

# Mountain Empire Unified School District

3291 Buckman Springs Rd., Pine Valley, CA. 91962,



## **MEUSD Fleet Copier Lease and Maintenance Services, Managed Print Services**

**RFP – 01-2018**

*Proposals will be accepted until 1:00 PM, Friday, March 2, 2018 at the  
Mountain Empire USD, 3291 Buckman Springs Rd., Pine Valley, CA.  
91962, for furnishing the services described herein.*

**Mountain Empire USD**

## RFP for Copier Lease and Services

### **LEGAL**

Mountain Empire USD intends to enter into a five (5) year contract, with a qualified vendor to deliver MFP devices.

Mountain Empire USD will post a formal solicitation for RFP for Copier Services in the local newspaper and on the Mountain Empire USD's web site ([www.meusd.k12.ca.us](http://www.meusd.k12.ca.us)). All interested parties, potential offerors, and those seeking to do business are hereby notified that this web site will be updated periodically to include additional documentation. Interested parties, potential offerors, and those seeking to do business should continuously check this website to make sure to receive any additional information posted regarding this solicitation. Any questions or comments should be directed to Rob Foraker, IT Director, via email at [rfp@meusd.k12.ca.us](mailto:rfp@meusd.k12.ca.us)

Sealed proposals to provide copier/printer services for the Mountain Empire USD will be received at the following location: Mountain Empire USD, 3291 Buckman Springs Rd., Pine Valley, CA. 91962 until 1:00 PM, local time on Friday, March 2, 2018. The Board of Education reserves the right to accept or reject any or all proposals.

Mountain Empire USD reserves the right to reject any or all proposals or parts thereof, to be the sole judge of the merits and qualifications of all proposals, to waive any informality in a proposal, not necessarily accept the lowest of any offered and to extend the proposal period. Design, specifications, service, delivery, and quality may be considered in making selections.

## **PURPOSE**

The purpose and intent of this request for proposal is to solicit cost per copy services, and to establish a contract for low to mid volume copying, printing, duplicating devices solution district-wide that will minimize administrative and management time to manage fleet performance, provide financial control, and allow Mountain Empire USD to remain current with technology.

## **PROPOSALS**

Proposals will be based on cost per copy only; the District will only pay for copies actually used. The quantities specified in this request are estimates only and are given for information and for the purpose of bid evaluation. They do not indicate the actual number of copies that will be made. The District reserves the right to order quantities different from those specified in the bid. The District shall make every effort to ensure that the placement of copiers, by volume classification, are directly related to the estimated average monthly volume of copies produced at a given copier location. After the transition period; if there is overuse/underuse for three (3) consecutive months at any location, the Vendor may recommend in writing to replace with correct volume machine. The District shall be sole judge of the final decision as to whether the volume classification of a given machine is appropriate for its site placement. Monthly usage reports are required, the monthly due date is negotiable.

Mountain Empire USD will require vendors to submit bidding for a five (5) year cost per copy contract. The vendor may include an option for a lesser term of cost per copy contract.

## **SCOPE OF SERVICE**

The selected firm shall provide digital copiers, Multifunction Printers (aka MFP), installation, removal, preventative and scheduled maintenance, repairs, parts, all supplies/staples (except paper), and proper training to key personnel. Schedule A contains a list and location of all copiers and printers included in this RFP. Copiers shall be kept in proper and good working condition so that work delays not exceed five (5) service calls in one month for any device or Mountain Empire USD reserves the right to reject the device. The vendor will, at the District's option, replace the copier/printer with an acceptable device for the duration of the contract.

Mountain Empire USD's estimated annual volume is 4,167,224 (black and white), and 55,000 color.

## **SUBMISSION TIMELINES AND REQUIREMENTS:**

Deadline to submit questions	February 21, 2018
Sealed Proposals due	March 2, 2018
Board to award proposal	March 14, 2018
New MFPs installed & Operating by	July 1, 2018

- Proposal forms and specifications are enclosed for your review and consideration. For proposals to be considered, they must meet or exceed all specifications herein.
- Questions regarding this RFP should be directed in writing to Rob Foraker at [rfp@meusd.k12.ca.us](mailto:rfp@meusd.k12.ca.us) no later than February 21, 2018.
- **Sealed proposals must be received by March 2, 2018 by 1:00 PM at the Mountain Empire USD at 3291 Buckman Springs Rd., Pine Valley, CA. 91962.**
- The new systems must be installed and operating no later than July 1, 2018.
- All proposals shall remain firm for a period of ninety (90) days.
- The Mountain Empire USD reserves the right to accept or reject any or all proposals, either in whole or in part; to award to other than the low contractor; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interest of the school district, with rationale to support such a decision.

## **EQUIPMENT**

All MFPs shall be newly manufactured with no used or refurbished parts and include the capability for color scanning and FAX when noted in Schedule A. All digital copiers are to be plain, card stock, and multiple size paper copiers. Equipment must be capable of 11"x17" paper when listed. Digital copiers are required to run recycled paper. Models and makes specified are for descriptive purposes only. Copiers of equivalent or superior quality and functionality will be given equal consideration. However, in addition to specifying the machines, you must enclose descriptive literature on machines you bid. Such literature must include at a minimum the specifications regarding copy speed, reduction/enlargement, document feeder, account or audit receptivity, sorter and bins, electrical requirements, technical specifications for networking and energy consumption. Prior to final equipment order, the District will meet to confirm each device. See Current MFP Deployment beginning on page 20.

All digital copiers/printers shall have:

- Web based user interface for device configuration
- The ability for network connection using Ethernet TCP/IP protocol.
- Integrate with PaperCut MF. (<https://www.papercut.com/>)
- A touch screen with HID Card Reader capability.

All features of the copiers should include, but not be limited to:

- Automatic document feeders and paper supply.
- Sorters and finishers are listed separately.
- 75 ppm Color and B&W.

Important requirements and considerations:

- If for some reason low volume machines do not include this equipment, list and provide cost of optional equipment.
- The Vendor shall be responsible for the connections of units to the network while providing District staff training in the management of the installed system.
- The Mountain Empire USD will provide IPV4 IP numbers for copiers/printers and provide a properly configured LAN. The Vendor will include all network requirements needed for installation.
- Vendor proposing to provide digital copier with printer, scanner and facsimile combination or any combination thereof must include all cost in proposal.
- Vendor will be totally responsible for all software, including updates and new releases and connectivity cost.
- Mountain Empire USD expects that the digital photocopier / printer/ scanner/ facsimile solution(s) will be transparent and fully integrated with the current networked infrastructure at the District sites. PaperCut MF User accounts/security via HID FOBs and log-in/password on device via LDAP are required to support user authentication on each device.
- Vendor is required to implement redundant PaperCut MF servers at each school site for backup printing in case main PaperCut MF server is unreachable. (District will provide hardware).

Other copier requirements based on their locations

- Tray Oversized Capacity Feeder
- 250-sheet bypass tray
- 200 ipm scanner with standard color scanning
- Print resolution up to 1200 x 1200 dpi
- 1,100 sheet letter-size tray
- 1,600 sheet letter-size tray
- (2) – 550 sheet trays standard and custom sizes up to 13 x 19.2 inches
- Interface module
- Hole punch
- 500 Sheet top tray

Other Considerations and Vendor Information:

- Locked Lease and Service price through term of contract – 60 months.
- Service is to be on a Cost per Copy – No base and no minimum.
- Service to include: all parts, all labor, all service, all black & white toner, all color toner, and staples.
- Winning vendor must provide/use all authentic/OEM parts and authentic/OEM toner.
- Winning vendor guarantee for Next Business Day or less service response time.
- Winning vendor must have automatic meter readings set up as their responsibility as long as all devices are networked.
- Winning vendor must install, network, and train staff on all devices.
- Winning vendor must set up user codes on all MFD's.
- The District reserves the right to award the contract to more than one vendor if, in the opinion of the District, the “successful” vendor cannot meet the requirements for a digital solution.
- The District reserves the right to seek alternate financing.
- The vendor may recommend eliminating copiers and/or printers with a narrative of the reasons and methodology for the recommendation.

## **EQUIPMENT PERFORMANCE/SERVICE LEVEL AGREEMENT**

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 recognized holidays. All service calls except those designated as (a) preventative maintenance; (b) operational software or equipment upgrades; or (c) District operator's negligence or abuse will be included in uptime analysis. Each copier furnished by the vendor will be expected to perform its intended functions, operate satisfactorily, and provide copies of acceptable quality. The vendor will guarantee the availability of replacement parts, applicable accessories and equipment for the duration of the contract term. Vendor may provide any additional service and warranty that will be provided but not otherwise listed in this RFP. Service pricing must be locked for five (5) years.

## **SERVICE AND WARRANTY**

If a digital copier/printer does not perform to manufacturer's specifications, the vendor shall replace the unit(s) with a new digital copier/printer of the same model. Vendor shall provide telephone support and a toll-free phone number for placing service calls, which will be available Monday through Friday, 7:00 AM to 5:00 PM (PST). Within two hours of receiving the initial service call, the vendor is required to contact the Mountain Empire USD to establish an estimated time of arrival (ETA). A technician shall arrive at the Mountain Empire USD site within (1) Business day or less of initial service call. Vendor will remedy any defect in the software or equipment within forty-eight (48) hours, excluding District recognized holidays, of initial service request. If the reported defect remains unresolved for a period of one week or more, the vendor will provide the Mountain Empire USD with a comparable replacement at no charge. Mountain Empire USD will provide storage for PM kits on site for each model. Service reports will be submitted by vendor to Mountain Empire USD on a monthly basis.

## **EQUIPMENT PRICING**

Prices provided shall be at or below pricing levels for state contract pricing as established by the California Department of Administrative Services.

## **DISTRIBUTION OF SUPPLIES**

Vendor shall be responsible for the distribution of supplies (as previously defined) to each copier location to insure adequate amounts of supplies are always on hand for individual locations.

Supplies shall be delivered in sufficient quantities to operate all equipment for a minimum of thirty (30) days.

All supplies shall be original equipment manufacturer (OEM).

No charge for shipping and handling of supplies and equipment.

## **INSTRUCTION AND TRAINING**

The vendor shall train at least two (2) individuals for each copier in each machine location as a key operator and shall train replacement key operators as required. Arrangements for training shall be coordinated by the vendor within five (5) business days of installation with each office in which the copiers are installed. Initial training of District personnel shall be conducted upon equipment installation and at no additional cost to the District, with the number of sessions, schedules, participants, and number of participants per session identified by the District. Network connectivity, print driver installation, and other technical support training, also at no cost to the District, may be scheduled at a later date. Mountain Empire USDs' tech personnel will install provided print drivers on Mountain Empire USDs' equipment. Subsequent training at no cost to the District shall be available on an ongoing basis during the contract term for the purpose of training new personnel, providing refresher sessions, increasing user productivity through effective use of networked features, and providing assistance with new procedures or equipment.

## **SUPPLEMENTAL INFORMATION CONTRACT ASSIGNMENT**

The supplier is prohibited from assigning, transferring, or subletting any portion of this agreement including leases, maintenance, or supplies without the written consent of Mountain Empire USD.



## **MATERIALS SAFETY DATA SHEETS**

Upon awarding of the contract, Material Safety Data sheets for toner, developer, and other supplies shall be submitted to the Mountain Empire USD, 3291 Buckman Springs Rd., Pine Valley, CA. 91962.

## **ADDITIONS AND DELETIONS**

Mountain Empire USD reserves the right to eliminate copiers from the contract based on departmental relocation or reduction of copy volume due to budgetary or other reasons. Mountain Empire USD reserves the right to add additional machines at the base bid price (or upgrade or downgrade existing machines). All contracts, whatever the starting day, **expire on July 1, 2023.** Additions, deletions, upgrades, and downgrades will be made without penalty based on bid price.

## **ACCOUNT NUMBER ASSIGNMENT**

All machines must be capable of account assignment, which reflects the copy count usage of each account number assigned.

## **INEFFECTIVE EQUIPMENT**

Vendor will provide replacement at no additional cost for equipment deemed ineffective or inefficient, or during removal from installed location for repair. Mountain Empire USD reserves the right to terminate and have removed or replaced, at the vendor's expense, any machine which, in its reasonable judgment, is not performing satisfactorily. Therefore, a monthly service report is required, reflecting all opened and closed service requests. The reports will be reviewed on a quarterly basis.

## **INSURANCE**

Vendors are to supply proof of insurance. Equipment housed in Mountain Empire USDs' facilities will be covered under Mountain Empire USDs' insurance. Mountain Empire USD will not be charged for insurance on the equipment.

## **METER READINGS**

Vendor shall be responsible for taking meter readings on a monthly basis. Mountain Empire USD shall be given a copy of these meter readings along with a detailed service report on

each copier placed, on a monthly basis, so as to aid in monitoring individual copier performance. Overages will be calculated at the end of each contract year only. Meters will be read via an online software solution.

### **INVOICING**

Monthly invoicing shall be submitted to the Mountain Empire USD Accounts Payable department at 3291 Buckman Springs Rd., Pine Valley, CA. 91962.

### **VENDOR RESPONSES SHOULD INCLUDE EVIDENCE OF**

Detail the number and available technicians, including means of communication and coverage area. Attach additional sheets if necessary.

### **SUPERVISION**

In addition to the scope of work for the required services, the selected supplier will also be required to abide by the following: Vendor is expected to supervise individual(s) performing work on a regular basis. Vendor is expected to meet with the Technology Director quarterly.

### **INSTRUCTION FOR SUBMISSION OF PRICE PROPOSALS AND FIRMS**

#### **QUALIFICATIONS**

This section provides information about how The Proposal for Services should be structured and includes specific items that must be addressed. Also included are questions that must be answered in order for the firm to be considered. Each statement of qualifications should be constructed according to the form provided below. Qualifications that do not conform to the specified format may be rejected.

#### **AUTHORIZED SIGNATURE**

If the proposals are submitted for an individual, it shall be signed, and the full name and address shall be given. If it is submitted for a firm, or partnership, it shall be signed with the partnership name or by a principal of the firm who shall sign his/her own name, and the name and address of each member shall be given. If incorporated, a Certificate of Incorporation from the Secretary of State must also be presented to the Mountain Empire USD prior to award of contract. Subject to the provision regarding assignment, this agreement shall be binding on the administrators, successors, and assignees of the parties hereto.

## **ECONOMY OF PREPARATION**

Firms should submit one (1) copy of Proposal and (1) electronic copy as a pdf file. Proposal should be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Vendors are NOT required to make a live presentation. Fancy finding, color displays, and promotional material, etc., is not necessary. Technical literature about the firm's experience and qualifications may be included. The emphasis should be on completeness and clarity of content. In order to expedite the evaluations, it is essential that specifications and instructions be followed exactly. The evaluation process will not provide credit for capabilities or advantages that are not clearly shown in the written proposal for services.

## **FIRMS ARE REQUESTED TO PROVIDE THE FOLLOWING INFORMATION**

Provide a description of the firm's qualifications, including general information and a brief history of its incorporation, and prior experience in technology consulting or similar products. Include a statement about firm's ability to expand services and any other information that may be beneficial to the Mountain Empire USD in evaluating the firm's qualifications and experience. Comment on your firm's ability to perform as related to current workload, availability of qualified personnel, and the availability of equipment and facilities. Provide documentation supporting key personnel in the firm as related to technical training, education, and experience.

In addition, provide the names of three (3) clients (including names, addresses, and telephone numbers) for which the firm has provided similar products and services. Mountain Empire USD may contact any or all of the references at its discretion. Please discuss your firm's financial condition. Describe the minimum qualifications (i.e. years of experience, skills, and training) for the personnel who will be assigned to work on this project.

## **MANAGEMENT REPORTS**

This section requires you to describe any management reports, including but not limited to, invoicing which you will provide to the Mountain Empire USD. Please attach examples of reports and describe any unique reports that can be customized to our specifications.

For each report, provide the following information:

- Report Name: Title
- Description: How is information organized (i.e. major fields)?
- Frequency: How often are reports issued?

**DELIVERABLES**

Monthly, the vendor shall submit to the Mountain Empire USDs’ designated representative, a service Summary Report per location, listing (a) beginning dates/times of all service calls; (b) description of problem per service call; (c) completion dates of all service calls; (d) number of hours or days downtime for copier/printer. Quarterly, the District’s representative and the vendor’s representative will meet to review the Monthly Service Summary Reports. Consistently poor performing and/or problematic copier/printer unit(s) will be replaced with new similar equipment or repaired to manufacturer's specifications at the District’s discretion and satisfaction.

**IMPLEMENTATION PLAN**

Please outline a proposed implementation plan clearly indicating steps to be taken through the initial placement of copiers, and unless indicated elsewhere in this proposal, show a completed plan of how maintenance and services will be provided through completion of contract. Project status reports should include but are not limited to the following information: Location, model #, ID#, key operator, expected delivery date, actual delivery date, supply delivery, training, and final acceptance by the key operator.

**ATTACHMENTS**

In addition to the aforementioned requested information, the following attachments must be completed and returned:

- Non-Collusion Statement ..... Attachment I...pg18
- Execution of Offer.....Attachment II...pg19

## **SPECIAL PROVISIONS**

### **LICENSES**

The Firm shall be required to obtain any necessary licenses and shall comply with all local, federal, state, and government codes and ordinances without cost to the Mountain Empire USD.

### **NON-WAIVER OF DEFAULTS**

Any failure by the Mountain Empire USD to enforce or require the strict keeping and performance of any terms or conditions of the contract shall not constitute a waiver of such terms and conditions, nor shall it affect or impair the right of the Mountain Empire USD to avail itself of such remedies as it may have for any breach of the terms and conditions.

### **NON-APPROPRIATION OF FUNDS**

Any contract from this request for proposal is subject to appropriation of funds by the Mountain Empire USD for each fiscal year(s) for services listed herein.

### **SCHOOL SECURITY**

The Mountain Empire USD requires all vendor personnel to stop in the schools' office to register as a visitor prior to any work at the school.

### **COPYRIGHT AND PATENTS**

Firms shall hold the Mountain Empire USD, its officers, agents, servants, and employees harmless from liability of any nature or kind because of any copyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this bid, and agrees to defend, at its own expense any and all actions brought against the Mountain Empire USD or themselves because of the unauthorized use of such articles.

### **PROTECTION OF DATA**

Firm shall take all precautions necessary and appropriate to assure the confidentiality of the Mountain Empire USD record information. Firm shall limit access to the Mountain Empire USDs' records only to firm's authorized employees. Except as authorized by the

Mountain Empire USD, Firm shall not reproduce any of the Mountain Empire USDs' records. The Mountain Empire USD shall have the right to review Firm's procedures for handling the Mountain Empire USD's records and may make such inspections as it deems necessary to assure the Firm is adequately safeguarding the Mountain Empire USDs' record information.

- Submit official copy of your firm's policy on destruction of hard drives.

### **DISCLOSURE OF PROPOSAL INFORMATION**

Proposals submitted become a matter of public record. Where, in the course of making a proposal, a vendor submits technical or business information that is claimed to be confidential, the Vendor shall so indicate. Mountain Empire USD shall give consideration to the claim of confidentiality.

### **PRESENTATIONS**

Firms are not required to provide presentations to the Mountain Empire USD.

### **EVALUATION CRITERIA**

The contract will be awarded to the offeror or offerors whose proposal is deemed most advantageous to Mountain Empire USD.

Evaluations of proposals will be based on, but not limited to the following criteria:

- Costs, including unit prices, cost per print, maintenance contract pricing, labor rates, travel/trip charges, etc. for five-year contract.
- The Firm's capability to provide requested services in a timely manner as agreed upon.
- The Firm's relevant experience, qualifications, and success in providing a service of the type described in this document
- Value added considerations and benefits to the Mountain Empire USD.
- Previous experience with the Firm or entity.
- Proposals utilizing existing cooperative purchasing agreements, government procurement programs or current piggyback proposals or contracts.

## **TERMS AND CONDITIONS**

All conditions and provisions of the RFP are deemed to be accepted by the firm and incorporated by reference in the statement of qualifications and will apply to subsequent agreement arrangements. Late proposals will be accepted; but will not be considered for this project; however, they may be filed for future requirements.

**Opening:** There will not be a public opening; however, firms submitting qualifications for consideration will be notified of the results.

**Indemnity:** The firm shall indemnify the Mountain Empire USD all damage caused to the Mountain Empire USD property as a result of the negligent actions or wrongful acts of the firm, its employees, servants, and/or agents. The firm shall indemnify and hold harmless the District, its employees, servants and/or agents from all claims, demands, actions, suits, or proceedings initiated by third parties arising from the negligence of the firm, its employees, servants, and/or agents.

**Protection of Persons and Property:** The firm shall take all reasonable precautions for safety and reasonable protection to prevent damage, injury, or loss to all of its employees and other persons.

**Liability Insurance:** Before starting any work under the agreement, the firm shall (except as otherwise approved by the Mountain Empire USD) take out and maintain at its own cost and expense, the following insurance as listed below, until the agreement is completed. Such insurance shall be with companies and with limits satisfactory to Mountain Empire USD, and not less than required by law.

**Workers Compensation:** The selected firm agrees to furnish an official certificate or receipt showing payment of necessary premiums to the State Insurance Fund when such certificates are required in the Request for Qualification.

**General Liability:** The selected firm shall carry general liability (to include): Contractor's Liability and Product Liability, and Personal Injury and Property. Bodily Injury, including Personal Injury and Damage of \$1,000,000.00 for each occurrence/or as required by law, whichever is greater.

**Automobile Liability:** The selected firm shall carry automobile liability, including non-ownership and hired car coverage as well as owned vehicles, bodily injury and damage of \$1,000,000.00 for each occurrence or as required by law, whichever is greater.

**Certificates of Insurance:** Certificates of Insurance which are acceptable to Mountain Empire USDs' legal counsel shall be filed with the District prior to the commencement of any work. These certificates shall contain a provision that coverage afforded under the policies will not be canceled unless a fifteen day (minimum) prior written notice has been given to the District. Alternate Bids for insurance requirements may be submitted; however, it shall be at the sole discretion of the District to accept the alternate.

**Applicable Regulations:** All services provided shall comply with all applicable federal, state, and local regulations.

**Governing Law:** Any agreement resulting from this Request for Qualification is subject to the Mountain Empire USDs' policies and other applicable federal, state, and local laws. The firm agrees that it will not discriminate against any employees or applicant for employment, because of race, sex, color, creed, national origin, or ancestry, which action shall include, but not limited to the following: employment, upgrading, demotion, transfer, rates for pay or other forms of compensation, and selection for training, including apprenticeship. The firm further agrees to post in conspicuous places available to employees and applicants for employment. The firm agrees in its solicitations for employees, to state that all qualified applicants will receive consideration for employment without regard to race, sex, color, creed, national origin, of ancestry. The firm agrees to cooperate fully with Mountain Empire USD to ensure that the provision of this equal opportunity employment clause is being carried out.

## **TERMINATION CLAUSES**

**Termination for Convenience:** Mountain Empire USD may terminate the agreement, in whole or in part, if there is a non-appropriation of funds. Mountain Empire USD will give immediate notice and 60 days written notice to the firm. Mountain Empire USD shall pay all reasonable cost incurred by the firm up to the date of termination. The firm shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination. The clause is intended to be a "non-appropriation" clause to protect the Mountain Empire USD in the event of a loss of state and/or local funding. The firm should have a "Non-Appropriations" or "Funding Out" clause in the lease contract.



**Termination for Default:** Upon termination for default, payment may be withheld at the discretion of Mountain Empire USD. Failure on the part of the firm to fulfill the agreement obligations shall be considered just cause for termination of the agreement. The firm will be paid for work satisfactorily performed prior to the termination less any excess costs incurred by the Mountain Empire USD in procuring and completing the terms of the agreement. If at any time during the agreement, the school district determines that the firm has not kept and observed the conditions of the agreement and has not corrected the breach within five (5) working days following receipt of written notice, the Mountain Empire USD shall have the right in its sole discretion to terminate said agreement upon five (5) days additional written notice.

## ATTACHMENT I

### NONCOLLUSION AFFIDAVIT TO BE EXECUTED

#### BY PROPOSING ENTITY AND SUBMITTED WITH PROPOSAL

(Public Contract Code Section 7106)

\_\_\_\_\_, being first duly sworn, deposes and says that he or she  
(name)

is the \_\_\_\_\_ of \_\_\_\_\_ the party making  
(Title) (Contractor)

the foregoing proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposing entity has not directly or indirectly induced or solicited any other proposing entity to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposing entity or anyone else to put in a sham proposal, or that anyone shall refrain from submitting a proposal; that the proposing entity has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposing entity or any other proposing entity, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposing entity, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the proposing entity has not, directly or indirectly, submitted his or her proposal price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT II

### EXECUTION OF OFFER

[ RFP – 01-2018 ]

#### MEUSD Fleet Copier Lease and Maintenance Services, Managed Print Services

**Proposal Closing Date: Friday, March 2, 2018**

**Proposal Closing Site: Mountain Empire Unified School District**

**To: Business Manager**

- 1) Pursuant to and in compliance with the Notice Inviting Proposals, Information for Proposing entities, Proposal Form, Addenda, if any, and other documents relating thereto, the undersigned proposing entity having familiarized him/herself with the terms of the proposal and the conditions affecting the performance of the proposal, hereby proposed and agrees to perform, within the time stipulated everything required in this proposal for the amount herein set forth.
- 2) This proposal shall continue to remain in effect after the initial period indicated for as long as all parties remain in agreement for additional purchases.
- 3) Proposing entity shall complete and sign the provided Non-Collusion Affidavit and include it with proposal response.

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_(name), the \_\_\_\_\_(title), of the proposing entity, hereby certify under penalty of perjury in accordance with the laws of the State of California, that all the information submitted by the proposing entity in connection with RFP – 01-2018 - Request for Proposal Fleet Copier Lease and Maintenance and Managed Print Services for Mountain Empire Unified School District and all the representations herein made, are true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_(county).

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

## **Current MFP Deployment**

The following pages list B&W and Color counts for pages per day, annual page counts, and more.

## Executive summary

For the period of Jan 1, 2017 to Dec 31, 2017.

Printers = cf-siteserver\MX5140NCFPCL6, device\MXM623NCFPCL6, device\MX5140NCFPCL6, papercut\MX5140NCFPCL6, papercut\MXM623NCFPCL6

General Statistics	
Days in period:	365
Active Users:	32
Active Printers:	4
Total Printed Pages:	275,798
Total Printed Sheets:	208,854
Total Jobs:	11,843
Pages per day:	755
Sheets per day:	572

Color Composition	Pages	%Total
Grayscale:	199,576	72.36%
Color:	76,222	27.64%

Duplex Composition		Pages	%/Total
Duplex:		133,888	48.55%
Simplex:		141,910	51.45%

Job Type	Composition	Pages	% Total
Print:		41,970	15.13%
Copy:		233,828	84.27%
Scan:		1,267	0.46%
Fax:		395	0.14%

Top Printers	Pages	%Total
device\MX5140NCFPCL6	164,498	59.64%
device\MXM623NCFPCL6	69,330	25.14%
papercut\MX5140NCFPCL6	26,923	9.76%
papercut\MXM623NCFPCL6	15,047	5.46%

Top Users	Pages	%Total
peggy.hayden (Peggy Hayden)	45,878	16.63%
lisa.mauricio (Lisa Mauricio)	39,895	14.47%
allison.black (Allison Black)	31,330	11.36%
tess.davis (Tess Davis)	30,210	10.95%
alex.is.weissman (Alexis Weissman)	29,992	10.51%
marissa.manella (Marissa Manella)	23,711	8.60%
jim.blanks (Jim Blanks)	16,709	6.06%
angle.escherich (Angie Escherich)	8,400	3.05%
evaleen.hickman (Evaleen Hickman)	7,514	2.72%
mindy.maldonado (Mindy Maldonado)	6,855	2.49%

Environmental Impact	
Trees Consumed	2.59 trees
CO2 Produced	939.8 kg
Equivalent Bulb Hours	59,175.3 hours

Top Printer Groups	Pages
--------------------	-------

# Clover Flat Elementary School



## Executive summary

For the period of Jan 1, 2017 to Dec 31, 2017.

Printers = device\MXC402SCDEPCL6, device\MXM904DEPCL6, papercut\MXC402SCDEPCL6, papercut\MXM904DEPCL6

General Statistics		Pages	%Total
Days in period:	365		
Active Users:	30		
Active Printers:	4		
Total Printed Pages:	305,184		
Total Printed Sheets:	232,666		
Total Jobs:	13,962		
Pages per day:	836		
Sheets per day:	637		

Color Composition		Pages	%Total
Grayscale:	291,251		95.43%
Color:	13,933		4.57%

Duplex Composition		Pages	%Total
Duplex:	145,036		47.52%
Simplex:	160,148		52.48%

Job Type Composition		Pages	%Total
Print:	52,705		17.22%
Copy:	252,479		82.47%
Scan:	824		0.27%
Fax:	147		0.05%

Top Printers		Pages	%Total
device\MXM904DEPCL6		210,554	68.99%
device\MXC402SCDEPCL6		41,925	13.74%
papercut\MXM904DEPCL6		30,630	10.04%
papercut\MXC402SCDEPCL6		22,075	7.23%

Top Users		Pages	%Total
amber.walker (Amber Walker)		53,281	17.46%
lori.demink (Lori DeMink)		30,830	10.10%
dorothy.laskey (Dorothy Laskey)		30,608	10.03%
peggy.freed (Peggy Freed)		27,736	9.09%
angle.robins (Angle Robbins)		25,338	8.30%
marissa.manella (Marissa Manella)		25,153	8.24%
chelsea.russell (Chelsea Russell)		24,468	8.02%
donna.burton (Donna Burton)		21,051	6.90%
candy.anderson (Candy Anderson)		20,966	6.87%
andra.shelton (Andra Shelton)		17,641	5.78%

Environmental Impact	
Trees Consumed	2.89 trees
CO2 Produced	1,047.0 kg
Equivalent Bulb Hours	65,922.0 hours

Top Printer Groups		Pages

# Descanso Elementary School



## Executive summary

For the period of Jan 1, 2017 to Dec 31, 2017.

Printers = device\MX7040NHSPCL6, device\MXM904HSPCL6, papercut\MX7040NHSPCL6, papercut\MXM904HSPCL6

General Statistics	
Days in period:	365
Active Users:	63
Active Printers:	4
Total Printed Pages:	804,315
Total Printed Sheets:	553,126
Total Jobs:	33,533
Pages per day:	2,203
Sheets per day:	1,515

Top Printers	Pages	%Total
device\MXM904HSPCL6	324,591	40.36%
device\MX7040NHSPCL6	320,609	39.86%
papercut\MX7040NHSPCL6	96,533	12.00%
papercut\MXM904HSPCL6	62,582	7.78%

Environmental Impact	
Trees Consumed	6.87 trees
CO2 Produced	2,489.1 kg
Equivalent Bulb Hours	156,719.0 hours

Color Composition	Pages	%Total
Grayscale:	733,116	91.15%
Color:	71,199	8.85%
Duplex Composition		%Total
Duplex:	502,378	62.46%
Simplex:	301,937	37.54%

Top Users	Pages	%Total
lizann.parker (Lizann Parker)	114,097	14.19%
john.olson (John Olson)	71,147	8.85%
amanda.gonzales (Amanda Gonzales)	67,555	8.40%
ev.nusic (Ev Nusic)	60,693	7.55%
dave.ethire (Dave Ethire)	44,132	5.49%
afion.gonzalez (Afion Gonzalez)	35,616	4.43%
christine.goss (Christine Goss)	34,854	4.33%
jana.nichols (Jana Nichols)	32,102	3.99%
mary.hall (Mary Hall)	28,933	3.60%
mari.mann (Mari Mann)	27,701	3.44%

Top Printer Groups	Pages

Job Type Composition	Pages	%Total
Print:	159,115	19.65%
Copy:	645,200	79.67%
Scan:	4,730	0.58%
Fax:	804	0.10%

# Mountain Empire High School



## Executive summary

For the period of Jan 1, 2017 to Dec 31, 2017.

Printers = device\MXC402SCPVPCL6, device\MXM623NPVPCL6, device\MXC402SCPVPCL6, papercut\MXC402SCPVPCL6, papercut\MXM623NPVPCL6




General Statistics		
Days in period:	365	
Active Users:	27	
Active Printers:	4	
Total Printed Pages:	171,883	
Total Printed Sheets:	117,548	
Total Jobs:	7,785	
Pages per day:	470	
Sheets per day:	322	

Color Composition	Pages	%Total
Grayscale:	164,915	95.95%
Color:	6,968	4.05%

Duplex Composition	Pages	%Total
Duplex:	108,670	63.22%
Simplex:	63,213	36.78%

Job Type Composition	Pages	%Total
Print:	24,427	14.14%
Copy:	147,456	85.34%
Scan:	769	0.45%
Fax:	127	0.07%

Top Printers	Pages	%Total
device\MXM623NPVPCL6	130,785	76.09%
device\MXC402SCPVPCL6	16,671	9.70%
papercut\MXM623NPVPCL6	16,166	9.41%
papercut\MXC402SCPVPCL6	8,261	4.81%

Environmental Impact		
	Trees Consumed	1.46 trees
	CO2 Produced	529.0 kg
	Equivalent Bulb Hours	33,305.3 hours

Top Users	Pages	%Total
amy.cochran (Amy.Cochran)	59,175	34.43%
michelle.brown (Michelle Brown)	35,661	20.75%
trina.ambrose (Trina Ambrose)	33,384	19.42%
thomas.mcdonough (Thomas McDonough)	18,623	10.83%
rafael.miravete (Rafael Miravete)	8,120	4.72%
cole.mccomber (Cole McComber)	5,108	2.97%
gary.brannon (Gary Brannon)	4,109	2.39%
erin.rosa (Erin Rosa)	2,563	1.49%
amy.conforth (Amy Conforth)	1,279	0.74%
traci.barnwell (Traci Barnwell)	985	0.57%

Top Printer Groups	Pages

# Pine Valley Middle School





## Executive summary

For the period of Jan 1, 2017 to Dec 31, 2017.

Printers = device\MX5140NPOTPCl6, device\MXM753NPOTPCl6, papercut\MX5140NPOTPCl6, papercut\MXM753NPOTPCl6

General Statistics		
Days in period:	365	
Active Users:	51	
Active Printers:	4	
Total Printed Pages:	473,206	
Total Printed Sheets:	379,779	
Total Jobs:	24,609	
Pages per day:	1,296	
Sheets per day:	1,040	
Color Composition		
Grayscale:	465,652	98.40%
Color:	7,554	1.60%
Duplex Composition		
Duplex:	186,854	39.49%
Simplex:	286,352	60.51%
Job Type Composition		
Print:	111,520	23.48%
Copy:	361,686	76.15%
Scan:	1,788	0.38%
Fax:	0	0.00%

Top Printers		
device\MXM753NPOTPCl6	247,618	52.33%
device\MX5140NPOTPCl6	114,068	24.11%
papercut\MXM753NPOTPCl6	58,497	12.36%
papercut\MX5140NPOTPCl6	53,023	11.21%
Top Users		
brian.brisbois (Brian Brisbois)	49,838	10.53%
norma.cruz (Norma Cruz)	33,645	7.11%
nancy.chavez (Nancy Chavez)	29,279	6.19%
jessica.montisano (Jessica Montisano)	27,429	5.80%
elizabeth.quinn (Elizabeth Quinn)	26,419	5.58%
fatima.duran (Fatima Duran)	26,104	5.52%
jill.seman (Jill.Seman)	20,829	4.36%
priscilla.partida (Priscilla.Partida)	20,531	4.34%
cheryl.uribe (Cheryl.Uribe)	18,688	3.95%
lorena.enriquez (Lorena Enriquez)	18,372	3.88%

Environmental Impact		
Trees Consumed	4.72 trees	
CO2 Produced	1,709.0 kg	
Equivalent Bulb Hours	107,604.1 hours	
Top Printer Groups		

# Potrero Elementary School






## Executive summary

For the period of Jan 1, 2016 to Dec 31, 2016.

Printers = device\MXC402SCJACPCL6, device\MXM623NJACPCL6, papercut\MXC402SCJACPCL6, papercut\MXM623NJACPCL6

General Statistics		
Days in period:	366	
Active Users:	25	
Active Printers:	4	
Total Printed Pages:	164,316	
Total Printed Sheets:	102,949	
Total Jobs:	11,114	
Pages per day:	448	
Sheets per day:	281	

Top Printers	Pages	%Total
device\MXM623NJACPCL6	102,806	62.57%
papercut\MXM623NJACPCL6	28,327	17.24%
device\MXC402SCJACPCL6	21,884	13.32%
papercut\MXC402SCJACPCL6	11,299	6.88%

Environmental Impact		
 Trees Consumed	1.28 trees	
 CO2 Produced	463.3 kg	
 Equivalent Bulb Hours	29,168.9 hours	

Color Composition	Pages	%Total
Grayscale:	161,656	98.38%
Color:	2,660	1.62%

Top Users	Pages	%Total
rebekah.kluver (Rebekah Kluver)	39,803	24.22%
tammy.thorpe (Tammy Thorpe)	36,117	21.98%
roseann.morris (RoseAnn Morris)	31,542	19.20%
terl.lederman (Teri Lederman)	20,798	12.66%
craig.flores (Craig Flores)	12,220	7.44%
gary.brannon (Gary Brannon)	8,704	5.30%
meghan.vicario (Meghan Vicario)	4,878	2.97%
heather.cunnington (Heather Cunningham)	4,283	2.61%
megan.granger (Megan Granger)	2,196	1.34%
elizabeth.reisman (Elizabeth Reisman)	1,382	0.84%

Top Printer Groups	Pages

Duplex Composition	Pages	%Total
Duplex:	90,998	55.38%
Simplex:	73,318	44.62%

Job Type Composition	Pages	%Total
Print:	39,626	23.99%
Copy:	124,690	75.49%
Scan:	743	0.45%
Fax:	123	0.07%

# Camp Lockett Middle School



## Executive summary

For the period of Jan 1, 2016 to Dec 31, 2016.

Printers = device\MXM623NAItEdPCL6, papercut\MXM623NAItEdPCL6




General Statistics		
Days in period:	366	
Active Users:	21	
Active Printers:	2	
Total Printed Pages:	134,526	
Total Printed Sheets:	85,348	
Total Jobs:	7,129	
Pages per day:	367	
Sheets per day:	233	

Color Composition		
Grayscale:	134,526	100.00%
Color:	0	0.00%

Duplex Composition		
Duplex:	76,294	56.71%
Simplex:	58,232	43.29%

Job Type Composition		
Print:	30,207	22.28%
Copy:	104,319	76.94%
Scan:	1,054	0.78%
Fax:	0	0.00%

Top Printers		
device\MXM623NAItEdPCL6	104,319	77.55%
papercut\MXM623NAItEdPCL6	30,207	22.45%

Environmental Impact		
 Trees Consumed	1.06 trees	
 CO2 Produced	384.1 kg	
 Equivalent Bulb Hours	24,181.9 hours	

Top Users		
jennifer.platt (Jennifer Platt)	74,522	55.40%
kathryn.dolan (Kathryn Dolan)	20,170	14.99%
bob.bordelon (Bob Bordelon)	12,996	9.66%
carolyne.maki (Carolyne Maki)	9,951	7.40%
melissa.plasencia (Melissa Plasencia)	9,519	7.08%
jim.bloch (Jim Bloch)	2,921	2.17%
amy.sanger (Amy Sanger)	1,871	1.24%
laura.grosset (Laura Grosset)	756	0.56%
matt.heinemann (Matt Heinemann)	709	0.53%
jennett.robinson (Jennett Robinson)	507	0.38%

Top Printer Groups		Pages

# Alternative Education School



## Executive summary

For the period of Jan 1, 2017 to Dec 31, 2017.

Printers = device\MXC402SCCAPCL6, device\MXM753NCAPCL6, device\MXM904CAPCL6, papercut\MXC402SCCAPCL6, papercut\MXM753NCAPCL6, papercut\MXM904CAPCL6

General Statistics		
Days in period:	365	
Active Users:	58	
Active Printers:	6	
Total Printed Pages:	785,332	
Total Printed Sheets:	570,516	
Total Jobs:	38,183	
Pages per day:	2,151	
Sheets per day:	1,563	
Color Composition		
Grayscale:	774,302	98.60%
Color:	11,030	1.40%
Duplex Composition		
Duplex:	429,632	54.71%
Simplex:	355,700	45.29%
Job Type Composition		
Print:	132,047	16.72%
Copy:	653,285	82.72%
Scan:	3,488	0.44%
Fax:	918	0.12%

Top Printers		
device\MXM904CAPCL6	433,609	55.21%
device\MXM753NCAPCL6	172,423	21.96%
papercut\MXC402SCCAPCL6	54,467	6.94%
papercut\MXM904CAPCL6	50,376	6.41%
device\MXC402SCCAPCL6	47,253	6.02%
papercut\MXM753NCAPCL6	27,204	3.46%
Environmental Impact		
Trees Consumed	7.09 trees	
CO2 Produced	2,567.3 kg	
Equivalent Bulb Hours	161,646.2 hours	
Top Users		
karen.anglin (Karen Anglin)	93,154	11.86%
michael.doane (Michael Doane)	57,235	7.29%
tracey.deitchman (Tracey Deitchman)	45,998	5.86%
becky.mote (Becky Mote)	45,109	5.74%
denise.hobson (Denise Hobson)	44,310	5.64%
kathleen.cochran (Kathy Cochran)	43,691	5.56%
stacey.lafalce (Stacey LaFalce)	37,858	4.82%
kimberly.mitchell (Kimberly Mitchell)	34,729	4.42%
linda.broersma (Linda Broersma)	30,689	3.91%
leah.cardinez (Leah Cardinez)	29,238	3.72%
Top Printer Groups		

# Campo Elementary School

## Executive summary

For the period of Jan 1, 2016 to Dec 31, 2016.

```
Printers = device\MX41141NDOPCL6, device\MXB4022BPCl6, device\MXC401 DOPCL6, device\MXC402SCDOPCL6, device\MXM503NDOPCL6, papercutVHP Laser Jet CP3525 (Tech_Dept), papercutLexmark XS558de (Transportation), papercutMXB41141NDOPCL6, papercutMXC401 DOPCL6, papercutMXC402SCDOPCL6, papercutMXM1204DOPCL6, papercutMXM503NDOPCL6
```

General Statistics	
Days in period:	366
Active Users:	95
Active Printers:	13
Total Printed Pages:	596,915
Total Printed Sheets:	399,671
Total Jobs:	44,616
Pages per day:	1,630
Sheets per day:	1,091




Color Composition	Pages	%Total
Grayscale:	578,998	97.00%
Color:	17,917	3.00%

Duplex Composition		Pages	%/Total
Duplex:		356,814	59.78%
Simplex:		240,101	40.22%

Job Type	Composition	Pages	%/Total
Print:		129,268	20.70%
Copy:		467,647	74.88%
Scan:		27,651	4.43%
Fax:		0	0.00%

Top Printers	Pages	%Total
device\WXM1204DOPCL6	421,395	70.60%
papercut\WXM1204DOPCL6	68,747	11.52%
papercut\WX4141NDOPCL6	31,543	5.28%
papercut\WXM503NDOPCL6	15,917	2.67%
device\WXM503NDOPCL6	14,054	2.35%
device\WX4141NDOPCL6	13,653	2.29%
device\WXC402SCDOPCL6	12,677	2.12%
papercut\WXC402SCDOPCL6	5,781	0.97%
device\WXB402BBPCL6	5,573	0.93%
papercut\WXB402BBPCL6	4,171	0.70%

Top Users	Pages	%Total
tessa.dierkop (Tessa Dierkop)	253,592	42.48%
lisa.stoffel (Lisa Stoffel)	45,980	7.70%
erin.miller (Erin Miller)	31,838	5.33%
colleen.mallon (Colleen Mallon)	30,964	5.19%
theresa.harrell (Theresa Parsons)	25,523	4.28%
jackie.bjornson (Jackie Bjornson)	20,221	3.39%
dorothy.haskins (Dorothy Haskins)	17,042	2.86%
deborah.taylor (Deborah Taylor)	16,774	2.81%
crystal.hart (Crystal Hart)	15,782	2.64%
gary.hobelman (Gary Hobelman)	15,022	2.52%

Environmental Impact	
	Trees Consumed
	CO2 Produced
	Equivalent Bulb Hours
	4.96 trees
	1,798.5 kg
	113,240.1 hours

Top Printer Groups	Pages

# District Office