 25 megabytes may be submitted via a file share option such as Dropbox or Google Folder.

*Hard copies are not required*, but may be delivered to Irvine Unified School District located at 5050 Barranca Parkway, Irvine, CA 92604 between the hours of 9:00am and 4:00pm on weekdays. Providers who elect to submit hard copies should submit:

- (1) Master Bound Hardcopy Response in a binder that allows for easy removal of pages.
- (2) Additional Bound Hardcopy Responses in binders that allow for easy removal of pages.
- (1) Electronic Proposal on CD or Flashdrive

Hard copies shall be submitted in a sealed box/envelope and shall be clearly marked: “Response to RFI No. 22/23-01 IT Digital Copiers.”

Hard copies shall be submitted to:  
Irvine Unified School District  
Purchasing Department  
Attn: Michelle Bennett  
5050 Barranca Parkway  
Irvine, California 92604

It is the Provider’s responsibility to ensure receipt by the District prior to the deadline listed in the Calendar of Events. The District will conduct a fair and impartial evaluation of submissions. In conducting this evaluation, the District may obtain and use information in addition to that contained in Responses, from any source desired. District staff may request additional information from Providers throughout the selection process. Selected Providers may be invited to interview and with and/or present to District staff. The District shall make its evaluation in its sole discretion.

**Calendar of Events**

Event	Details	Date
RFI Posting	IUSD Website	October 19, 2022
Last Day to Submit Clarifying Questions	MichelleBennett@iusd.org	January 6, 2023 12:00pm
Response to Clarifying Questions Posted	IUSD Website	January 13, 2023
Responses Due	MichelleBennett@iusd.org	January 27, 2023 12:00pm
Estimated Final Decision		*anticipated February 23, 2023

All dates are subject to change. Amendments to these dates, and other aspects of the RFI, will be posted at <https://iusd.org/business-services/purchasing/current-bids-rfps>

## Provider Information

<b>Firm/Provider Legal Name</b>	
<b>Primary Contact Name</b>	
<b>Contact Title</b>	
<b>Contact Email</b>	
<b>Contact Phone</b>	

<b>Definitions</b>	
<b>Copiers, Equipment</b>	New Provider digital copiers
<b>Add-Ons</b>	Fax capabilities, wireless capabilities, three-hole punch, extra paper trays, access to cloud services, saddle stitch finisher, and card readers.
<b>Toshiba Copiers</b>	Toshiba copiers currently owned by IUSD. Planned replacement at end of life (5 years after installation).
<b>Previous Copiers</b>	Toshiba and Kyocera copiers currently owned by IUSD. Planned replacement in early-mid August 2023.
<b>Maintenance, Maintenance Services, Cost per Copy</b>	Installation, configuration, full maintenance service, preventative maintenance service, repairs, reporting and accountability support, and proactive replenishment of consumable supplies, excluding paper (including but not limited to: toner, drums, belts, process rollers, brushes, filler bags, wiper bags, staples, waste toner cartridges, masters, developer, and all labor) for all Copiers that Provider supports.

## **Part 1: Provider Support and Ability to Perform**

### **1.1 Provider Information & Installation**

1.1.1 Provide information and documentation related to current procurement vehicles available in California for the purchase and/or lease of copiers and related equipment (e.g.: NASPO ValuePoint documents, including current California Participating Addendum or CMAS agreement and all amendments. Links are acceptable). Please include the specific contract reference numbers, any addendums and/or extensions related to the master contract or California purchases, and the term dates of the current agreement(s).

1.1.2 If Provider's procurement vehicle is set to expire within the next twelve (12) months provide information regarding planned extensions and/or new procurement vehicles.

1.1.3 If the Copiers, Add-Ons and Maintenance Services are available through a piggybackable agreement other than CMAS, NASPO or other State/Federal contract provide documents and links related to that agreement. Piggybackable agreements (1) must have been issued by a public agency in California, (2) must have been formally advertised, and (3) must have used price as the primary evaluation factor. Documents and links must include the original bid or request for proposals, proof of advertisement, the resulting award, term dates, and a clear inventory of the products and services available through the agreement.

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1.1.4 List any requested items not currently available through the procurement vehicle available in California (ie: Copier bands, Add-Ons, Maintenance Services (including supplies), print management software, etc.).

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1.1.5 Provider Background/Qualifications:

Instructions/Overview: Provide a brief description of Provider’s firm(s), as well as any other firms joining with Provider to provide services.

History of the firm(s)	
Age of the firm(s)	
Number of employees	
Organizational structure of the firm(s)	
Length of time in the industry & background providing & maintaining digital copiers	
Number of office locations	
Addresses of office local to Irvine, Ca	

1.1.6 Provider Contact(s)

Instructions/Overview: Provide a list of Provider resources/staff that will be assigned to IUSD’s implementation. For each provide: name, description of role, detailed experience information and/or



resume, and estimated availability and anticipated time commitment, years of experience with Provider, and recent projects similar in scope to IUSD’s implementation.	
Contract/sales contact	Name: Description of Role: Experience: Anticipated Availability: Years of Experience with Provider: Recent Projects Similar in Scope to IUSD’s Implementation:
Product manager(s)	Name: Description of Role: Experience: Anticipated Availability: Years of Experience with Provider: Recent Projects Similar in Scope to IUSD’s Implementation:
Primary Contact	Name: Description of Role: Experience: Anticipated Availability: Years of Experience with Provider: Recent Projects Similar in Scope to IUSD’s Implementation:
Other (specify)	Name: Description of Role: Experience: Anticipated Availability: Years of Experience with Provider: Recent Projects Similar in Scope to IUSD’s Implementation:

1.1.7 Provide customer references for at least five (5) K-12 or government organizations currently serviced by the Provider. Include the size of each reference organization and the scope of the project. At least three (3) of the references must be using the proposed Solution. Installations should be similar in scope, timeline and technical design to Provider’s Response for IUSD. Each reference must include the following information:

- Organization/Customer Name.
- Name, Title, and Contact Information of an organization contact who has ongoing involvement in the system and is knowledgeable about the implementation.
- Organization/Customer Size - Indicate the number of sites/locations serviced by Providers. Indicate any additional information that may be useful in determining the size of the organization/customer.
- Number of copiers installed during initial installation.
- Length of time from contract execution to full installation of copiers and additional services/equipment for the referenced project.
- Installation date.

- Description of in-use system – please include details, including but not limited to, which equipment is currently in use. Please note if the equipment installed is comparative to the proposed Copiers, Equipment and services. (References must be from organizations using the same or similar products and services).
- Provider Project Manager(s) or primary Provider Contact for implementation and ongoing use of products and services.

Reference #1	
Organization/Customer Name	
Name, Title & Contact information for organization contact	
Organization/Customer Size - number of locations	
Number of copiers installed	
Implementation length	
Installation Date	
Provider Project Manager/Primary Contact	

Reference #2	
Organization/Customer Name	
Name, Title & Contact information for organization contact	
Organization/Customer Size - number of locations	
Number of copiers installed	
Implementation length	
Installation Date	
Provider Project Manager/Primary Contact	

Reference #3
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Organization/Customer Name	
Name, Title & Contact information for organization contact	
Organization/Customer Size - number of locations	
Number of copiers installed	
Implementation length	
Installation Date	
Provider Project Manager/Primary Contact	

<b>Reference #4</b>	
Organization/Customer Name	
Name, Title & Contact information for organization contact	
Organization/Customer Size - number of locations	
Number of copiers installed	
Implementation length	
Installation Date	
Provider Project Manager/Primary Contact	

<b>Reference #5</b>	
Organization/Customer Name	
Name, Title & Contact information for organization contact	
Organization/Customer Size - number of locations	
Number of copiers installed	
Implementation length	

Installation Date	
Provider Project Manager/Primary Contact	

1.1.8 Describe any additional services or value-added expertise Provider is offering as part of Provider's Proposal.

**1.2 Implementation & Installation**

	Yes	No	Comments
1.2.1 Confirm that the new Copiers shall be installed at the same time the Previous Copiers are removed.			
1.2.2 Confirm that at the end of Provider's Agreement Provider will remove proposed Equipment as scheduled by IUSD, in coordination with the installation of equipment associated with the successor contract at no charge to IUSD.			
1.2.3 Confirm that Provider shall provide a minimum of one (1) hour training at each copier location.			
1.2.4 Confirm that Provider shall provide the IUSD project coordinator a signed delivery receipt showing the model, serial number, site location, and date of delivery within three (3) working days of delivery and installation.			
1.2.5 Confirm that Equipment included in the initial order at existing IUSD sites will be delivered, installed, tested, and ready for staff use in early-mid August.			
1.2.6 Confirm that all Equipment and Supplies delivered to the District shall be in good condition at the time of delivery and are subject to inspection and rejection by the District. The District may return at Provider's expense any supplies or equipment which fail to meet the conditions of this RFI or fail to perform properly.			

<p>Such supplies and/ or Equipment shall be considered as rejected and shall be promptly replaced by Provider. No payment shall be required until replacement is complete. Any merchandise damaged in shipment may be refused by the District and may be returned at Provider's expense. Provider shall trace any merchandise lost in shipment. Provider has no more than thirty (30) days to remedy defective or damaged equipment or services that do not meet the requirements outlined in this RFI.</p>			
<p>1.2.7 Confirm that Copiers leased at later dates during the term of the agreement will have a coterminous end-date as Copiers originally leased with Provider (ex: originally installed Copiers and Copiers installed 3 years after the start of the Agreement have the same lease end-date).</p>			

<p>1.2.8 Provide an overview of Provider's recommended approach to implementation. Provide a project plan that allows all new equipment to be installed at sites in early-mid August. Include tentative dates and a general outline of essential tasks/milestones and the overall timeline for implementation. Please be clear regarding guaranteed delivery time after receipt of a District purchase order.</p>
<ul style="list-style-type: none"> <li>● Overview:</li> <li>● Project Plan:</li> <li>● Guaranteed delivery time:</li> </ul>

<p>1.2.9 Describe any assumptions or constraints impacting Provider's ability to deliver the Solution on the expected timelines.</p>

<p>1.2.10 Describe Provider's expectations for the physical condition of the installation areas. In other words, what does the Provider define as a "room-ready" or acceptable space for the installation of equipment necessary to deliver the Services? Be sure to include floor spacing, floor loading, wall space, environmental factors such as air conditioning and ventilation, minimum size door opening required for equipment movement, and specify the electrical and grounding requirements for the Solution. Indicate what modifications will be needed, if any, at the site to meet those requirements. Unless otherwise stated, Provider will be responsible for any necessary modifications.</p>
<p>Floor Spacing: Floor Loading:</p>

Wall Space:  
Environmental Factors:  
Door Opening Size:  
Electrical & Grounding Requirements:

1.2.11 Please confirm that the Provider assumes all risk of loss or damage until the Solution has been fully implemented and accepted by District staff. State any exceptions or limitations to Provider's assumption of risk.

1.2.12 Please describe liquidated damages or other retribution that Provider will make available to District in the event delays occur exceeding 15 days beyond the scheduled implementation identified in the Provider's project plan.

1.2.13 Describe Provider's proposed project approach, including the roles and responsibilities of project team members, required tasks and necessary onsite work. Include a detailed list of District and Provider responsibilities during the implementation process. Define and explain expectations of IUSD staff, including any requirements related to ordering processes, room readiness, testing and cutover.

Project Approach:  
Provider Responsibilities:  
District Responsibilities:

1.2.14 Describe any expectations related to District personnel, including information needed, coordination of site work, ongoing support or other services that would be the responsibility of the District to support implementation or maintenance of the Copiers and peripherals.

1.2.15 Describe what networking is required and include details related to how Copiers can be pre-programmed with IUSD specifications prior to delivery and installation. Include information about wired and/or wireless connectivity requirements.

1.2.16 Please describe how Provider plans to coordinate regarding the removal of the District's Previous Copiers to ensure limited downtime for staff. Please specify estimated time any site would be without a Copier during the transition.

1.2.17 Provide an overview of the process to order new Copiers after the initial implementation of the Copiers from this RFI (whether due to replacing Toshiba Copiers that reach end-of-life, newly opened sites, or increased needs). Additional Copiers may be leased or purchased. If a site-inspection is required prior to completing the work, include timelines from room-ready site inspection to delivery of the Copier(s).

- Overview:
- Site Inspection Timelines:

1.2.17.1 Describe the typical time and guaranteed time required to install Copier(s) added after the initial implementation of the Copiers from this RFI and bring them online after receipt of a District purchase order (example: One year after the initial installation of Copiers a site wants to replace Toshiba Copiers and places an order for 3 new copiers).

- Typical Time:
- Guaranteed Time:

1.2.17.2 Describe to what extent Provider is willing to remove and dispose of Toshiba Copiers when installing Provider's Copiers added after the initial implementation of the Copiers from this RFI to ensure limited downtime for staff. Please specify estimated time any site would be without a Copier during the transition. Be sure to include all costs associated with removing Previous Copiers and Toshiba Copiers here and in the Pricing Forms.

1.2.18 Describe when in the Agreement new leases (coterminous with the original leased equipment) will no longer be supported (ex: 6 months prior to the end of the Agreement new leases are unavailable).

1.2.19 Describe any time constraints related to trainings (Ex: Training must be scheduled for sites up to 4 months after installation).

--

### 1.3 Support and Maintenance

	Yes	No	Comments
1.3.1 Confirm that, if selected, Provider will provide full-time, company-employed customer service professionals who are trained specifically to support the Copiers and peripherals and the configuration recommended for IUSD.			
1.3.2 Confirm that Provider will appoint a single point-of-contact for IUSD for account management and escalation of issues.			
1.3.3 Confirm that proposed Maintenance Services include training, ongoing support, full maintenance service, preventative maintenance service, repairs, professional services, service fees, surcharges, components, parts, and consumable supplies (including, but not limited to toner, staples, waste toner cartridges, masters, and developer - <i>excluding paper</i> ), for all leased and District-owned copy machines included in the maintenance/service plan, and their components, including, but not limited to drums, belts, process rollers, brushes, filler bags, wiper bags, staples, waste toner, toner, and all labor (Maintenance Services).			
1.3.4 Confirm that Provider shall not charge the District for Copies metered during service calls conducted by the Provider.			
1.3.5 Confirm that Provider shall, at its own expense and without cost to the District and within a reasonable time after receiving a written notice thereof, make good any defect in Copiers, supplies, installation, or any failure to adequately perform Maintenance Services which may develop during the guarantee period. Any associated damage to other items and/or finished surfaces caused by the defect shall also be corrected by the selected Provider to the satisfaction of the District and at no additional cost.			



1.3.6 Confirm that Copiers and supplies shall be delivered and installed, F.O.B. destination, at no cost to IUSD.			
1.3.7 Confirm that Provider has a local repair facility within twenty-five (25) miles of IUSD with an inventory of supplies and parts at that facility.			
1.3.8 Confirm that all of Provider’s delivery and maintenance employees shall wear distinctive company clothing and display company/employee identification, including the employee photograph and name. All Provider employees and subcontractors who will be on site must have received Department of Justice clearance, and must check in at the administration office of each site prior to any delivery or site work.			

1.3.9 Describe anticipated maintenance service availability (ideally 7:00am to 6:00pm, Monday through Friday, excluding holidays) and extended and/or emergency support hours. Please provide details related to regularly scheduled Maintenance and precautions taken to minimize service disruption.

General Support:  
Emergency/Urgent Support:  
Regular Maintenance & Precautions:

1.3.10 Describe the process for submitting Maintenance service requests. Explain how service requests are tracked. Describe how the original requestor as well as centralized District support personnel (IT contact and contract administrator) can view service request history by site, by machine, and by model of machine.

Submission Process:  
Tracking:  
Service History Visibility:

1.3.11 Describe how incoming service requests are classified and prioritized. For each classification of requests, provide guaranteed response times, including initial response/acknowledgement of the request, assignment to a team/technician, on-site response time where needed, and other support milestones. Describe the process for accessing support for high-priority requests after hours. If any additional costs apply for after-hours support list them here and in the Pricing Forms.

Classification & Prioritization:  
Initial Response Time:

Assignment:  
On-Site Response Time:  
Other Milestones:  
High Priority After Hours Support:

1.3.12 Provide details related to the number of Provider’s qualified technicians that are manufacturer certified.

1.3.13 Provide the location of Provider’s nearest local support center that would be responsible for onsite repairs in the event of an outage or other issue.

1.3.14 Describe issue escalation procedures. List any automated triggers to escalate open issues or emergency support calls. Identify procedure for IUSD to escalate issues through key contacts.

1.3.15 Provide Provider agreement templates (e.g.: Maintenance Agreement, Service Level Agreement, etc.).

1.3.16 List any guarantees related to Provider Copier performance and Provider responsiveness (ie: SLA related to Equipment performance).

1.3.17 Describe the maintenance and repair processes and guaranteed response timelines for addressing issues with the Copiers. Describe any components or services included or excluded from the warranty.

Process:  
Guaranteed Response Timelines:  
Excluded Items:

1.3.18 Describe support offered to District by Provider for Copiers that are not in working condition and cannot be repaired immediately to ensure that site staff has limited interruption, even if the delay is due to the need for Provider to obtain supplies/components (ex: guarantee that if a Copier is down for 3 days a loaner copier will be provided until the Copier is repaired and fully functional).

--

1.3.19 List any support related to Toshiba Copier performance Provider is willing to provide, including all costs to the District (ie: Do SLAs apply to Toshiba Copiers? Will Provider supply loaner equipment when Toshiba Copiers are down?).

--

1.3.20 Describe Provider's plans to ensure a stock of Copiers, supplies and service material to insure prompt delivery, installation, and advance replacement for all newly installed Copiers and those already in IUSD's possession.

--

1.3.21 Please describe the size, work location and organizational structure of Provider's support team that will support the Solution. If subcontractors are used for any support, maintenance or repair services, include a description of the process for selection, assignment, and review/supervision of subcontractor work.

--

1.3.22 Describe the process to order supplies, such as toner, staples, waste toner cartridges, etc. (i.e.: automated delivery based on usage algorithm, phone call orders, online orders, etc).

--

1.3.23 Describe the process for District to return or reject any Copier and/or supply which fail to meet the conditions of the RFI or have been damaged in shipment. Please describe the timeline for Provider to replace incorrect or damaged Copiers and/or supplies.

--

1.3.24 Describe the process for replacing a Copier that, through IUSD's determination,

- Has experienced excessive outages or service interruptions (copier is unavailable for more time than the guaranteed uptime in the proposed maintenance agreement);

- Has required frequent repairs or manual intervention from staff (i.e., frequent paper jams), but outages do not yet violate the terms of the maintenance agreement; or
- Is experiencing slowness or maintenance issues that may be attributable to the machine being undersized for the site’s copier needs.

Please include any costs to District in this response and the Pricing Forms.

1.3.25 Describe Provider’s tools and processes for proactively monitoring, maintaining and responding to issues with the Copier fleet. Identify data collected automatically or manually for each copier. Identify what information shall be visible to or provided to IUSD personnel. Provide response time information for typical issues and low supplies. Provide information on defined triggers/thresholds for copier replacement or removal from service for extensive repair.

1.3.26 Describe tools available to IUSD school site and centralized District personnel to view actual monthly and annual impressions by copier against recommended volume for that model device.

1.3.27 Describe Provider’s allowances for District to terminate leases due to site closure, program reduction or declining enrollment at a specific school, including the process for Provider to remove or relocate Equipment. Be clear regarding any termination charges in this response and the Pricing Forms (including fees for termination, remaining monthly charges, Equipment removal, or any other cost associated with termination).

1.3.28 Describe the Provider’s allowances for District to upgrade/downgrade Copiers to a different performance band in response to changes to site/program needs, including any limitations to changes, such as minimum or maximum quantities. Be clear regarding any upgrade/downgrade charges in this response and the Pricing Forms (including fees for upgrade/downgrade, remaining monthly charges, Equipment removal and replacement installations, or any other cost associated with upgrade/downgrade) (Ex: Site A has had a Band 1 Copiers for 1 year, but desires to replace the Band 1 Copier with a Band 4 Copier).

1.3.29 Describe the process to move a Copier/Toshiba Copier and include any associated costs in this section and the Pricing Forms (Ex: Site A is closed for a year to undergo modernization and all Copiers must be moved to Site B for the year and back to Site A at the end of the year). Clarify the extent to which District is permitted to move copiers and when Provider is required to move copiers.

Process:

Costs:

District Moving Permissions:

#### 1.4 Payment Processing

	Yes	No	Comments
1.4.1 Confirm that Provider shall provide an <i>invoice</i> with a summary of all charges, broken out by school site and Copier model/serial number. All charges must be itemized with a clear description, including, but not limited to monthly costs for lease of equipment, monthly per copy charges broken down by Black and White and Color, overage charges, and one-time lease costs. Invoices must be provided by the 15 <sup>th</sup> of each month and on the 10 <sup>th</sup> in July.			
1.4.2 Confirm that Provider shall manage billing and create invoices in-house and shall not out-source invoicing to a financial institution or other representative.			
1.4.3 Confirm that IUSD shall pay only the named Provider for the lease, purchase and maintenance fees resulting from this contract. Provider will be responsible for payments to all subcontractors and third-parties.			
1.4.4 Confirm that Provider shall collect meter reads on a monthly basis and include reads in <i>monthly billing reports</i> showing actual Equipment use (number and type of impressions), compared to recommended machine utilization, and District averages for similar sites and equipment. Monthly billing report must be disaggregated to site, machine, and access code level, in Excel, and in a format that supports use to assess chargebacks for contracted amounts, excessive use, and/or a proportional share of overages. Reports must be provided by the 15 <sup>th</sup> of the month following the meter read and on the 10 <sup>th</sup> in July. A sample is			

provided for reference in this section.			
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1.4.5 Provide sample reports that would be available to IUSD technical staff and school site contacts to monitor machine supplies, usage and outages/service interruptions.

1.4.6 Provide sample *invoices* to demonstrate how Provider can support IUSD accounting and chargeback needs.

1.4.7 Provide sample *monthly billing reports* to demonstrate how Provider can support IUSD accounting and chargeback needs.

1.4.8 Provide any additional tools/services Provider offers that may assist IUSD in centrally managing the Copier Agreement and charges each site or program for lease costs and per-impression costs. Sites and programs provide a specific account code to IUSD fiscal staff to facilitate monthly chargebacks.

1.4.9 Describe the process to finance leased Copiers added after the initial term of the Agreement (Ex: Site A wants to lease a copier 13 months after the Agreement has started). Be clear how invoices will appear, including if all Copiers (originally leased and leased at a later date) will be included on one (1) invoice.

Process:  
Invoice Appearance:

# Sample Monthly Billing Report

## STANDARD MONTHLY BILLING REPORT

Winning Consultant COPIER CONTRACT

Effective Date:

Contract:

Account No.:

Invoice:

Invoice Date:

Billing Period:

SITE/ DEPT	ADD RESS	RO OM	MOD EL #	SERIA L #	BUDGET CODE *INPUT BY DISTRICT	MONTH LY CHARGE	TAX	TOTAL	BW COPY TOTAL	PER BW COPY CHARGE	COLOR COPY TOTAL	PER COLOR COPY CHARGE	BW PRINT TOTAL	PER BW PRINT CHARGE	COLOR PRINT TOTAL	PER COLOR PRINT CHARGE	SCAN TOTAL	PER SCAN CHARGE	TAX	TOTAL MACHINE COST	TOTAL COST PER SITE *INPUT BY DISTRICT



Total=  
 Check  
 Inter Fund  
 Intra Fund

## Part 2: Equipment Details

2.1 List Proposed Models to meet the District’s desired specifications in this RFI. Include any additional features, details, or links to additional information related to proposed Copiers.						
	Proposed Copier	Dimensions	Required Outlet	Standard Paper Tray Capacity	Display Panel Size	Additional Details
Band 1 - 50 PPM Black Image		Width: Depth: Height:		# Trays: # Sheets:		
Band 2 - 70 PPM Black Image		Width: Depth: Height:		# Trays: # Sheets:		
Band 3 - 90 PPM Black Image		Width: Depth: Height:		# Trays: # Sheets:		
Band 4 - 50 PPM Black & Color		Width: Depth: Height:		# Trays: # Sheets:		
Band 5 - 60 PPM Black & Color		Width: Depth: Height:		# Trays: # Sheets:		
Band 6 - 70 PPM Black & Color		Width: Depth: Height:		# Trays: # Sheets:		

	Yes	No	Comments
2.2 Confirm that proposed Copiers can perform consistently and reliably at the high-end of the provided Monthly Print Volume Range for the life of the contract.			
2.3 Confirm that proposed Copiers meet or exceed all standards listed in this RFI.			
2.4 Confirm that proposed Copiers are under one (1) brand (a single manufacturer/company).			
2.5 Confirm that proposed Copiers are new equipment or			



<p>newly manufactured equipment, and not remanufactured equipment, that all items furnished under this RFP shall consist of new and original components, and that IUSD shall be the first user of the Equipment.</p>			
<p>2.6 Confirm that all proposed Equipment runs the same version of required software, which must be the most recent version of software available.</p>			
<p>2.7 Confirm that all data will be erased from each Copier upon the completion or termination of service before leaving any IUSD facility.</p>			
<p>2.8 Confirm that proposed Copiers support web-based printing from Chromebooks, iPads, and approved guest devices on the IUSD network.</p>			
<p>2.9 Confirm that all Copiers can be configured to print a banner page (cover page) to identify print jobs at large sites if desired. The banner page shall minimally include the document name, username of the individual requesting the print job and the number of copies. Confirm that banner pages can be configured to pull banner paper from a different drawer (such as color paper) than the print job.</p>			
<p>2.10 Confirm that all Copiers support remote control (VNC support).</p>			

2.11 Provide details regarding black & white Copiers available under the procurement vehicle with a 105+ pages per minute capacity. Be sure to include details related to model number, monthly print volume range, dimensions, required outlet, and standard paper tray capacity.

Model No(s):  
 Monthly Print Volume Range:  
 Dimensions (width, height & length):  
 Required Outlet:  
 Standard Paper Tray Capacity:  
 Additional Details:

2.12 If any proposed Copier does not meet the performance specifications listed in this RFI detail that information here and provide additional information you would like the District to consider when determining the best fit for its needs.

2.13 Describe the level of the product integration with Papercut and Provider's experience with Papercut deployments.

--

2.14 If Provider is proposing an alternative print management software (not Papercut), provide an overview of Provider's proposed print management software. Print management software should minimally include management tool(s) with the following administrative functions: device Identification, device status, administrative reporting, device organization using SNMP community names, remote troubleshooting and installation.

--

2.15 Describe warranties for each proposed model of Equipment, and details regarding how Provider shall maintain a guarantee that all Equipment, supplies, and peripherals delivered under the Agreement are protected against imperfections of materials and or workmanship during the period of the Agreement.

--

2.16 Describe any assumptions related to technical integration, including network bandwidth and configuration requirements.

--

2.17 Describe the level of support and integration with G-Suite/Chromebooks and any additional web-based printing solutions.

--

2.18 Describe available features to reduce print volume. Features may include individual account management, options to require a code entered at the machine to start printing from the queue, solutions to identify duplicate print jobs or other features included in the devices, print management software/Papercut integration.

--

2.19 Describe document management capabilities, including options to scan directly to user email, onsite file servers, Office 365 (OneDrive) and G-Suite (Google Drive). Identify any services for reading and categorizing documents electronically to support document management. Include pricing of third-party software or equipment in the Pricing Forms if required.

--

2.20 Describe Provider options for card-readers. The District desires to use existing employee ID badges as the identification cards for all staff. Be sure to include any limitations related to what types of cards can be read.

--

2.21 Describe dimensions of Extra Paper Trays (ie: component that holds additional paper).

Width:  
Depth:  
Height:

--

2.22 Describe which Copiers have inner finishers. If any Copiers do not have inner finishers please provide dimensions for any additional required equipment.

--

**Part 3: Price**

	Yes	No	Comments
<p>3.1 Confirm that all costs, including, but not limited to, complete: Copiers, Equipment, Add-Ons, packing, containers, transportation, delivery, shipping F.O.B. District location, assembly, disposal of waste, installation, labor, implementation, equipment moves, programming, configuration, documentation, testing, licensing and maintenance, training, ongoing support, Copier maintenance, repairs, materials, components, parts, supplies, tools, utility, recommended professional services, taxes, service fees, surcharges, special construction, non-recurring, and recurring services, and upgrades, and costs of optional equipment, services, and products and any</p>			

<p>other anticipated costs to IUSD to provide Solution in a good workmanlike manner as specified in this RFP and in accordance with laws, codes, regulations, ordinances and any other legal requirements governing the Solution have been included on the completed pricing forms in Appendix A. Costs not identified by the Provider shall be borne by the Provider and will not alter the requirements identified in this RFI.</p>			
<p>3.2 Confirm that all costs associated with delivery and setup are included in the lease and/or purchase cost (ie: no cost for delivery and setup).</p>			
<p>3.3 Confirm that all consumable supplies, excluding paper, are included in maintenance costs, including shipping and delivery for consumable supplies (ie: toner, staples, waste toner cartridges, developer, masters, etc.).</p>			
<p>3.4 Confirm that the District may add additional copiers and add-ons with end dates coterminous with the original lease end date at proposed pricing with no additional costs.</p>			
<p>3.5 Confirm that the Cost per Copy/Maintenance Service Price includes determination, installation, configuration, full maintenance service, preventative maintenance service, repairs, reporting and accountability support, and proactive replenishment of consumable supplies, excluding paper (including but not limited to: drums, belts, process rollers, brushes, filler bags, wiper bags, staples, waste toner cartridges, toner, masters, developer, and all labor) for all Copiers that Provider supports.</p>			

3.6 Confirm that proposed pricing (purchase, lease, add-ons and cost per copy) will apply to Copiers added at later dates during the term of the Agreement.

3.7 Provide a narrative explanation of Provider’s pricing as included in Appendix A. Describe in detail any limitations of (e.g., length of term, service quantities) that apply to the proposed pricing.

3.8 Describe how adding additional Copiers and add-ons will impact the price. Be specific about components, costs, and timelines.

--

3.9 The costs and fees shall not begin until the Solution has been tested and accepted by IUSD. Describe payment milestones and expectations.

--

3.10 Describe specific liquidated damages, refunds or credits based on failure to perform to the specifications in this RFI and/or breaches of Provider's stated Service Level Agreement(s).

--

3.11 Describe the preferred term length and structure of the Agreement (eg. initial term, renewal options, pricing conditions). Be clear if proposed pricing is dependent on any of these terms.

--

3.12 Detail any supplies and/or services (other than paper) not included in the lease, purchase and/or Maintenance prices provided.

--

3.13 Describe any assumptions made impacting the proposed pricing, and any limitations (e.g., professional service hours, room-ready conditions, acceptable SLAs) that apply to the proposed pricing. The pricing quoted must include all activities necessary for a complete, turn-key Solution.

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3.14 Describe any background information, including assumptions, minimum commitment levels, or other information needed to clarify Provider's proposed pricing or articulate conditions on the pricing contained herein.

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## Appendix A: Pricing Form

**Propose best-and-final pricing available to IUSD for proposed Copiers, add-ons, maintenance, and additional software and services.** The District desires to retain the ability to purchase additional Copiers, supplies, Maintenance, and peripherals included in any leveraged procurement vehicle available to public entities in California (i.e.: NASPO ValuePoint or CMAS contract). The District desires *best-and-final pricing* to compare available Solutions and make the decision in the best interest of the District.

Provider must complete the Pricing Forms (Appendix A). In Appendix A, Provider shall detail all Equipment and services including, but not limited to: Copiers, packing, containers, transportation, delivery, shipping F.O. B. District location, assembly, disposal of waste, installation, labor, implementation, programming, configuration, documentation, testing, equipment moves, licensing and maintenance, training, ongoing support, Solution maintenance, repairs, materials, components, parts, supplies, tools, utility, recommended professional services, taxes, service fees, surcharges, special construction, non-recurring, and recurring services, and upgrades, Add-Ons (such as 3 hole punches, fax capabilities, saddle stitch capabilities, scanning, wireless connectivity, high capacity trays, and card readers), disposable supplies (such as toner, staples, and waste toner cartridges, masters, developer, and *excluding paper*) and costs of optional equipment, services, and products (Solution) and any other anticipated costs to IUSD to provide the Solution in a good workmanlike manner as specified in this RFI and in accordance with laws, codes, regulations, ordinances and any other legal requirements governing the Solution.

**Costs not identified by Provider shall be borne by Provider and will not alter the requirements identified in this solicitation.**

### **Pricing Methodology**

Due to variable copying needs and school enrollments, this RFI is constructed as a unit-cost RFI. Provide specifications and pricing for proposed Equipment meeting each performance level defined in the requirements in this RFI and pricing form in Appendix A. For the leased/owned Equipment, Providers may choose the appropriate pricing model from the options available, including:

- Flat monthly price per Copier;
- Flat monthly price per Copier, plus cost per impression; or,
- Cost per impression.

The Pricing Form is divided into the following sections:

- 1) **Primary 60 Month Lease:** Costs associated with Equipment lease and maintenance for the full term of a sixty (60) month lease agreement.
- 2) **Lease Adjustments:** Costs associated with adding, upgrading, and/or downgrading, Copiers after the initiation of the lease agreement.
- 3) **Purchase and Maintenance:** Costs to purchase (rather than lease) the Copiers and Add-Ons and provide Maintenance (including all consumable supplies except paper) for the purchased Equipment.

- 4) **Maintenance Only - Toshiba Copiers:** Costs to provide Maintenance (including all consumable supplies except paper) for District-owned Toshiba Copiers. If Provider is unable to provide Maintenance for Toshiba Copiers this may not preclude the District from entering into an Agreement with them.
- 5) **Additional Costs:** Include costs for any additional equipment or services that have not yet been included in the Pricing Forms. Feel free to expand this form as needed.

**1. Primary 60 Month Lease**

Primary 60 Month Lease			
Performance Band	Model Name and Number	Monthly Base Price Per Copier	Cost per Copy/Maintenance Include pricing for black & white(BW) and color copies, print and scan
Band 1 - 50 PPM Black Image			
Band 2 - 70 PPM Black Image			
Band 3 - 90 PPM Black Image			
Band 4 - 50 PPM Black & Color			BW
			Color
Band 5 - 60 PPM Black & Color			BW
			Color
Band 6 - 70 PPM Black & Color			BW
			Color
Optional Copier - 105+ PPM Black Image			

\*If Provider charges for impressions only, enter \$0 for the machine costs.

Clarify any performance criteria that is not met by proposed Copiers.

Primary 60 Month Lease - Add-Ons								
Performance Band	Fax Device	Fax to Email/Folder	Wireless (a/b/g/n) Connectivity	Three-Hole Punch Finisher	Extra Paper Tray	Access to Cloud Services (Google Drive, Sharepoint, etc)	Saddle-Stitch Finisher	Card Reader
Band 1 - 50 PPM Black Image								
Band 2 - 70 PPM Black Image								
Band 3 - 90 PPM Black Image								
Band 4 - 50 PPM Black & Color								
Band 5 - 60 PPM Black & Color								
Band 6 - 70 PPM Black & Color								
Optional Copier - 105+ PPM Black Image								

Clarify if Provider charges for overages. If there are costs for any overages provide details related to limits to individual sites/copiers and the cost for overages.

Check the box for the option that applies to taxes for the primary 60 month lease - <b>COPIERS &amp; ADD-ONS ONLY</b>	
<input type="checkbox"/>	Taxes apply, but are included in the proposed pricing
<input type="checkbox"/>	Taxes apply, but have NOT been included in the proposed pricing



	Taxes do not apply (there are no taxes for the primary 60 month lease)
--	--

<b>Check the box for the option that applies to taxes for the primary 60 month lease - MAINTENANCE ONLY</b>	
	Taxes apply, but are included in the proposed pricing
	Taxes apply, but have NOT been included in the proposed pricing
	Taxes do not apply (there are no taxes for Maintenance Services for Copiers and Add-Ons)

**2. Lease Adjustments**

Lease Adjustments					
Performance Band	Model Name and Number	Monthly Base Price Per Copier			
		Begin After 12 Mo.	Begin After 24 Mo.	Begin After 36 Mo.	Begin After 48 Mo.
Band 1 - 50 PPM Black Image					
Band 2 - 70 PPM Black Image					
Band 3 - 90 PPM Black Image					
Band 4 - 50 PPM Black & Color					
Band 5 - 60 PPM Black & Color					
Band 6 - 70 PPM Black & Color					
Optional Copier - 105+ PPM Black Image					

\*If Pricing is the same as that listed in Primary 60 Month Lease, please indicate that by writing "N/A" in the table.

Confirm that the Cost per Copy/Maintenance for the Primary 60 Month Lease is the same as the
--

Cost per Copy/Maintenance for Lease Adjustments. If there is a price difference, specify details below.

--

Confirm that the cost for Add-Ons for the Primary 60 Month Lease is the same as the cost for Add-Ons for Lease Adjustments. If there is a price difference, specify details below.

--

Describe any additional costs or financial penalties that apply when the District adds or eliminates Copiers after the initiation of the Agreement.

--

Describe any additional costs or financial penalties that apply when the District upgrades or downgrades Copiers (ex: Site A has leased Band 1 for 12 months, but desires to replace it with a Band 4 Copier).

--

Check the box for the option that applies to taxes for lease adjustments - **LEASES ONLY**

<input type="checkbox"/>	Taxes apply, but are included in the proposed pricing
<input type="checkbox"/>	Taxes apply, but have NOT been included in the proposed pricing
<input type="checkbox"/>	Taxes do not apply (there are no taxes for leasing additional Copiers after the initiation of the Agreement)

Check the box for the option that applies to taxes for lease adjustments - **MAINTENANCE ONLY**

<input type="checkbox"/>	Taxes apply, but are included in the proposed pricing
<input type="checkbox"/>	Taxes apply, but have NOT been included in the proposed pricing
<input type="checkbox"/>	Taxes do not apply (there are no taxes for the Maintenance of Copiers added after the initiation of the Agreement)

### 3. Purchase and Maintenance

Purchase and Maintenance			
Performance Band	Model Name and Number	Purchase Price Per Copier	Cost per Copy/Maintenance Include pricing for black & white(BW) and color copies, print and scan
Band 1 - 50 PPM Black Image			
Band 2 - 70 PPM Black Image			
Band 3 - 90 PPM Black Image			
Band 4 - 50 PPM Black & Color			BW
			Color
Band 5 - 60 PPM Black & Color			BW
			Color
Band 6 - 70 PPM Black & Color			BW
			Color
Optional Copier - 105+ PPM Black Image			

Purchase and Maintenance - Add-Ons								
Performance Band	Fax Device	Fax to Email/Folder	Wireless (a/b/g/n ) Connectivity	Three-Hole Punch Finisher	Extra Paper Tray	Access to Cloud Services (Google Drive, Sharepoint, etc)	Saddle-Stitch Finisher	Card Reader
Band 1 - 50 PPM Black Image								
Band 2 - 70 PPM Black Image								
Band 3 - 90 PPM Black Image								
Band 4 - 50								

PPM Black & Color								
<b>Band 5</b> - 60 PPM Black & Color								
<b>Band 6</b> - 70 PPM Black & Color								
<b>Optional Copier</b> - 105+ PPM Black Image								

Clarify if Provider charges for overages. If there are costs for any overages provide details related to limits to individual sites/copiers and the cost for overages.

Check the box for the option that applies to taxes for the Purchase and Maintenance - **PURCHASE ONLY**

<input type="checkbox"/>	Taxes apply, but are included in the proposed pricing
<input type="checkbox"/>	Taxes apply, but have NOT been included in the proposed pricing
<input type="checkbox"/>	Taxes do not apply (there are no taxes for the purchase of additional Copiers)

Check the box for the option that applies to taxes for the Purchase and Maintenance - **MAINTENANCE ONLY**

<input type="checkbox"/>	Taxes apply, but are included in the proposed pricing
<input type="checkbox"/>	Taxes apply, but have NOT been included in the proposed pricing
<input type="checkbox"/>	Taxes do not apply (there are no taxes for the maintenance of purchased Copiers)

**4. Maintenance Only - Toshiba Copiers**

Maintenance Only - Toshiba Copiers					
Model Name and Number	Monthly Maintenance Fee	Additional Cost per Fax Price	Additional Cost per Copy Price	Additional Cost per Print Price	Additional Cost per Scan Price
Toshiba e-studio 5008/5018					
Toshiba e-studio 5005/5015			BW	BW	BW
			Color	Color	Color
Toshiba e-studio 6506/6516			BW	BW	BW
			Color	Color	Color

Clarify if Provider charges for overages. If there are costs for any overages provide details related to limits to individual sites/copiers and the cost for overages.

Describe any limitation to the Maintenance support (including consumable supplies) that Provider can offer for Toshiba Copiers.

Check the box for the option that applies to taxes for the Maintenance Services for Toshiba Copiers	
<input type="checkbox"/>	Taxes apply, but are included in the proposed pricing
<input type="checkbox"/>	Taxes apply, but have NOT been included in the proposed pricing
<input type="checkbox"/>	Taxes do not apply (there are no taxes for the maintenance of Toshiba Copiers)

**5. Additional Costs**

Additional Costs		
	Description/Notes	Per Device Cost
<b>Print Management Software</b>		
<b>Document Management Software</b>		
<b>Copier Moves</b> (moved internally within IUSD)		
<b>Removal and Disposal of Toshiba Copiers</b>		
<b>After Hours Maintenance Support</b>		
<b>Terminated Lease Costs</b>		
<b>Replacement of Poorly Performing Copiers</b>		
<b>Optional Costs</b>		

\*If costs are not offered per device, clarify the unit, such as “per hour”, etc.

\*\*Expand the table if necessary to include additional costs.

Check the box for the option that applies to taxes for the additional costs:	
<input type="checkbox"/>	Taxes apply, but are included in the proposed pricing
<input type="checkbox"/>	Taxes apply, but have NOT been included in the proposed pricing
<input type="checkbox"/>	Taxes do not apply (there are no taxes for additional costs included in this RFI)