

Salem City School District



Transforming Schools in the Images of Children's Potential

REQUEST FOR BIDS

The Salem City Board of Education is requesting bids on:

Bid Area: **District-Wide Copier Contract – School Year 21-22**
Bid Number: **#2021-01**
Bid Due Date: **May 3, 2021**

All bids must be placed in a sealed envelope and clearly marked with **DISTRICT COPIERS** and **BID DUE DATE: May 3, 2021 by 3:00pm**. The bids must be received by the Business Office of the Salem City Board of Education, 205 Walnut Street, Salem, NJ 08079.

If further information is required, please contact:

Herbert Schectman
Business Administrator/Board Secretary
Salem City School District
205 Walnut Street, Salem NJ 08079
(856) 935-3800, Extension 4215
www.salemnj.org

The bid opening is open to the public at the time, date and location shown above. Bids will be received in the designated opening room until the date and time specified above. All bids are subject to the following:

1. The attached Bid Specifications & Requirements
2. Such other provisions, representations and regulations as are attached hereto.

Sincerely,
Herbert Schectman
Business Administrator/Board Secretary

Salem City School District



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Salem City School District's Request for Proposal Bid Specifications & Requirements

District-Wide Copiers

1.0 Scope of Contract

Salem City School District is interested in entering into an agreement with a single entity to implement, support and administer a comprehensive document management strategy over the next 36 months (3 years) and/or 60 months (5 years) with upgrades happening naturally. This plan will be an "ALL" inclusive agreement which encompasses the equipment, service personnel & services necessary to support our three schools (John Fenwick Elementary School, The Middle School & The High School) and the district administrative offices. The district hopes to leverage the technological advancements and increased functionality of today's document management systems to increase employee satisfaction & productivity while decreasing the district's annual operating expenditures. Salem City School District has approximately 1176 students and 200 full-time staff.

2.0 Contract Terms & Financial Structure

Each respondent's contract will be based on a 36-60 Month Fair Market Value Lease Agreement. The monthly investment must include all systems, service and supplies for the entire term. The district is requesting that each vendor submit two responses to the Request for Proposal. The only difference between your two submissions will be the structure of the service agreements. The first entry will provide the district with a pool of meters covering all proposed solutions. This aggregate will include 400,000 monthly impressions (375,000 BW and 25,000 color). The approved vendor will bill the district annually a single CPC coverage charger for any excess impressions. The second response will have the service contracts set up on a machine-by-machine basis. Your monthly investments must encompass service and supply investments based on the Meter Allowances.

3.0 Schedule

Issue the Request for Proposal (RFP)	April 1, 2021
Due Date for questions regarding RFP	April 8, 2021
Responses to written questions provided	April 16, 2021
Proposals due to Salem City School District	May 3, 2021
Interviews completed if clarifications needed	May 10, 2021
Completion of decision making and reference checking	May 21, 2021
Announcement of final selection of company	June 1, 2021
Contract begins	August 1, 2021 (21-22 SY)

4.0 Identification of Proposal

Proposals shall be submitted in a sealed envelope with the Contractor's name, address, and telephone number clearly marked on the cover. The lower left corner of the sealed envelope should read as follows: "DISTRICT-WIDE COPIER PROPOSAL"

5.0 Withdrawal of Proposal

A request to withdraw a proposal must be made in writing and filed with the School Business Administrator prior to the time set for the opening of proposals. No proposal may be withdrawn following the opening of proposals.

6.0 Contact with Contractors

The School District reserves the right to conduct discussions with any or all Contractors for the purpose of clarification and modification. Discussion and negotiation may include, but it not limited to, the scope of work, delivery schedule, and pricing.

7.0 Disqualification of Contractors

Contractors may be disqualified, and their proposals disregarded for reasons which include but are not limited to the following:

- a. The School District has reason to believe that Contractors have engaged in collusion.
- b. The Contractor being interested in any litigation against the School District.
- c. The Contractor is in arrears on any existing contract or has defaulted on a previous contract.
- d. The Contractor has uncompleted work which, in judgment of the School District, will prevent or hinder its ability to complete this project, if it were awarded to the Contractor.
- e. The Contractor has not been in business for at least five (5) years.

8.0 Selection Procedure

The Salem City School District may select a proposal that offers the best value and award a contract to a Contractor based upon its ability and capacity to carry on the work, its equipment

and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors. The Salem City School district may award a contract at its Board Meeting on June 9, 2021 and/or at such other times and meetings as determined by the board.

9.0 System Requirements

The Salem City School District mandates that all proposed placements would be **new** digital document management solutions. The proposed system configurations must be the digital equivalents of the existing copier fleet. (The present configurations are displayed on the attached documentation). The bid will be base on the placement of:

- Eight 55 Impression per Minute Document Management Systems.
- One 45 Print per Minute Document Management Solution.
- Three 27 Impression per Minute Document Management Solution.
- Two 22 Copy per Minute Digital Copiers.

The district is extremely concerned about our employee satisfaction & perception. Please take this into account when devising your final system placements & proposals.

We are interested in taking advantage of the new technology's advanced functionality. Your response should include separate pricing (Outright Purchase & 36 Month FMV) for the addition of Print, Print-Bypass Tray, Facsimile, Scan, & Scan-to-email, Functionalities on the systems location at the following locations:

1. Salem High School – 3 Locations
2. Salem Middle School – 3 Locations
3. John Fenwick Academy – 3 Locations
4. Board of Education – 4 Locations

Any response recommending the placement of used, reconditioned, or discontinued models will automatically be disqualified from the bid process.

10.0 Network Specifications

All Print, Scan, & LAN Facsimile Functionality must be compatible with the School District's existing network and software packages.

11.0 Service Infrastructure

Please provide a detailed description of your company's existing service & support network (Personnel, Tenure, & Training). Your emphasis should be placed on how this network will address district's service needs. We mandate that the chosen respondent must provide:

1. A call back within 2 hours of a service call's placement.
2. A 24-hour response time to all service concerns.
3. Quarterly Preventive Maintenance Visits.

4. A Free Loaner if a system is scheduled to be down for an extended period.
5. A Replacement Guarantee. What are the criteria & steps involved in a machine's replacement?

12.0 Administrative Support

Please provide a detailed analysis of the individuals & systems in place to handle the administrative & support needs of our proposed partnership's ultimate success or failure will be determined by this area's professionalism, expertise & effectiveness.

13.0 Facility and Equipment Inspection

All interested parties should contact Mr. Rob Carpo, Technology Coordinator, at 856-935-3900 ex. 3540, or carpo@salemnj.org to schedule a time to view and inspect the current equipment and facility.

14.0 Systems & Network Service Infrastructure

In event the district decides to implement a print, scan, or LAN facsimile solution, what resources (personnel & technical support) does your firm have at its disposal to insure implementation, integration & operation.

15.0 Financial Arrangements

The chosen provider must offer his or her own financial arrangements. The district is not interested in entering into lease agreements with any third-party financial entities. The District requires a customized consolidated invoice that includes all systems, services, and supplies. Please provide examples of billing formats currently being used by your existing clientele.

16.0 References

Please provide a list of 3 current references. You must include your contact's name, title, phone # & email address. The length & description of your existing relationship would be appreciated. Also, provide a summary of the partnership's strengths and the challenges and how you dealt with both.

17.0 Competitive Advantage

1. What differentiates your company from your competition?
2. What system feature sets distinguishes your product portfolio from your competitors?
(delete word)
3. Has your firm & its offerings received any industry recognition?
4. How long has your company been offering & supporting Digital Technology?
5. What are your Organization's Missions & Goals?
6. Personnel Histories & Experience.

