

**South Pasadena
Unified School District**



1020 El Centro St
South Pasadena CA 91030

Request for Proposal for Multifunctional Copiers/printers

Bid Package: #2009-2012-001 Copier/Printer Equipment and Service

I. OVERVIEW

The South Pasadena Unified School District (SPUSD) is requesting a Request for Proposal ("RFP") from experienced vendors to provide multi-function digital copiers/printers and related maintenance and support services. See Exhibit A for list of locations.

Please submit an original and two (2) copies of your Proposal in a sealed envelope to the Contact person shown below no later than 4:00 p.m. on **September 18, 2009**. No oral or electronically transmitted proposals will be accepted. Proposals not received by the specified time noted will be rejected.

All proposals shall be submitted shall become the property of SPUSD.

All responses and can be submitted to the Request for Proposal shall be submitted to:

South Pasadena Unified School District
Gen Naydo – Director of Technology or
Irene Bugarin – Assistant Supt of Business Secretary
1020 El Centro St
South Pasadena, CA 91030

Questions maybe submitted via email to gnaydo@fc.spusd.net

II. INTRODUCTION

The K-12 public education South Pasadena Unified School District consists of seven (7) locations (District Office, Arroyo Vista Elementary, Marengo Elementary, Monterey Hills Elementary, South Pasadena Middle School, South Pasadena High School and Maintenance), serving over 4000 students.

SPUSD is seeking Proposals from established Vendors who have been in the business of multi-function digital copiers/printers for a minimum of five (5) years, and who sell, lease, maintain and support the specified copiers/printers in each location. As specified in Exhibit B attached, copiers/printers will be leased with an option to purchase or purchase outright.

The purpose of this document is to provide information to submit a proposal. It is not the intent to limit the Vendor to a specific copier/printer solution. The District would consider recommendations by the vendor to consolidate copiers and/or printers. One to one replacement of copiers/printers is not a requirement of this proposal.

III. SUBMISSION REQUIREMENTS

The submission requirements for the RFP are detailed below. Please submit an original and two (2) copies of your response. Submissions should include the Vendor's response(s) to Exhibit C "Vendor's Recommended Equipment and Lease Plan" and Exhibit D "Cover Sheet for Bid Proposal". Any submission shall constitute an irrevocable offer for one hundred twenty (120) calendar days following the deadline of its submission. Reference to a certain number of days in this RFP shall mean business days unless otherwise specified.

Responses to the RFP must contain the following information by the vendor:

A. General and Technical Requirements for Digital Copiers/Printers

All digital copiers/printers shall be newly manufactured with no used or refurbished parts and include the capability for scanning and faxing. Each unit's business needs will determine the final equipment configuration of each copier/printer. The OEM shall provide specification sheets listing all accessories, features, functions and technical requirements of each model copier/printer. Unless otherwise specified all digital copiers/printers shall meet the following requirements:

1. All digital copiers/printers shall be capable of producing double-sided prints/copies.
2. All copiers/printers rated at a speed of 50 prints per minute (ppm) or faster are required to have the capability of printing on stock ranging from 20 lb. Bond to 110 lb. index, on sizes letter (8 ½ x 11), legal (8 ½ x 14) and ledger (11 x 17).
3. All digital copiers/printers shall have full offset stacking and finishing (stapling only) capabilities.
4. All digital copiers/printers shall possess an automated document feeder, with a minimum capacity of 50 sheets of 20 lb. bond paper.
5. All digital copiers/printers shall have a bypass tray for the purpose of printing on specialized stock.
6. All digital copiers/printers shall be capable of enlarging documents in preset increments to a minimum of 200%.
7. All digital copiers/printers shall be capable of reducing documents in preset increments to a minimum of 64%.

8. All digital copiers/printers shall have zoom capabilities from 64% to 200%.
9. All digital copiers/printers shall have the following paper capacity, using standard 20 lb. copy paper:
 - 8 ½ x 11 paper supply - minimum of 1000 sheets.
 - 8 ½ x 14 paper supply - minimum of 500 sheets.
 - 11 x 17 paper supply - minimum of 250 sheets (may be an adjustable tray).
10. All digital copiers/printers rated at a speed equal to or greater than 50 ppm shall be capable of inserting tabs/or slips sheets.
11. All digital copiers/printers shall have PIN code and/or mailbox secured access for users.
12. All digital copiers/printers shall have programmable cost center/accounting meters, with a minimum of 50 separate cost centers/meters; vendor to specify the number of digits accommodated per accounting code.
13. All digital copiers/printers shall be capable of scanning. Identify whether or not scanning is an optional feature and delineate all functions of this feature. If optional, identify all costs (i.e. equipment, software, installation, etc.) and technical requirements necessary to the operation of this feature.
14. Certain digital copiers/printers shall be capable of faxing. Identify whether or not faxing is an optional feature and delineate all functions of this feature, including a description of its operation (i.e. fax board, fax driver, etc.). If optional, identify all costs (i.e. equipment, software, installation, etc.) and technical requirements necessary to the operation of this feature.
15. All digital copiers/printers shall have the ability for a network connection using Ethernet TCP/IP protocol.

B. OEM Service Entity (Authorized Dealers)

If the OEM will not be the direct servicing entity, the OEM must provide a statement of support to commit all necessary products, services and resources to the designated authorized dealer(s) in order to fulfill the terms and conditions of the contract.

C. Requirements for Maintenance Support

1. Vendor shall provide a parts and labor warranty for a minimum of 90 days. Vendor shall identify their warranty period.
2. The vendor shall bear all material and labor costs for repair of equipment and defects and failure accruing within the warranty period.
3. If a copier/printer does not perform to manufacturer's specifications during the warranty period, the OEM shall replace the unit(s) with a new copier/printer of the same model.
4. The maintenance/service agreement shall commence upon expiration of the warranty period.
5. Vendor shall provide telephone support number for placing service calls, which will be available Monday through Friday, 9:00 a.m. to 5:00 p.m, excluding legal holidays.
6. The vendor shall maintain a minimum average rate of 95% uptime per copier/printer per calendar quarter. The average uptime rate is based upon the number of business days per calendar quarter, excluding SPUSD recognized holidays.
7. Poor performing and/or problematic copier/printer units will be replaced with new similar equipment repaired to manufacturer's specifications and/or repaired to the SPUSD's satisfaction.
8. Initial training of SPUSD personnel shall be conducted upon equipment installation and at no cost to the District.

D. Network Technical Requirements

1. The networked digital copiers/printers will be connected to the District's network using the TCP/IP protocol. Bandwidth speeds are capable to 100 Mbps.
2. Each networked digital copiers/printers shall allow printing from any desktop PC within the District's network.
3. For networked digital copiers/printers with 60 ppm and above capabilities, queue management software is required. Please document additional cost, if any, associated with this software.

4. The vendor shall specify all electrical requirements, including the necessity for special electrical receptacles, dedicated lines, etc. Each device shall meet the OEM's recommendations for electrical surge protection.

E. Pricing Requirements

1. Vendors shall provide the purchase price on which the equipment lease is based. The equipment lease pricing shall be based on a 36-month term. The monthly equipment lease payment shall be structured as a base equipment lease payment per digital copier/printer with a separate annual maintenance agreement based on a specified minimum number of prints for each digital copier/printer, including a reduced per print charge for overages per digital copier/printer. A master equipment lease and a master maintenance agreement may be developed at contract execution.
2. The District will provide monthly copy volume estimates per digital copier/printer. The District does not guarantee any specific monthly print volumes/copies for the length of the lease. If necessary, maintenance agreement pricing, copy allowance and/or overage limits may be amended accordingly.
3. Maintenance agreement pricing shall include all maintenance, repairs, parts and consumable supplies (except paper and staples). Vendor shall specify what supplies are excluded from the maintenance agreement and note the monthly cost associated with said supplies (based on estimated monthly volumes), per digital copier/printer. Increases in maintenance agreement pricing, if any, may not exceed 2% annually.
4. The District will contract with a separate contractor to install electrical and/or data. It is the responsibility of the vendor to provide all specifications for the hard wire.
5. Each vendor shall outline a method to examine volumes for each copier/printer to verify the proper equipment is in place and is properly utilized. Vendors must outline a method to replace under or over-utilized equipment with a digital copier/printer of lesser/greater speed and/or capacity. This must be accomplished without extending the equipment lease and/or maintenance agreement beyond the original term.
6. The Vendor may offer to buy-out the remaining lease term of existing equipment. The buy-out amount will be applied to

effectuate a reduction in the total lease commitment of the upgraded new printer(s)/copier(s). In no case shall the monthly lease amount for the upgraded equipment be more than the monthly lease amount of the existing equipment. The lease term of the upgraded new equipment may not exceed 36 months. Maintenance agreement pricing for the upgraded new printer(s)/copier(s) shall be the monthly rate existing at the time of the upgrade for existing comparable copiers.

F. Term

The contract will be awarded for 36 months. An option for two (2) more years may be included. The contract may be extended on a month-to-month basis until all arrangements are finalized in writing and/or replacement equipment is delivered. The equipment lease and maintenance pricing of the original agreement will remain in effect during the month-to-month extension period.

The District at the current moment has no desire to “lease to own”. This may be included in the proposal, but it will have no bearing on the final decision.

G. Assessments

The vendor may conduct an onsite assessment to facilitate the proposal. Prior arrangements will need to be made to access District facilities. Person(s) conducting the assessment will need proper identification and will be an employee of the Vendor. The Vendor will assume all liability during the assessment of the assessor(s).

Network assessments may under no circumstance be intrusive to normal operation of the District’s network.

IV. CONTRACTING REQUIREMENTS

A. Time of Essence

Time is of the essence with respect to Vendor's performance of the services and equipment.

B. Warranties and Representations

Vendor warrants that Vendor will assign the manufacturer’s warranties for equipment, hardware and software to the District or provide comparable warranties.

The warranties set forth above will not be subject to any disclaimer or exclusion of warranties or to any limitation of Vendor's liability under the Agreement. Vendor will provide a contact person available and authorized to remedy any non-conformity with these warranties.

C. Equipment, Tools, Supplies

Vendor will supply all equipment, tools, supplies, offices, personnel, instrumentalities, transportation, support services and insurance required to deliver and install digital copiers/printers under the Agreement.

D. Indemnity Obligations of Vendor

To the fullest extent permitted by law, Vendor will protect, indemnify, defend and hold the District, officers, employees, agents and representatives and each of their successors and assigns entirely harmless from and against any and all claims, actions, demands, proceedings, liabilities, damages, judgments, fines, penalties, settlements, costs and charges, including, without limitation, attorneys' fees and expenses, arising directly or indirectly from or in connection with (a) any breach of the Agreement, (b) any actual or alleged negligent act, negligent error or omission, intentional misconduct of, or violation of any law by Vendor, Vendor's employees, subcontractors, agents, representatives or assigns (collectively, "Vendor's Agents") in the performance or non-performance of the professional services required to be performed by the Vendor under the Agreement; or (c) the District's enforcement of its rights under this indemnity provision.

E. Insurance Obligations of Vendor

Vendor will agree to provide and maintain commercial general liability insurance, at the Vendor's own expense.

F. Termination

1. Appropriation of Funds.

- a. If the term of this contract extends into fiscal years subsequent to that in which it is approved, such continuation of the contract is subject to the appropriation of funds for such purpose by the Legislature. If sufficient funds are not so authorized, the parties mutually agree that the contract may be terminated or amended as appropriate in response to the

reduction in funding. If the contract is terminated, Vendor agrees to take-back any affected equipment, products, software, or hardware furnished under this contract, terminate any services supplied to the District under this contract, and relieve the District of any further obligation therefore.

- b. The District agrees that if subdivision A above is invoked, equipment will be returned to Vendor in substantially the same condition in which it was delivered to the District, subject to normal wear and tear. The District further agrees to pay for packing, crating, transportation to Vendor's nearest facility and for reimbursement to Vendor for expenses incurred for their assistance in such packing and crating.

2. **Default by Vendor.** The Agreement may be terminated by the District upon thirty (30) days written notice to Vendor in the event Vendor is in default under any of the provisions of the Agreement. In the event the Agreement is terminated due to the default by Vendor, Vendor will not be entitled to receive any compensation for Services performed or for any Reimbursable Expenses incurred.
3. **Automatic Termination.** The Agreement will automatically terminate on the occurrence of any of the following events: (a) bankruptcy or insolvency of either party; (b) sale of the business; (c) failure to comply with federal, state or local laws, regulations or requirements, or (d) expiration of the agreement, renewal periods or month-to-month option.

G. Nondiscrimination

During the performance of this Agreement, Vendor will not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40), sex or sexual orientation. Vendor will comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900 et seq.) and applicable regulations promulgated there under (California Administrative Code, Title 2, section 7285.0 et seq.). Vendor will include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

H. Assignment/Subcontracting

Vendor will clearly describe the reason for using any subcontractors, if applicable. Regardless of approval of any subcontractor by the District or any provision in the agreement to the contrary, Vendor will at all times remain solely and exclusively responsible for the performance of all obligations under this Agreement.

K. General Provisions

1. **Force Majeure.** Neither party will be deemed in default of the Agreement or any provision hereunder to the extent that any delay or failure in the performance of the obligations of such party (other than the payment of money) results from any significant and material causes beyond its reasonable control and without fault or negligence by such party. Examples of such causes include, but are not limited to, (1) acts of God or public enemy, (2) acts of the government in sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) embargoes, and (8) earthquakes.
2. **Governing Law.** The agreement will be governed by the laws of the State of California.
3. **Attorneys' Fees.** In the event either party institutes any action or proceeding against the other party relating to the Agreement, the unsuccessful party in such action or proceeding will reimburse the successful party for its disbursements incurred in connection therewith and for its reasonable attorneys' fees as fixed by the court. In addition to the foregoing award of attorneys' fees to the successful party, the successful party in any lawsuit on the Agreement shall be entitled to collect or enforce the judgment. This provision is separate and several and shall survive the merger of the Agreement into any judgment on the Agreement.
4. **Arbitration.** Any question, claim or dispute between the parties valued in excess of five thousand dollars (\$5,000) arising out of or related to this agreement, except breaches of confidentiality will be conclusively settled by binding arbitration.
5. **License.** In those instances where required, the Vendor represents and warrants that the Vendor holds a license, permit or other special license to perform the Services pursuant to the Agreement, as required by law, or employs or works under the general supervision of the holder of such license, permit or special

license and shall keep and maintain all such licenses, permits or special licenses in good standing and in full force and effect at all times while the Vendor is performing the Services pursuant to the agreement.

V. EVALUATION OF PROPOSALS

South Pasadena Unified School District will review submitted proposals based upon, but not solely limited to, the criteria. Note that cost will be a factor, but not the only factor, in evaluating submitted proposals.

A. Rejection of Proposals

The District reserves the right to reject any or all submissions in whole or in part for any reason without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements.

If a proposal fails to meet a material requirement in the Request for Proposal, or is incomplete or contains irregularities, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with the requirements in the RFP.

B. Evaluation Process and "Highest Score Proposal"

A selection committee will review in detail all proposals that are received to determine the highest scored proposal.

The District reserves the right to determine the suitability of proposals on the basis of a proposal's meeting administrative requirements, business objectives, technical requirements, the review team's assessment of the quality and performance of the equipment and services proposed, cost, and other criteria as assessed by the review team.

The District may require the vendor to clarify an answer. Failure to do so may result in sufficient cause for being non-responsive.

A weighted matrix will be used during the evaluation process:

- **Responsiveness:** Adherence to the requirements of this RFP. (20%)
- **Qualifications and Experience:** The ability, capacity, flexibility, financial stability and skill of the OEM to perform the contract, as

evidenced by related factors such as its market position, strategic partnerships, customer base, standard financial reports, industry ratings/awards, ability to deliver within a reasonable time without delay, etc. Also includes client reference information from current or prior customers. (15%)

- **Technical Approach and Quality:** The ability of the OEM to meet the specifications and requirements for equipment, installation, maintenance and service. Demonstrated success on similar projects, technician training, average response time, problem resolution process and parts availability (i.e. delivery time for routine and special orders, as well as on-hand inventory). The ability to provide quality equipment and services in fulfillment of the contract based upon business efficiencies, organizational structure, customer service, and technological competitiveness. (35%)
- **Cost:** Cost consideration will be reviewed only if a proposal is determined to be otherwise qualified. All figures entered on the vendor proposal must be clearly legible. (30%)

After reviewing all proposals, the District may ask that the finalist make a formal presentation to the School Board at a District Board meeting.

C. Award and Execution of Contract

The highest scored vendor will be placed on the Board Agenda as a recommendation to the School Board.

It is anticipated that final selection of the vendor will be presented to the School Board on **October 6th, 2009**. The District may request that a formal presentation be given at this time and a representative is available to answer questions.

D. Errors in the RFP

If a vendor submitting a proposal discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the vendor should immediately provide the District with written notice of the problem and request that the RFP be clarified or modified.

E. Withdrawal and Resubmission/Modification of Proposals

A vendor may withdraw its proposal at any time prior to the deadline for submitting proposals by notifying the District in writing of its withdrawal.

Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed after the evaluation process begins.

F. News Releases

News releases pertaining to the award of a contract may not be made without the prior written approval of the District.

G. Disposition of Materials

All materials submitted in response to an RFP will become the property of the District and will be returned only at the District's option and at the expense of the vendor submitting the proposal or bid. One copy of a submitted proposal will be retained for official files and become a public record. However, any confidential material submitted by a vendor that was clearly marked as such will be returned upon request.

H. Form of Notice

Where any notice is required or permitted in writing, the notice must be sent by U.S. mail and e-mail

Exhibit A – Sites and Locations

Site	Description	Address
District Office	District	1020 El Centro St South Pasadena, CA 91030 626-441-5810
Arroyo Vista	Elementary School	335 El Centro St South Pasadena, CA 626-441-5840
Marengo	Elementary School	1400 Marengo Ave South Pasadena, CA 626-441-5850
Monterey Hills	Elementary School	1624 Via Del Rey South Pasadena, CA 626-441-5860
South Pasadena Middle School	Middle School	1600 Oak St South Pasadena, CA 626-441-5830
South Pasadena High School	High School	1401 Fremont Ave South Pasadena, CA 626-441-5820
Maintenance	Office	1327 Diamond Ave South Pasadena, CA 626-441-5870
Food Service	Office	1402 Diamond Ave South Pasadena, CA 626-5820

Exhibit B – Listing of Current Copier/Printers

Location	Current Equipment	Average Copier per Month	Proposed PPM minimum	Desired Additional Features			
				Color Printing	Binding Plastic or Coil	Scanning	Faxing
Arroyo Vista	Oce VP2060	N/A	50 ppm			X	
Arroyo Vista	Oce VP2065	N/A	50 ppm				
Marengo	Oce 3165NEC	N/A	50 ppm			X	
Monterey Hills	Oce 3155KNEC	N/A	50 ppm			X	
Middle School	Oce VP2060	N/A	50 ppm			X	
Middle School	Oce VP2060	N/A	50 ppm				
High School	Oce VP2090	N/A	50 ppm			X	
High School	Oce VP2090	N/A	50 ppm			X	
High School	Oce V2070	N/A	50 ppm				
Maintenance	Oce OP33PRNT	N/A	50 ppm	X		X	X
District Front Desk	Oce VP2060	14000	55 ppm	X		X	X
District Instruction	Oce VP2090	160	50 ppm			X	X
District Extended Daycare	Oce OP33PRNT	2900	50 ppm			X	
District Personnel	Oce OP33PRNT	5500	50 ppm			X	X
District Reprographics	Oce VP2090	15000	55 ppm	X	X	X	
District Special Education	Oce CS125NC760 (Color)	1200	50 ppm			X	X

**Exhibit C
Vendor's Recommended Equipment and Lease Plan**

Location Current / Proposed PPM EV – Estimated Volume	Current Equipment	Vendor's Recommended Equipment			Maintenance				Options: Additional Monthly Maintenance Cost			
	Model	Model Name & #	PPM	Monthly Volume Rating	Estimated Monthly Maintenance Payment	Copy Allowance	Cost Per Print	Per Print Overage Charge	Scanning	Faxing	Plastic Comb Binding	Coil Binding
District Office												
Front Desk – Main Entrance by receptionist	Oce VP2060											
Instruction Office	Oce VP2090											
Extended Daycare	Oce OP33PRNT											
Personnel	Oce OP33PRNT											
Special Education	Oce CS125NC760 (color)											
Reprographics	Oce VP2090											

Location Current / Proposed PPM EV – Estimated Volume	Current Equipment	Vendor’s Recommended Equipment			Maintenance				Options: Additional Monthly Maintenance Cost			
	Model	Model Name & #	PPM	Monthly Volume Rating	Estimated Monthly Maintenance Payment	Copy Allowance	Cost Per Print	Per Print Overage Charge	Scanning	Faxing	Plastic Comb Binding	Coil Binding
Maintenance												
Secretary Office	Oce OP33PRNT											

Location Current / Proposed PPM EV – Estimated Volume	Current Equipment	Vendor’s Recommended Equipment			Maintenance				Options: Additional Monthly Maintenance Cost			
	Model	Model Name & #	PPM	Monthly Volume Rating	Estimated Monthly Maintenance Payment	Copy Allowance	Cost Per Print	Per Print Overage Charge	Scanning	Faxing	Plastic Comb Binding	Coil Binding
Arroyo Vista Elementary												
Office	Oce VP2060											
Work Room	Oce VP2065											

Location Current / Proposed PPM EV – Estimated Volume	Current Equipment	Vendor’s Recommended Equipment			Maintenance				Options: Additional Monthly Maintenance Cost			
	Model	Model Name & #	PPM	Monthly Volume Rating	Estimated Monthly Maintenance Payment	Copy Allowance	Cost Per Print	Per Print Overage Charge	Scanning	Faxing	Plastic Comb Binding	Coil Binding
Marengo												
Office	Oce 3165NEC											

Location Current / Proposed PPM EV – Estimated Volume	Current Equipment	Vendor's Recommended Equipment			Maintenance				Options: Additional Monthly Maintenance Cost			
	Model	Model Name & #	PPM	Monthly Volume Rating	Estimated Monthly Maintenance Payment	Copy Allowance	Cost Per Print	Per Print Overage Charge	Scanning	Faxing	Plastic Comb Binding	Coil Binding
Monterey Hills												
Office	Oce 31155KNEC											

Location Current / Proposed PPM EV – Estimated Volume	Current Equipment	Vendor's Recommended Equipment			Maintenance				Options: Additional Monthly Maintenance Cost			
	Model	Model Name & #	PPM	Monthly Volume Rating	Estimated Monthly Maintenance Payment	Copy Allowance	Cost Per Print	Per Print Overage Charge	Scanning	Faxing	Plastic Comb Binding	Coil Binding
Middle School												
Back Office Work Room Administration Office	Oce VP2060											
Back Office Work Room Administration Office												

Location Current / Proposed PPM EV – Estimated Volume	Current Equipment	Vendor's Recommended Equipment			Maintenance				Options: Additional Monthly Maintenance Cost			
	Model	Model Name & #	PPM	Monthly Volume Rating	Estimated Monthly Maintenance Payment	Copy Allowance	Cost Per Print	Per Print Overage Charge	Scanning	Faxing	Plastic Comb Binding	Coil Binding
High School												
Front Office	Oce V2070											
Copy Center Room Administration 1 st Floor	Oce VP2090											
Copy Center Room Administration 1 st Floor	Oce VP2090											

Location Current / Proposed PPM EV – Estimated Volume	Current Equipment	Vendor's Recommended Equipment			Maintenance				Options: Additional Monthly Maintenance Cost			
	Model	Model Name & #	PPM	Monthly Volume Rating	Estimated Monthly Maintenance Payment	Copy Allowance	Cost Per Print	Per Print Overage Charge	Scanning	Faxing	Plastic Comb Binding	Coil Binding
High School												
Front Office	Oce V2070											
Copy Center Room Administration 1 st Floor	Oce VP2090											
Copy Center Room Administration 1 st Floor	Oce VP2090											

**Exhibit D
Cover Sheet for Bid Proposal**

Bid Proposal for: Bid Package: #2009-2012-001 Copier/Printer Equipment and Service

We hereby propose to furnish all labor and materials required for

Bid Package: #2009-2012-001 Copier/Printer Equipment and Service

in accordance with the instructions to bidders and specifications.

We have visited the site and examined all conditions affecting the work.
We hereby propose to furnish all labor and materials required by the contract documents
as follows:

Company Name: _____

Company Address:

Total Proposed Price: _____

Signature of Authorized Representative

Title

Date

Questionnaire for Vendors

All vendors must complete this questionnaire in full so as to assist the District in reviewing all proposals in accordance with the criteria. Failure to completely answer all questions in a thorough, accurate manner may lead to the rejection of the proposal.

1. Have you ever done the same or similar work for other school districts? If so, state:

a.) Where and when the work was performed:

2. Could you provide two (2) references of work that you have successfully completed. If possible, provide a reference to a project similar in scope.

3. How long has your company been in business? What experience or qualifications does it possess?

4. Where are your offices located?

5. Does your company provide the ability to view invoices on-line via a company web site with appropriate security safeguards?